

### Key expressions

#### Introducing the issue

I'd like to discuss an issue with you.

There's something we need to discuss.

We have an issue/problem with ...

#### Explaining and asking about each other's position

My position is that ...

The problem/concern I have is that ...

What's your position?

Do you have any views/concerns about ...?

#### Making an offer

Let me make you an offer.

What/How about if I offered you ...?

Imagine/Supposing we ...

#### Compromising

In return, would you consider ...

If I offer X, will you do Y?

I'll meet you halfway.

I can't accept that, but I can offer you ...

No, but how about if ...

#### Reject an offer

I'm sorry, but I can't agree to that.

I'm afraid that isn't possible.

I'm not in a position to accept that.

#### Accept an offer

I think that would be fair.

I can agree to that.

It's a deal.

Read a conversation between a manager and one of their team. Complete the missing words 1-7

A Hello. Please, sit down. There's something we need to <sup>1</sup>discuss. I have an <sup>2</sup>i\_\_\_\_\_ with your work.

B Really? What's that?

A The <sup>3</sup>c\_\_\_\_\_ I have is that you are not doing regular hours and I never know when you are in the office.

B But we have a system of flexitime and home working. When I'm not here, I'm working from home.

A I understand that. But you still need to be here at certain times for meetings and so on. The <sup>4</sup>p\_\_\_\_\_ is that we need to agree some core hours.

B That's fine, although sometimes I get so much more done at home.

A I can imagine there are distractions in the office. Especially with your kind of work, where you need to concentrate a lot. <sup>5</sup>S\_\_\_\_\_ we agree on three days when you are here for a full eight hours?

B Three days? I think that's unnecessary with the type of project I'm doing at the moment. Most of it is research and report writing.

A But you're still part of a team and your team members need to see you. How <sup>6</sup>a\_\_\_\_\_ if I offered you the chance to do two fixed days in the office and then you choose a flexible third office day?

B OK, though I'm afraid it isn't always possible to do two fixed days. What happens when I have to travel?

A That's true. OK, let's review your schedule at the beginning of every month. It's really just a case of knowing when you are going to be here and when you absolutely have to be here.

B Right. I <sup>7</sup>c\_\_\_\_\_ agree to that.