

#### 4. Negotiations vocabulary

Look at the words and phrases in bold in the article. Match the words and phrases from the article with their definitions.

1. If you <b>deviate</b> from a procedure ...	a. ... you can be flexible.
2. If a decision is <b>mutually-acceptable</b> , ...	b. ... you make a concession.
3. If you <b>impose</b> something on someone, ...	c. ... you don't give them a choice.
4. A <b>framework</b> is ...	d. ... you have a break from the negotiation.
5. If you <b>set the agenda</b> ...	e. ... you give something in return for something from the other party.
6. <b>Probing questions</b> ...	f. ... you move away from it.
7. If you have <b>room for manoeuvre</b> , ...	g. ... simpler than a structured agenda.
8. If you <b>challenge</b> a statement, ...	h. ... you make it impossible for them to find a way out.
9. If you <b>trade concessions</b> , ...	i. ... you finalise all the remaining small details.
10. If you <b>back down</b> , ...	j. ... you force the other person to justify it.
11. If you <b>back somebody into a corner</b> , ...	k. ... both sides are happy with it.
12. If you <b>give some ground</b> , ...	l. ... is something that could cause the negotiation to fail.
13. A <b>sticking point</b> ...	m. ... are attempts to discover hidden details.
14. If you <b>take a time-out</b> , ...	n. ... you accept that you cannot get all you want.
15. If you <b>clinch the deal</b> , ...	o. ... your actions determine how the rest of the meeting will run.
16. If you <b>tie up loose ends</b> , ...	p. ... you reach an agreement.