**Useful phrases- Negotiations**

**As long as you promise to……poczekać jestem skłonny rozważyć twoją propozycję**

**I will give my consent to your plan provided that …… weźmiesz mój pomysł pod rozwagę**

**Supposing that I agree what ……..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… tego punktu zestawienia**

**It is advisable to……przeczytać cały document przed podpisaniem**

**It is vital/crucial to………przegłosować tą sprawę**

**We should talk over……..kwestię ewentualnego odszkodowania**

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

**I was hoping for………szybkie załatwienie tej sprawy**

**I can reassure you………cały projekt zostanie skończony do piątku**

**Is there a room for further negotiations/discussion?**

**May I offer an alternative………na twoją propozycję**

**I have some doubts/reservations na temat tego pomysłu**

**Up to a point I agree with you ale nie w całości/ I agree with you partly**

**I reckon……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……mamy za mało osób**

**In other words, you feel that............to nie ma sensu**

**The way I see it is……całkowicie inny**

**If you look at it from my point of view...........zrozumiesz mnie**

**The thing which bothers me is………okres w którym musimy to wykonać**

**On second thoughts………nie jestem pewny czy tego chcemy**

**I'm afraid I had something different in mind**

**From my perspective 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 ……work…………… this agreement.   
This agreement is ……reasonable……………….. to us.   
I believe we have an ………………………...   
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.

Początek formularza