

Agreements and Business: Practice

Instructions: Listen to the conversation. Complete the following exercises.

Exercise 1: Matching Synonyms

Match the word from the dialogue in Column A with its closest meaning in Column B.

Column A (Script Word)	Column B (Synonym)
1. Constraints	A. Majority / Agreement
2. Consensus	B. Beneficial / Helpful
3. Productive	C. Limitations / Restrictions
4. Facilitation	D. Guidance / Management

Exercise 2: Vocabulary in Context

Instructions: Choose the correct term from the box to complete the sentences below.

Ergonomic | Modular | Brainstorming | Clarity

- We need to start with a quick _____ session to gather everyone's ideas.
- Jennie wants to use _____ furniture so the office can be rearranged easily.
- Mark believes that _____ chairs are important for the health and comfort of the staff.
- I am going to document the agreement right now to ensure we have total _____.

Exercise 3: Negotiation Analysis

Instructions: Answer these questions based on the "give-and-take" of the conversation.

9. **The Compromise:** How does the team manage to satisfy Jennie's need for "creative space" and Mark's need for "budget control" at the same time?

Answer: _____

10. **The Outcome:** Allan describes the final agreement as "mutually beneficial." In your own words, what does "mutually beneficial" mean in this context?

Answer: _____