

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.

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| 1. If you deviate from a procedure ... |
| 2. If a decision is mutually-acceptable , ... |
| 3. If you impose something on someone, ... |
| 4. A framework is ... |
| 5. If you set the agenda ... |
| 6. Probing questions ... |
| 7. If you have room for manoeuvre , ... |
| 8. If you challenge a statement, ... |
| 9. If you trade concessions , ... |
| 10. If you back down , ... |
| 11. If you back somebody into a corner, ... |
| 12. If you give some ground , ... |
| 13. A sticking point ... |
| 14. If you take a time-out , ... |
| 15. If you clinch the deal , ... |
| 16. If you tie up loose ends , ... |

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| a. ... you can be flexible. |
| b. ... you make a concession. |
| c. ... you don't give them a choice. |
| d. ... you have a break from the negotiation. |
| e. ... you give something in return for something from the other party. |
| f. ... you move away from it. |
| g. ... simpler than a structured agenda. |
| h. ... you make it impossible for them to find a way out. |
| i. ... you finalise all the remaining small details. |
| j. ... you force the other person to justify it. |
| k. ... both sides are happy with it. |
| l. ... is something that could cause the negotiation to fail. |
| m. ... are attempts to discover hidden details. |
| n. ... you accept that you cannot get all you want. |
| o. ... your actions determine how the rest of the meeting will run. |
| p. ... you reach an agreement. |