Learning Goals

In this class, you will learn language to do the following:

• Talk about negotiations you have been involved in.
• Describe the steps in a negotiation process.
• Talk about effective negotiation tactics in your country.
• Give opinions about the key to negotiating successfully.
Negotiations

Advanced

• What kinds of negotiations have you been involved in?
• What were you negotiating?
• Who were you negotiating with?
• Did you negotiate as an individual or as a team?

Vocabulary

| customer   | vendor | agreement |
| supplier   | partner| contract  |
| client     | licensing | bid       |
Negotiations

Advanced

• From your experience, how would you describe the steps in a negotiation process?
• What is the most difficult part?

Vocabulary

| preliminaries | closing |
| opening statements | follow-up |
| position | stalemate |
| break | compromise |
| concession | counteroffer |
What are some typical negotiation tactics that businesspeople in your country use?

What do you think is the key to negotiating effectively?

<table>
<thead>
<tr>
<th>Vocabulary</th>
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<tbody>
<tr>
<td>stalling</td>
<td>win-win</td>
<td>decision maker</td>
</tr>
<tr>
<td>fishing</td>
<td>good cop, bad cop</td>
<td>schmoozing</td>
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</table>
Negotiations

Would these practices be effective in your culture?

- the hard sell
- the soft sell
- wining and dining
- asking for changes after an agreement has been reached
- making a concession to reach a compromise
Links for Further Study

Advanced

Grammar Center: Reported Speech
https://edge.globalenglish.com/GrammarCenter/Details/reportedspeech/questions/100225
GlobalEnglish One >> Study >> Grammar Center >> Verb and Verb Forms >> Reported Speech

Business Situations: Taking Action or Buying Time
https://edge.globalenglish.com/BusinessSituations/Negotiations/TakingActionOrBuyingTime/100386
GlobalEnglish One >> Study >> Business Situations >> Negotiations >> Taking Action or Buying Time

Writing Center: Directness in Business Communication
https://edge.globalenglish.com/WritingCenter/243876
GlobalEnglish One >> Work >> Writing Center >> General Business Communication >> Directness in Business Communication