

COMMUNICATION

# Negotiating

**LEVEL**

Upper-Intermediate  
(B2)

**NUMBER**

EN\_B2\_2021X

**LANGUAGE**

English

## Learning outcomes

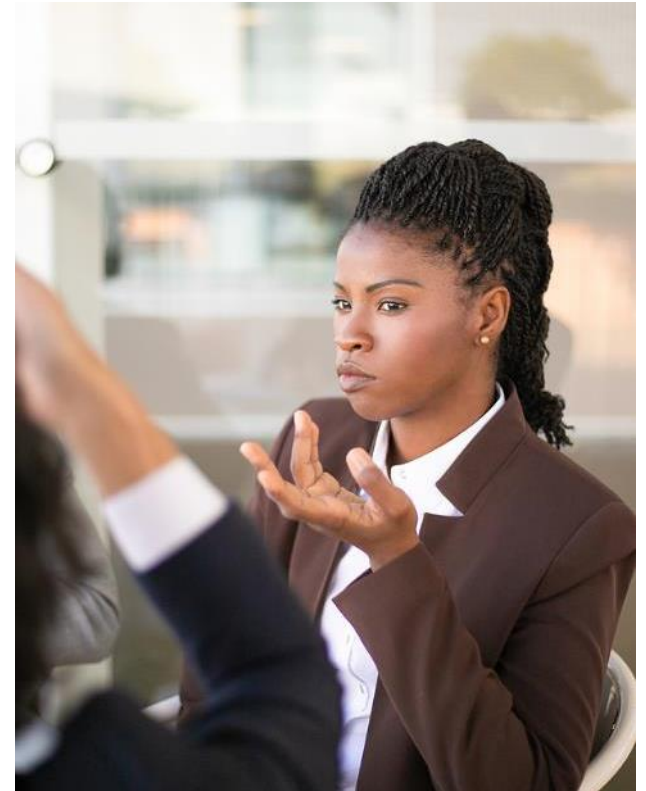
- I can identify and use a variety of words and phrases related to negotiations.
- I can use these words and phrases to reach a compromise.



## Warm-up

**In your opinion, what are the qualities of a good negotiator?**

**Share your answer with the rest of the class.**





# Fill in the gaps

**Complete** the sentence with the correct word.

- 1 A \_\_\_\_\_ is an exchange of goods or services instead of money.
- 2 The aim of a negotiation is to come to a \_\_\_\_\_.
- 3 A specific type of negotiation related to maintaining relationships between governments from different countries is called \_\_\_\_\_.
- 4 When someone else tries to influence the outcome of a negotiation, we call their action an \_\_\_\_\_.
- 5 When a third party is brought in to help opposing sides reach a common ground, we call this \_\_\_\_\_.

intervention  
compromise  
barter  
mediation  
diplomacy



# Describe the scenarios

- 1. **Read** the scenarios below.
- 2. **Describe** them using one of the words from the previous slide.

- 1

Jenny and Laura come to an agreement about how to share the family beach house.

>

*negotiation*

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- 2

Christine’s boss gives her an 8% salary increase; in exchange, Christine will take responsibility for the office newsletter.

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- 3

Representatives of Germany and Austria meet to discuss efforts to reduce pollution in the Danube River.

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- 4

Elliot gets involved in a dispute between two co-workers about who should get the better office.

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- 5

Amir sits down with a couple in the process of a divorce who can’t stop fighting about who will keep their pet dog.

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# Different types of negotiators

**Read** about Elena and Carmen.



**Elena**

- hates to give something up in a negotiation
- isn't very open to compromises
- often says 'take it or leave it' when negotiating
- is very firm and direct
- her deals usually fall apart because of a deadlock



**Carmen**

- open to any suggestion.
- hates conflict
- doesn't usually have strong feelings about things
- often says 'let's do it as you suggest' or 'whatever you think is best!' when negotiating





We tried to break the **deadlock**, but couldn't agree on some key issues.

When negotiators aren't able to agree on an issue, they reach a **deadlock**.

What would you do if you faced a **deadlock**?



# Reflect on negotiating styles

Answer the questions below.

**Who are you more like  
when negotiating –  
Elena or Carmen?**



**What are the  
advantages of  
negotiating like  
Elena? Like Carmen?**

**What are the  
disadvantages of  
negotiating like Elena?  
Like Carmen?**





## Discuss

**Answer** the question below.

**What advice would  
you give to Elena?  
To Carmen?**

**Share your ideas with the rest  
of the class!**





# Categorise

**Categorise** the words and phrases into one of the pink boxes below



**1**

I have some reservations about...

**2**

We might be able to work on..., if you could...

**3**

In exchange for..., would you agree to...?

**4**

That sounds great to me.

**5**

Unfortunately, my position is different from yours.

**6**

I could offer you..., if you think you can agree on...

**7**

I think your proposal is acceptable.

**8**

Sure, let's do that.

**9**

I'm afraid I can't agree on...

**Agreeing**

**Disagreeing**

**Compromising**

# To party or not to party?

You are the head of development at a new start-up company that has just celebrated two years of business and moved into a new office. There's a debate going on in the office about throwing an Office Launch Party. Some people think this could be a chance to raise awareness of your brand, whilst others think it will unnecessarily waste money. Can you reach a compromise?



- That sounds great to me!
- Sure, let's do that!
- I think your proposal is acceptable.



- I have some reservations about...
- Unfortunately, my position is different from yours.
- I'm afraid I can't agree on...



- We might be able to work on..., if you could...
- In exchange for..., would you agree to...?
- I could offer you..., if you think you can agree on...

**Employee A:** you represent the side that thinks a fun, memorable launch party would be great for your brand.

**Employee B:** you represent the side that thinks a launch party would probably be a waste of time and money.

*Remember to think about how much you are willing to compromise*



# Discuss

In breakout rooms or together as a class, **answer** the question below.

**Relationships and power play a part in how negotiations work. A start-up company may have a more horizontal power structure, which means colleagues tend to share authority.**

**How might negotiations in a start-up compare with those in a typical boss-worker relationship?**





# End of the lesson

Idiom

***Ahead of the pack!***

**Meaning:** to be more successful than the competition

**Example:** In order to stay ahead of the pack, we'll need to increase our budget.





# Additional practice



# Discuss

**Answer** the two questions below.

**Describe a situation in your own life where you've negotiated.**



**Did you have to make any compromises?**



# Imagine you want a 10 percent raise

What topics should you cover in the meeting with your boss to ensure you get the raise you want? **Brainstorm** using the points below.





# Discuss

Answer the question below.

***Negotiation is not about beating an opponent, leaving one person feeling like they have lost. Rather, it should be about creating solutions that benefit all parties.***

**Do you agree or disagree? Why?**





# Answer key

**P.4:** 1.) barter 2.) compromise 3.) diplomacy 4.) intervention 5.) mediation

**P.5:** 2.) compromise 3.) diplomacy 4.) intervention 5.) mediation

**P.10:**

*Agreeing:* 4, 7, 8

*Disagreeing:* 1, 5, 9

*Compromising:* 2, 3, 6



# Summary

## Identifying strategies in negotiations

- *intervention; compromise; barter; mediation; diplomacy*
- A **barter** is an exchange of goods or services instead of money.
- The aim of a negotiation is to come to a **compromise**.

## Agreeing and disagreeing

- **Agreeing:** *That sounds great to me!; Sure, let's do that!; I think your proposal is acceptable*
- **Disagreeing:** *I have some reservations about...; Unfortunately, my position is different from yours.; I'm afraid I can't agree on...*

## Compromising

- *We might be able to work on..., if you could...; In exchange for..., would you agree to...?; I could offer you..., if you think you can agree on...*
- **In exchange for** faster shipment, **would you agree to** pay a higher price?





# Vocabulary

negotiation

intervention

compromise

barter

mediation

diplomacy

deadlock



Handwriting practice lines consisting of 15 horizontal blue lines on a white background.

