**Useful phrases- Negotiations**

As long as you promise to wait I’m willing to consider your proposition……poczekać jestem skłonny rozważyć twoją propozycję

I will give my consent to your plan provided that you take my idea into account/consideration…… weźmiesz mój pomysł pod rozwagę

Supposing that I agree what do you offer me in exchange……..co możesz mi zaoferować w zamian

I would be grateful if you… przesłał mi wycenę tej usługi

I would like to draw your attention to the point of the statement… tego punktu zestawienia

It is advisable to read the whole document prior to signing……przeczytać cały document przed podpisaniem

It is vital/crucial to vote this issue………przegłosować tą sprawę

We should talk over……..kwestię ewentualnego odszkodowania

You must realize that....... w tym miesiącu jesteśmy na minusie

I was hoping for prompt/swift resolution of this issue ………szybkie załatwienie tej sprawy

I can reassure you a whole project will be completed till Friday………cały projekt zostanie skończony do piątku

Is there a room for further negotiations/discussion?

May I offer an alternative to your proposal………na twoją propozycję

I have some doubts/reservations regarding to this idea na temat tego pomysłu

Up to a point I agree with you, but not fully ale nie w całości/ I agree with you partly

I reckon it will last a few hours……że potrwa to kilka godzin/w tym miesiącu będziemy musieli obciąć wydatki na marketing

My standpoint is that……………./indisputable, final

The root of the problem is we have understaffed/not enough people……mamy za mało osób

In other words, you feel that is a nonsense............to nie ma sensu

The way I see it is completely different……całkowicie inny

If you look at it from my point of view, you will understand me...........zrozumiesz mnie

The thing which bothers me is a timeline we have to complete it………okres w którym musimy to wykonać

On second thoughts I’m not sure, whether we wants this………nie jestem pewny czy tego chcemy

I'm afraid I had something different in mind

From my perspective is the best decision, we can undertake jest to najlepsza decyzja jaką możemy podjąć

I'm afraid that doesn't work for me

Out of the question, decline, in favour of, we have a deal, that sounds reasonable

There must have been some kind of misunderstanding

**Phrases for negotiations**

**, suggesting , welcome, establish , acceptable,**

On behalf of ... I would like to …………………………… you to ... 

I would like now to begin by s……………………. the following procedure / agenda.   
To start with, I think we should ……………………… the overall procedure.   
Is that …………………………………. to you?   
Is this okay with you?

**Proposing**

**consider, high , several, regarding, would, feel**

Our basic position is ...   
There are ………several…………………..options …

It’s ……high…………….. time to   
………Regarding……………… your proposal, our position is ...   
………Would…………….. it be possible …  
How do you ………feel……………….about …  
Do you think you could …consider……………… …

**Responding to suggestions**

**Concerned , stand,**

As far as your proposal is …concerned……………., we think that ...   
May we offer an ……alternative……………..? We propose that ...   
From where we ……stand………………., a better solution might be ... 

**Agreeing**

**fair, point, strong, both**

I agree with you on that …point……………...   
That's a ……fair…………… suggestion.   
You have a …strong………………. point there.   
I think we can …both……………. agree that... 

**Objecting**

**work , perspective, view, disagree, mind,**

If you look at it from my point of …view………….....   
I'm afraid I had something different in……mind……………….   
From my …perspective………………….....   
I'd have to ……disagree………………. with you there.   
I'm afraid that doesn't ……work……………. for me.

**Reasoning**

**reason, essential , down**

This is because …  
The …reason……………….. for that is …  
… is ……essential………………. and vital for our customers.  
The whole problem comes……down…………..to three major obstacles

**Reassuring**

**, doubts , reassure,**

Let me ……reassure………………………. you that ...   
I can promise you that ...   
Have no ……doubts……………….. that we will ...

**Giving a hint**

**willing, concern, crucial, intention, compromise**

Our main …concern…………………. is …  
It is vital / ……crucial………….. that …  
Our ……intention……………… is …  
I am …willing…………………. to accept … if …  
There a few things we can ……compromise……………… on

**Clarifying**

**specific,clarify, means, suggesting, mean, understand**

It ……means………………… that …  
Are you ……suggesting……………….. that …  
Do you …mean………….. …  
If I understood you correctly …  
What exactly do you……mean………………… by … ?  
I'm not sure I fully ……understand……………. your point.  
Could you ……clarify…………………one point for me?  
Could you be more ……specefic………………..?

**Identifying obstacles**

**bothers, obstacle, look**

The main thing that ………bothers…………… us is ...   
The main ……obstacle…… to progress at the moment seems to be ...   
Let's take a closer ……look………………… at this problem. 

**Compromising**

**, exchange, accept, forward, provided**

I’m ready to ……accept……………….. that if you can … .   
In ……exchange…………………. for this, would you be willing to ...?   
We are ready to……forward………………… your offer; however, there would be one condition.   
We would be willing to ..., …provided……………….., of course, that ...

**Delaying**

**back, consult, authority**

We would have to study this. Can we get ……back………… to you on this later?   
We'll have to ……consult……………. with our colleagues back in the office. We'd like to get back to you on it.   
We'll have to get back to you on it.   
I don’t have the ………authority…………… to make that decision by myself.

**Refusing a proposal**

**unacceptable, far, agree, accept, question, decline**

I am afraid we couldn’t……agree…………. to that.   
I’m sorry, we can’t accept that.   
I'm afraid your offer doesn't go ……far……………. enough.   
No, that’s out of …question………………….  
That’s totally …unacceptable……………...  
Unfortunately, we must ………decline……….your offer for the following reasons.

**Accepting a proposal**

**reasonable ,favour, accept, acceptable, deal, agree, work**

We are happy to ……accept…………… this agreement.   
This agreement is ……reasonable……………….. to us.   
I believe we have an …agreement……………………...   
I’m all in ……favour……………………… of that.   
I think we have a……deal……………..  
I think we will have to …accept……………… to

I am willing to ……agree………………….. with that.   
That’s a deal!  
It sounds like an alternative / option / possibility …  
That sounds ……reasonable………………………...

**Closing / summarizing**

**over, confirm**

Let's just ……confirm……………..the details, then.

Shall we go ……over………………details once again

**Final greetings**

**Pleasure, forward**

It has been a ……pleasure………………… doing business with you.   
We look …forward……………………. to cooperating with you again.