

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 ...
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 , ...

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.