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

LIVEWORKSHEETS