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| Communication Skills: Negotiating |
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| We often think that negotiating only takes place in the business world. It doesn’t. We negotiate almost every day. We may want to sell someone something or buy something from them. Or we may be trying to decide which movie to go and see. We negotiate so that we can reach an agreement with someone about a future action. To put forward your proposal or idea:* Can you/we….?
* I’d like .…
* We should…
* How about…?
* I/we propose….
* My/our proposal is….

To refuse the proposal or idea:* Sorry, that doesn’t work for me/us.
* Sorry, I/we can’t.
* That’s too \_\_\_\_\_\_\_\_\_\_\_\_.
* There is no way I/we can \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

To bargain:* If you \_\_\_\_\_\_\_\_\_\_\_\_, I’ll \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I’ll pay \_\_\_\_\_\_\_\_\_\_\_\_ but nothing more.
* I can’t go above….
* I can’t go below…
* I absolutely can’t \_\_\_\_\_\_\_\_\_\_.
* I can \_\_\_\_\_\_\_\_\_\_ but I can’t \_\_\_\_\_\_\_\_\_\_.

To say that you have reached an agreement:* That works.
* Let’s do it.
* Okay.
* We have a deal.
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*A. Underline all of the negotiating phrases used in the dialogue below.*

Kathleen: Can you pick up the kids after school?

Connor: Sorry, I can’t. I have a meeting until 5pm.

Kathleen: Well, I can pick them up but I can’t stay with them. I have a meeting that starts at 5pm.

Connor: How about this? If you pick them up and drop them at my office, I’ll meet you there and take them home.

Kathleen: That works.

*B. Find a partner. Negotiate the situations given below. You must reach an agreement that both of you are happy with.*

1. One person wants to see a romantic comedy. The other person wants to see an action adventure

 movie.

2. One person wants to eat at an Italian restaurant. The other person wants to eat at an Indian

 restaurant.

3. One person wants to sell their TV for $600. The other person wants to buy the TV for $300.

4. One person, the boss wants the employee to work until 7pm. The employee only wants to stay until

 6pm.

5. One person wants the other to help them move into their new apartment. The other person wants to

 go shopping instead.