

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.

Stage 1 Prepare

The way we see things the market is expanding.
 The key issue in our market is quality product.
 The problem we face is how to source quality product at a reasonable price.
 What we want to achieve is quality, price and delivery.
 Our situation is that we are very careful about investing.

Stage 2 Explore

Tell me what you feel about the products currently on the market.
 Tell me what you think about the competition.
 On the one hand you want quality, on the other hand you want reasonable prices. Can you have both?

Stage 3 Propose

I propose we do this.
 I'm proposing we do this.
 I suggest we start small and grow the business step by step.
 Let's do this first.
 What would happen if we offered a low price but for a bulk order?
 Suppose we rebranded as our own product, would that be acceptable?
 How would you feel if we put in a trial order to test the product?