

Using phrasal verbs in a negotiation

COMMUNICATION

LEVEL
Upper-intermediate

NUMBER
EN_BE_3302X

LANGUAGE
English

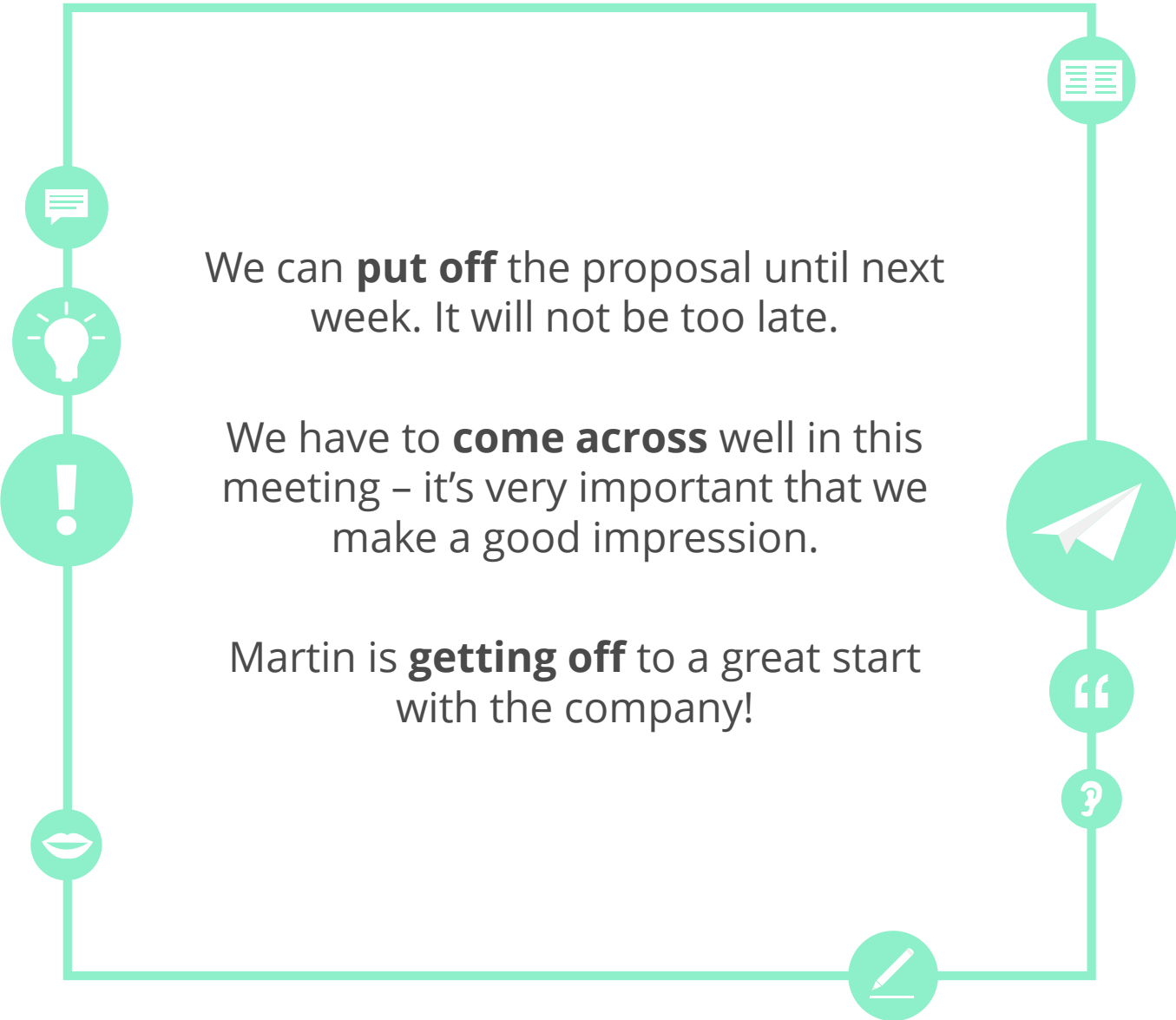




Goals

- Can recognise and understand typical phrasal verbs with: put, come, and get
- Can use new phrasal verbs while negotiating with a colleague





We can **put off** the proposal until next week. It will not be too late.

We have to **come across** well in this meeting – it's very important that we make a good impression.

Martin is **getting off** to a great start with the company!



Introduction

- This lesson will introduce many different **phrasal verbs**, which are especially useful at work, and in particular when **negotiating**.



We have to **come up with** a plan of action!



Warm up

**What do you know
about phrasal verbs?
Can you name some
important ones?**

phrasal verbs

- A **phrasal verb** is a verb that is made up of a **verb + particle** (a preposition or an adverb) or sometimes **2 particles**.
- **Phrasal verbs** are commonly used in **everyday speech** and are not usually used in **very formal** contexts.
- Every phrasal verb has a one-word **synonym**.

Can you find the phrasal verb in the text?

I think we can **get away with** leaving preparations for that presentation until tomorrow!



Phrasal verbs

- The phrasal verb cannot be understood **based upon the meanings of the individual parts**.
- The **meaning** of a verb often **changes significantly** when it is used in conjunction with a **particle**.
- Commonly-used **particles** include **around, about, down, in, off, on, out** and **up**.

The word **go** and the word **against** take on **a different meaning** when added together to form a **phrasal verb**.

Example: **to go against**

- Means to **compete or oppose**.
- We're **going against** three other competitors. We need to close the deal.





Examples of phrasal verbs in everyday use

To put off

→ I **put off** the weekly meeting as I don't feel well.

To come down with

→ I **came down with** a cold today, and I feel lousy.

To put on

→ Be sure **to put on** a jumper to stay warm.

To get through

→ Will you **get through** the work day?

To get off

→ Will you have **to get off** work early to rest up?

To put up with

→ I can **put up with** the cold.

To keep up with

→ I can **keep up with** my work.

To make up for

→ I won't have **to make up for** lost time.



Identify the phrasal verb

Can you identify the phrasal verbs in each of these sentences?

- Be sure to put on a jumper. It's cold out there.
- Let me put down a solution for the committee to review.
- We are happy that the payments came through yesterday.
- Someone broke into my vehicle last night and stole my jumper.
- I ran into Jerry, my old pal from ten years ago.
- It's important that you show up on time every day.
- I cannot get into all the details of the contract agreement because there are so many of them.





Phrasal verbs in action

Here is an example of common uses of phrasal verbs in a conversation with a colleague. Do you notice any logic to the combinations of verb and particle?



I **put off** washing my warm clothes yesterday even though it was freezing, and now I've **come down with** a cold today, and I feel lousy.

Make sure **to put on** a jumper to stay warm. Will you **get through** the work day or will you have **to get off** work early?



Hopefully, I can **put up with** the cold and **keep up with** my work and so I won't have **to make up for** lost time later on.



Phrasal verbs introduction: *put*, *come*, and *get*

- Some of the **most common** phrasal verbs have, **put**, **come**, and **get**, as their **root**.
- The following slides will introduce some important **phrasal verbs** for each **root verb** and some helpful tips for remembering them.



I'd like **to put across** to you a concept that you may not have yet considered.

I have **come up with** a workable solution for both negotiation parties.

I can't believe he **got away with** saying that to the boss.

Phrasal verbs with the root verb *put*

The verb **to put** means to move a person or thing into a particular position, direction or place.

When the **particles across, down, up, up with, together, off, back** and **on** are added to the root **put**, the meaning is modified. Look at the following examples.



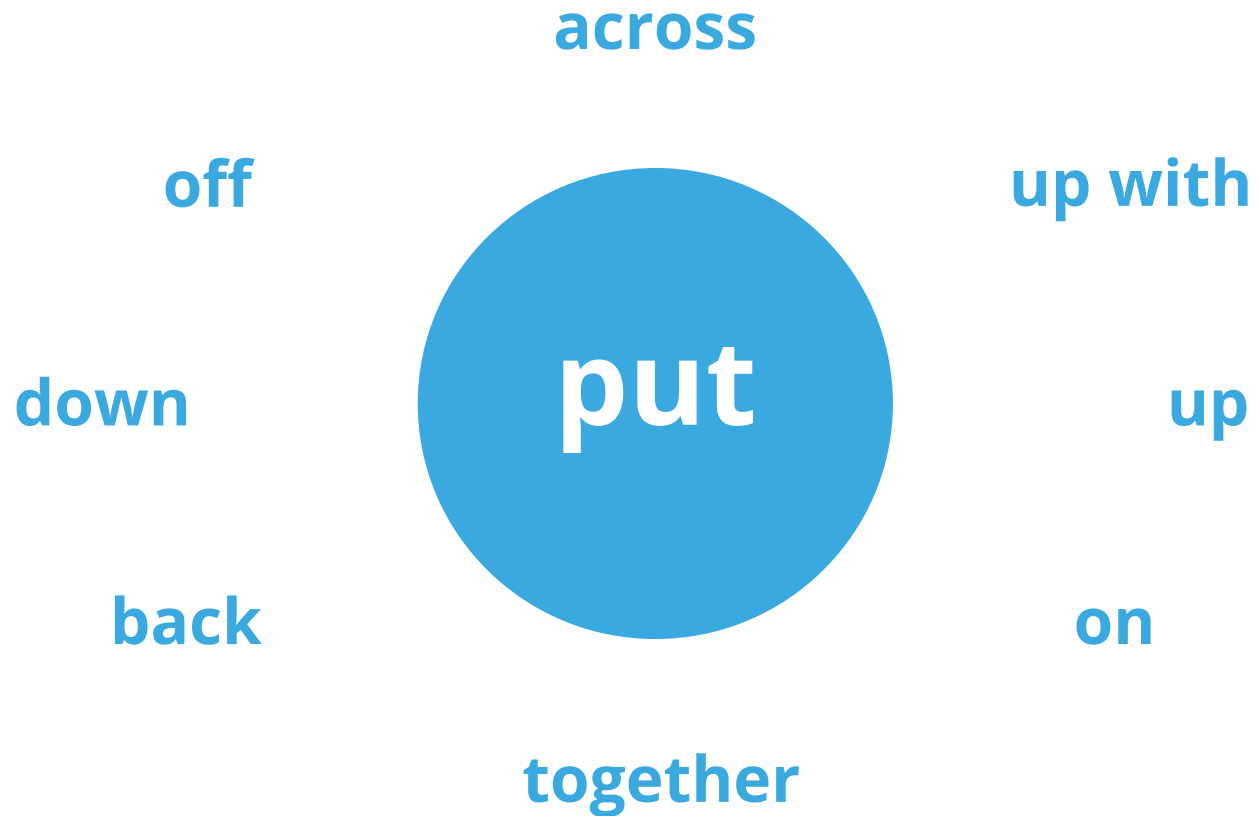
We have two weeks. How long will it take to **put together** that proposal?



We have only two weeks, we can't **put off** writing that proposal any longer.



Phrasal verbs with 'put'





Phrasal verbs - *put*

to put across

I would like to **put across** an idea I had this morning!

to put down

We will **put down** a few guidelines for next week's board meeting.

to put back

The store owner needs to **put** the product **back** on the shelves.

to put together

How long will it take to **put together** a proposal?



Phrasal verbs - *put*

to put off

We can **put off** the proposal until next week. It shouldn't be too late.

to put on

You will just have to **put on** a brave face until the deadline!

to put up

Has Martin **put up** the new social media material yet?

to put up with

I'm **putting up with** customer complaints because that's my job.

transitive

intransitive

- Did you notice that some of the phrasal verbs are **separated** in the examples?
- Phrasal verbs can be **intransitive**, meaning **they do not take an object**.
- Other phrasal verbs can be **transitive**, which means **they take an object**.
- **Intransitive phrasal verbs** are always **inseparable**. Some **transitive phrasal verbs** are **separable** and some are **inseparable**.



Perhaps we should **put** the proposal **off** until we know what to do about this.

I would be more comfortable **putting off** the presentation until we feel more prepared.



I know they are making difficult demands, but they are our client so we must **put up with** them.



Match each phrasal verb with its synonyms or definitions based on the example sentences above

to put across

to withstand, to tolerate

to put off

to suggest, to communicate

to put down

to erect, to accommodate

to put on

to delay, to return something

to put up with

to assemble, to create

to put up

to set out, to write down

to put back

to pretend, to start wearing, to play something

to put together

to postpone



What's going on?



What do you think is happening in this picture? Imagine the kinds of things this boss is saying to his employee. Use the following phrasal verbs along with any others you can think of:

- *To put off*
- *To put back*
- *To put up with*
- *To put on*
- *To put down*
- *To put together*



Role play

You and your colleague are in the run-up to a negotiation and are very stressed about the preparations. Improvise a dialogue where you discuss a plan of action. Use as many phrasal verbs as you can, especially the ones you have learned using *put*.

I don't know how much longer I can **put up with** all of this stress!



Try to **put on** a brave face – it's nearly over!

You are stressed about making preparations. There is a lot to do and you're not sure where to start!

Attempt to comfort your stressed out colleague. Delegate some tasks to your colleague to stop them feeling so overwhelmed.

Phrasal verbs with the root verb *come*

The verb **to come** means to **move** either **towards** or **with** the **person speaking**. The meaning of phrasal verbs using **come** is usually indicated by the particle, which gives you an idea of the direction of **movement**.

When the **particles across, down with, up with, through, by, over, out with** and **along** are added to the root **come**, the meaning is modified. Look at the following examples.



Could you **come by** at 3 o'clock this afternoon? I have a twenty minute time slot available then.



After many months of negotiations, our partners finally **came through** on the deal.



Describe the pictures using different phrasal verbs





Phrasal verbs with *come*





Phrasal verbs - *come*

to come across

We must make sure to **come across** as very knowledgeable in the presentation later.

to come along

Work on the new campaign is **coming along** nicely.

to come up with

We need to **come up with** a catchy slogan for this new campaign.

to come by

Could you **come by** at 3 o'clock this afternoon? I have a twenty minute time slot available then.



Phrasal verbs - *come*

to come down

With the right strategy, I think we can get them to **come down** in their pricing.

to come out with

Trish was **coming out with** lots of ideas during the brainstorm yesterday – some of them were very good!

to come over

What did you think about that pitch just now? That company **came over** as quite professional.

to come through

After many months of negotiations, our partners **came through** on the deal.



Match each phrasal verb with its synonyms or definitions based on the example sentences above

to come down with

to seem a certain way, to move from one place to another

to come by

to show signs of illness

to come through

to say something unexpectedly

to come across

to have an idea

to come along

to appear a certain way, to discover something

to come up with

to reach the end of a difficult situation

to come out with

to make progress, to accompany

to come over

to visit, to discover something



Read and continue

Read the conversation about strategising for a negotiation and continue it with your teacher using as many phrasal verbs as you can.



Thanks for **coming by** this afternoon, Mark. It's really time we decided on a plan of action. Have you **come up with** anything?

No problem, Tess. Now that you mention it, I did **come across** some interesting statistics during my research yesterday. It seems the value of this company's shares is much lower than they led us to believe.



Oh that's great news! If we can **come up with** the right way of **getting that message across** maybe we can get them to **come down** in their pricing a little.

As soon as we get them into a corner they're sure to **come out with** the lowest price they'll accept. I think they want the deal to **come through** just as much as we do.





Over to you

**Make as many sentences as you can using the images below for inspiration. Make sure there's one phrasal verb in each sentence.
Example: We are delighted the deal finally came through! (picture 2)**



Phrasal verbs with the root verb *get*

The verb **to get** means to **obtain** something, **receive** something or to **fetch** a person or thing.

When the **particles up, up to, on, on with, off, down, by, away with, over, out of, back, through to** and **together** are added to the root **get**, the meaning is modified. Look at the following examples.



Martin is **getting off** to a great start with negotiations!



For this project to be a success, we need to **get through** to our target audience somehow.



Phrasal verbs with *get*





Phrasal verbs - *get*

to get away with

Do you think we can **get away with** cutting the meeting short?

to get by

I think we can **get by** with this lower budget.

to get down to
something

Now that everybody's settled, should we **get down** to business?

to get off

We are **getting off** to a great start in these negotiations.

to get on

I think we can **get on** to the next item on our agenda.

to get on with

Okay, our break is over. Let's **get on with** the negotiations, shall we?



Phrasal verbs - *get*

to get out of

Do you think there's any way of **getting out of** that meeting?

to get over

The other presentation was better than ours, we just need to **get over** the disappointment.

to get through to

For this to be a success, we need to find a way of **getting through to** them somehow.

to get up

Remember to **get up** from your seat as a sign of respect.

to get up to

You'd better see what Dan and Mike are **getting up to** – the deadline is tomorrow!

to get together

We need to organise **getting** the whole team **together** to discuss this.



Match each phrasal verb with its synonyms or definitions based on the example sentences above

to get by

to leave a place

to get over

to escape the consequences of doing something

to get out of

to manage with difficulty, to survive

to get down to something

to accept an unpleasant fact

to get off

to avoid doing something you don't want to do

to get away with

to direct your efforts, to start work on something



Match each phrasal verb with its synonyms or definitions based on the example sentences above

to get on with someone

to stand, to wake up

to get through

to be doing something (in the context of possible mischief)

to get together

to continue doing something, to make progress

to get up to

to have a good relationship with someone

to get up

to communicate something successfully, to make contact

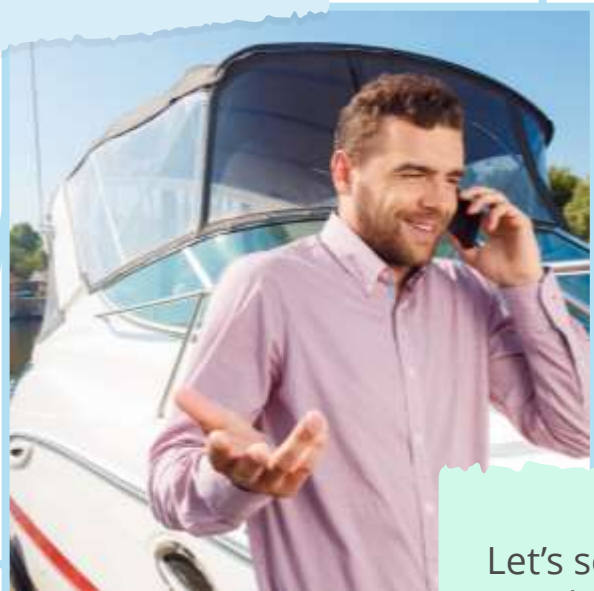
to get on with something

to meet (pre-organised)



What do you think?

What is this person
negotiating?



Let's see if you can use
these words to
describe what he's up
to?

To get away with

To get on with

To get over



Phrasal verbs in negotiation

Have a look at some of these phrasal verbs in use during a negotiation.
What other things do you think this salesman might say?



Since we can't find the time to **get together** to discuss a price, we'd better **get down to** business and figure out a basic plan of action.

I can't let you **get away with** paying a price like that for the high quality of service I offer! 10% higher? You won't find a better price elsewhere, I promise you.

With the way we have been **getting on** with this year's budget, I'm afraid there's no way I can go any lower!

I'm not sure how else to **get** the message **through** – this has to be my final offer!



Continue the dialogue



Read back over the salesman's negotiations on the previous slide. Role play what you think the person on the other end of the phone is saying with your teacher reading the part of the salesman.
Use as many phrasal verbs as you can!



What's going on?

Describe the picture using as many phrasal verbs as you can.

Claire is somehow **getting through** her enormous workload very quickly!





Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!





Answer key (1/3)

Exercise p. 17

to put across – to suggest, so communicate
to put off – to postpone
to put down – to set out, to write down
to put on – to pretend, to start wearing something, to play something,
to put up with – to withstand, to tolerate
to put up – to erect, to accommodate
to put back – to delay, to return something
to put together – to assemble, to create

Exercise p. 9

Be sure **to put on** a sweater. It's cold out there
Let me **put down** a solution for the committee to review
We are happy that the payments **came through** yesterday.
Someone **broke into** my vehicle last night and stole my sweater.
I **ran into** Jerry, my old pal from ten years ago.
It's important that you **show up** on time every day.
I cannot **get into** all the details of the contract agreement because there are some
many of them.



Answer key (2/3)

Exercise p. 32

to get by – to manage with difficulty, to survive
to get over – to accept an unpleasant fact
to get out of – to avoid doing something you don't want to do
to get down to something – to direct your efforts, to start work on something
to get off – to leave a place
to get away with – to escape the consequences of doing something

Exercise p. 25

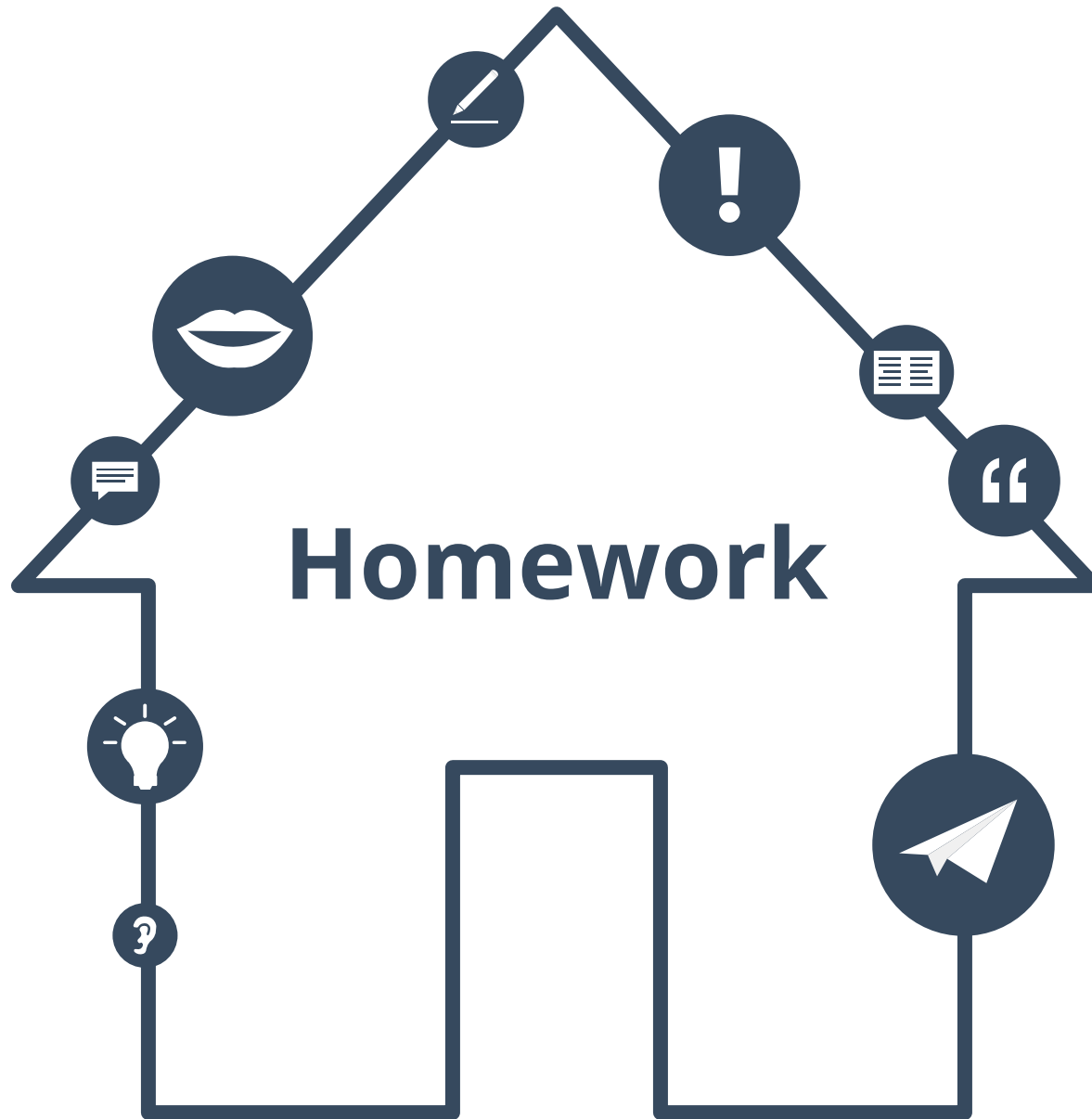
to come down with – to show signs of an illness
to come by – to visit, to discover something
to come through – to reach the end of a difficult situation
to come across – to appear a certain way, to discover something
to come along – to make progress, to accompany
to come up with – to have an idea
to come out with – to say something unexpectedly
to come over – to seem a certain way, to move from one place to another



Answer key (3/3)

Exercise p. 33

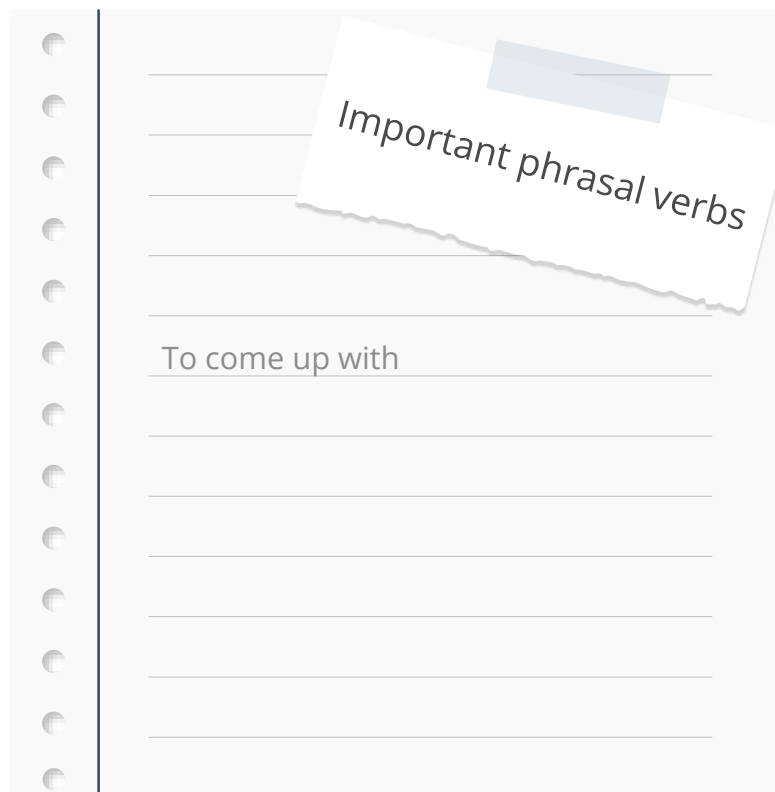
to get on with someone – to have a good relationship with someone
to get through – to communicate successfully, to make contact
to get together – to meet (pre-organised)
to get up to – to be doing something (in the context of possible mischief)
to get up – to stand, to wake up
to get on with something – to continue doing something, to make progress





Important phrasal verbs

There are a lot of phrasal verbs to remember! Go back through the lesson and note down 10 or 15 phrasal verbs that will be especially useful for you.





Write an email

Write an e-mail to your colleague about upcoming negotiations with your company's internet service provider. Use as many phrasal verbs as you can.

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To:

Subject: Internet negotiations

Dear John,



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