

Internal and External Business Negotiation Roleplays

*Choose topics from below and roleplay **the whole meeting** from the small talk to farewell greetings, making sure the language matches the situation.*

Internal meetings (= with your boss)

- attending an event (e.g. trade fair)
- changing teams/ sections/ departments
- changing your job responsibilities
- changing your performance-related pay
- changing your personal targets
- changing your working hours
- getting a bigger budget for your project
- getting a car parking space
- getting a pay rise
- getting a promotion
- getting longer to complete a project
- getting more people in your team
- getting more technology/ getting better technology
- getting your own office
- going on fewer business trips
- moving branches
- taking time off for a vacation or for the birth of a child
- working abroad
- working from home (= telecommuting)
- your company paying for some training

External meetings (with suppliers, clients, etc)

- changing amount of an order
- changing the delivery terms
- changing the specifications that you want
- getting cheaper supplies
- raising the prices that you charge
- reducing the amount of the order
- renegotiating something
- signing a longer- or shorter-term contract

Do the same thing with people from the list below, choosing any topics that you like.

People

- negotiate with a co-worker
- negotiate with a different department/ division/ team
- negotiate with a prospective customer/ client (= might be one in the future)
- negotiate with a subcontractor
- negotiate with a supplier
- negotiate with an existing customer/ client
- negotiate with the head of your department/ division
- negotiate with your direct boss (= line manager)