

Internet research

Search for the keywords *negotiation quotes* to find quotations about negotiating by experts and famous historical figures.

Reformulating

2 Reformulate these sentences using the words in bold.


- 1 We can only deliver by 1 July if we receive a 30% deposit within ten days. (**unable, unless**)
We are unable to deliver by 1 July unless we receive a 30% deposit within ten days.
- 2 Our production manager will agree to make the changes, as long as you supply a prototype. (**willing, providing**)
- 3 We might consider a larger discount, on one condition: that you pay in advance. (**reluctant, unless**)
- 4 We would not wish to sponsor the exhibition unless we had a large stand in the entrance hall. (**prepared, but only if**)
- 5 Providing we can get the sub-components in time, we will be able to meet the deadline. (**unless, impossible**)
- 6 If, and only if, several other top CEOs were present, our president would agree to attend. (**as long as, available**)

Discussion

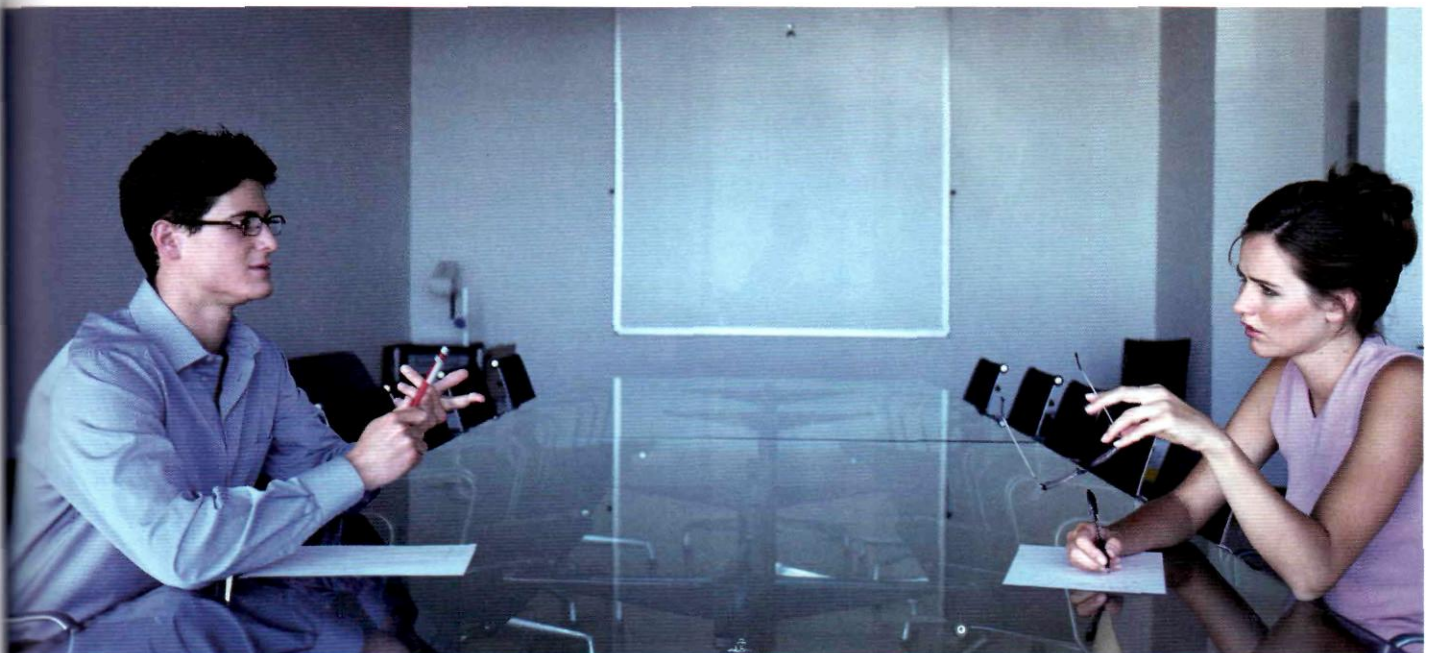
3 With a partner, ask and answer these questions, following the example.

- 1 Would you recommend working abroad for a few years and, if so, where?
I would certainly recommend it, providing it was a good career move and, personally, I would suggest going to an English-speaking country. What do you think?
- 2 Would you advise working for non-profit organizations and, if so, which ones?
- 3 Would you recommend that people work part-time?
- 4 How would you advise a manager who wants to be popular?
- 5 What do you suggest young people do to become millionaires?

Listening

4  2:21 Two colleagues in a sales department, Jan and Petra, are negotiating a list of responsibilities they have to share. Listen and write *J* (Jan) or *P* (Petra) next to the points they agree on.

- | | |
|--|--|
| <input type="checkbox"/> tennis tournament with customer | <input type="checkbox"/> take holiday in January |
| <input type="checkbox"/> run exhibition stand in Kazakhstan | <input type="checkbox"/> open office at 6am |
| <input type="checkbox"/> conference in Madagascar | <input type="checkbox"/> close office at 10pm |
| <input type="checkbox"/> team-building course in Siberia | <input type="checkbox"/> supervise intern for six months |
| <input type="checkbox"/> relocate call centre manager to India | <input type="checkbox"/> share office with PR Manager |
| <input type="checkbox"/> take holiday in August | |



Negotiating

5 With a partner, try to negotiate an agreement on the remaining points in the list above.