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.

LIVEWORKSHEETS

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 [1]d*iscuss*____. I have an [2]i_____ with your work.

B Really? What's that?

A The [3]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 [4]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. [5]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 [6]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 [7]c_____ agree to that.

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