

Listening



1

Listen to five extracts from a negotiation. Identify the stages of the negotiation.

Negotiation	Stage
Extract 1	
Extract 2	
Extract 3	
Extract 4	
Extract 5	



2

Listen again and complete these sentences.

- Let's along those lines.
- So if we covered the costs of setting up the office in your building, you be willing to give us the space rent free ... ?
- Is this what you're?
- I'm that we share the equity in the joint venture 60:40 in our favour.
- First of all, let me our needs in general terms.

Business practice



1

Listen and repeat these sentences.

- | | |
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| Stage 1 Prepare | <p>The way we see things the market is expanding.</p> <p>The key issue in our market is quality product.</p> <p>The problem we face is how to source quality product at a reasonable price.</p> <p>What we want to achieve is quality, price and delivery.</p> <p>Our situation is that we are very careful about investing.</p> |
| Stage 2 Explore | <p>Tell me what you feel about the products currently on the market.</p> <p>Tell me what you think about the competition.</p> <p>On the one hand you want quality, on the other hand you want reasonable prices. Can you have both?</p> |
| Stage 3 Propose | <p>I propose we do this.</p> <p>I'm proposing we do this.</p> <p>I suggest we start small and grow the business step by step.</p> <p>Let's do this first.</p> <p>What would happen if we offered a low price but for a bulk order?</p> <p>Suppose we rebranded as our own product, would that be acceptable?</p> <p>How would you feel if we put in a trial order to test the product?</p> |