**Business meetings practice. Negotiating.**

- On a first evaluation, everything appears to be OK.
- Can you provide a costing on this?
- Do you think attempting to supply such a large amount is feasible?
- How shall we go about this?
- I believe a better marketing plan is required.
- I have to turn down this proposal. These are the reasons:
  - I like what you're saying up till now. But what about the cost?
- It's too complicated. There is a deadline on this.
- It's too expensive. Can you lower the cost somehow?
- It's too expensive. It's over the budget limit.
- I'd like to suggest another option before coming to a final decision.
- If everybody is in agreement, the project can go ahead.
- Instead of using product A why don't we use product B?
- It means a lot of work. We just don't have the time.
- It only addresses the short-term situation. It doesn't address the long-term situation.
- It sounds very simple. Let's hope it works out.
- It wouldn't require a lot of work. It should be finished by next week.
- It's over the budget limit.
- We believe there should be a complete overhaul of the whole project.
- I'm sorry, but I think we should go back to the drawing board.
- It's too time-consuming.
- I'm not convinced. We'll need to have all the facts and figures first.
- Sounds great! I can't think why nobody thought of this before!
- The cost sounds reasonable. It's within the budget limit.
- The idea sounds interesting. Can you provide more details?
- The project can go ahead; I'm sure we'll get the financial backing.
- There're too many complications.
- We accept the proposal. Well done! I'm sure we'll save a lot of money this way.
- I'm certain we can get everything ready by the end of the year.
- What about if we did it another way? For example, ...
- What about the logistics of your proposal? Is it feasible?
- It's too much work. It'll take too long to put into practice.
- What do you recommend?
- What do you suggest?
- Which is the best way forward?
- What is your opinion about the current situation in agriculture?
- Why don't you think the production rate is feasible?
- It's not what the client wants.

1) Look at the negotiating sentences above. Place each sentence into one of three categories according to meaning:

- Put an X in the box if the sentence expresses negativity towards the project.
- Put a ✓ in the box if the sentence suggests a positive attitude to the project.
- Put a ? in the box if the sentence is asking for more or better ideas for the project.

2) Listen to your teacher for a communicative activity.
Teacher's notes.
(Time for activity: 40 mins approx. Level: Intermediate +.)


1) Asking for more or better ideas.
- What do you recommend?
- What do you suggest?
- What is your opinion about the current situation in agriculture?
- What about if we did it another way? For example, ...
- How shall we go about this?
- Instead of using product A why don't we use product B?
- Do you think attempting to supply such a large amount is feasible?
- Which is the best way forward?
- Why don't you think the production rate is feasible?
- What about the logistics of your proposal? Is it feasible?
- Can you provide a costing on this?
- The idea sounds interesting. Can you provide more details?
- I like what you're saying up till now. But what about the cost?

Being positive.
- The project can go ahead; I'm sure we'll get the financial backing.
- If everybody is in agreement, the project can go ahead.
- On a first evaluation, everything appears to be OK.
- The cost sounds reasonable. It's within the budget limit.
- It sounds very simple. Let's hope it works out.
- Sounds great! I can't think why nobody thought of this before!
- We accept the proposal. Well done! I'm sure we'll save a lot of money this way.
- It wouldn't require a lot of work. It should be finished by next week.
- I'm certain we can get everything ready by the end of the year.

Being negative.
- I'd like to suggest another option before coming to a final decision.
- I believe a better marketing plan is required.
- It's over the budget limit.
- I'm not convinced. We'll need to have all the facts and figures first.
- I have to turn down this proposal. These are the reasons:
  - There're too many complications.
  - It's too expensive. Can you lower the cost somehow?
  - It's too expensive. It's over the budget limit.
  - We believe there should be a complete overhaul of the whole project.
  - I'm sorry, but I think we should go back to the drawing board.
  - It's too time-consuming.
  - It's too complicated. There is a deadline on this.
  - It's too much work. It'll take too long to put into practice.
  - It's not what the client wants.
  - It only addresses the short-term situation. It doesn't address the long-term situation.
  - It means a lot of work. We just don't have the time.

2) The parts of the sentence in green are the core negotiating phrases that students can leave as they are. Arrange students into small groups and ask two from each group to think of a project they'd like to start at their workplace: build a gym, a new cafeteria, start a crèche in the company for employees' children etc. Then get the groups to discuss the idea in a meeting with a chairperson. Enjoy!