



# Worksheet

Name :

Subject:

Lesson 3A U 3

Class:

12<sup>th</sup> grade

Date:

## SPEAKING | Negotiating

Function	Phrase	Synonyms/Alternative Phrases	Example Sentence
<b>Asking for what you want</b>	This is a bit awkward, but ...	I feel a bit uncomfortable asking, but...; I know this is difficult, but...; I hate to bring this up, but...	"This is a bit awkward, but could you possibly move the deadline up a week?"
	Would you be prepared to ...?	Would you be open to...?; Would you be willing to...?; Could you consider...?	"Would you be prepared to offer a higher salary for this level of experience?"
	I'm wondering if there's any flexibility ...?	Is there any wiggle room on the price/schedule...?; Could we perhaps adjust the terms...?	"I'm wondering if there's any flexibility on the delivery date?"
	How about if we were to ...?	What if we tried to...?; We could perhaps...; Have you considered if we...?	"How about if we were to include a service contract for the first year?"
<b>Refusing an offer</b>	I'd like to say yes, but ...	I wish I could agree, but...; My instinct is to say yes, however...; I want to accept, but I can't because...	"I'd like to say yes, but I simply don't have the time to take on that extra work."
	I'm afraid that's a bit out of my price range / budget.	That is more than I was planning to spend.; That exceeds my financial limit.; I cannot afford that.	"I'm afraid that's a bit out of my budget for this project."
	That's a bit less than I'd be willing to accept.	I couldn't possibly accept an offer that low.; That doesn't meet my minimum requirement.; That's below my expected rate.	"I'm afraid that's a bit less than I'd be willing to accept for the initial deposit."
	The bottom line is ...	The essential point is...; The core issue is...; Ultimately...; In the end...	"The bottom line is, we need to sign this contract by Friday to secure the funding."
	At the end of the day ...	When all is said and done...; Ultimately...; Finally, you must consider that...	"At the end of the day, quality matters more than a speedy delivery."

Function	Phrase	Synonyms/Alternative Phrases	Example Sentence
	It has to be a 'no'.	I have no choice but to decline.; My final answer must be 'no'.; I am unable to agree.	"It has to be a 'no'; the conditions you are asking for are simply non-negotiable."
<b>Accepting an offer</b>	Great, you've got yourself a deal.	Excellent, we have an agreement.; That sounds perfect, we're settled.; Fantastic, it's a done deal.	"Great, you've got yourself a deal. We'll start production tomorrow."
	Let's shake on that, then.	Let's formalize our agreement.; We can seal the deal now.; Let's agree on this.	"The terms work for me. Let's shake on that, then."
	OK, I can live with that.	That is acceptable.; I can agree to those terms.; I can tolerate/manage that.	"OK, I can live with that, provided the payment is split into two installments."
<b>Trying to get to a win-win situation</b>	I can see what you're saying, but ...	I understand your position, however...; I acknowledge your perspective, but...; I appreciate your point, however...	"I can see what you're saying, but our company policy doesn't allow for a refund."
	Is there any room for compromise?	Can we meet in the middle?; Can we find a middle ground?; Is there a possibility of a mutual agreement?	"I'm offering \$500, but you want \$700. Is there any room for compromise?"
	Provided you ..., I see no reason why I couldn't ...	Assuming you can..., I would be happy to...; If you are able to..., I could then...	"Provided you sign the paperwork today, I see no reason why I couldn't approve the expedited shipping."
	Can we try and meet halfway on this?	Let's try and find a compromise.; What if we split the difference?; Can we find a point where both of us are satisfied?	"We're far apart on the price. Can we try and meet halfway on this?"
	How does that sound?	Does that work for you?; Do you find that acceptable?; What are your thoughts on that proposal?	"We could extend the contract by six months and keep the original rate. How does that sound?"

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