

## LANGUAGE FOR NEGOTIATION

Activity 1. Watch the video. Then, read the Dialog in pairs

Buyer	:	Ok. Let's get down to business, shall we. As you know we are planning on opening a dozen of shops here on the East Coast and we are talking to potential suppliers.
Supplier	:	Well, we've been supplying you for your UK stores for quite a while now. So, I'm sure we can come to an agreement. What sort of items will you be needing?
Buyer	:	Accessories mostly: Scarfs and belts.
Supplier	:	And what quantities did you have in mind?
Buyer	:	Initially, we would need 500 of each. What's the best price you can offer us?
Supplier	:	It would depend on the exact models but as a ballpark figure, I'll say \$10 for the belt and \$20 for the scarf.
Buyer	:	That's a bit high for us. Could you offer a discount for a larger order?
Supplier	:	I should think so. I'll check with my boss and get back to you.
Buyer	:	Ok. Perhaps we can look at delivery time in terms of payment.
(some time later)		
Buyer	:	I think, we've covered everything. How soon could you send us your proposal?
Supplier	:	It shouldn't take long. I'll email it to you in a couple of days.
Buyer	:	Perfect.
Supplier	:	And, if you're free tonight, I'll be delighted to show you some of the sights of New York.
Buyer	:	That sounds like a great idea.

## Activity 2. Listen and repeat KEY PHRASES

1. Let's get down to business, shall we?
2. I'm sure we can come to an agreement.
3. What sort of items will you be needing?
4. What quantities did you have in mind?
5. What's the best price you can offer us?
6. Could you offer a discount for a larger order?
7. I'll check with my boss and get back to you?
8. How soon could you send us your proposal?

## Activity 3. Role Play

Use the written cues to make sentences.

1. Seller: Items/needing?
2. Buyer: (Choose two items of a computer supplies, eg. Flash drives and External hard drives)
3. Seller: OK. Quantities/mind?
4. Buyer: 1000 of each?
5. Seller: 1000? Sure/Can.
6. Buyer: Best price/offer?
7. Seller: offer/10% discount.
8. Buyer: Ok. Soon/send/ proposal?
9. Seller: not/ long. /email/tomorrow.
10. Buyer: (respond)

PRE-STUDY

Listen to the dialog and choose the best answer for each number.

The Dialog

Buyer	:	Ok. Let's 1. (get back to, get down to, get up to) business, shall we? As you know we are planning on opening a dozen of shops here on the East Coast and we are talking to potential 2. (buyers, customers, suppliers).
Supplier	:	Well, we've been supplying you for your UK stores for quite a while now. So, I'm sure we can 3. (come with, come for, come to) an agreement. What sort of items will you be 4. (renting, needing, sending)?
Buyer	:	Accessories mostly: Scarfs and belts.
Supplier	:	And what 5. (qualifications, quantities, qualities) did you have in mind?
Buyer	:	Initially, we would need 500 of each. What's the best 6. (prize, price, praise) you can offer us?
Supplier	:	It would depend on the exact models but as a 7. (ball part, bold park, ballpark) figure, I'll say \$10 for the belt and \$20 for the scarf.
Buyer	:	That's a bit high for us. Could you offer a discount for a 8. (smaller, larger, bigger) order?
Supplier	:	I should think so. I'll check with my boss and 9. (get down, get back, get up) to you.
Buyer	:	Ok. Perhaps we can look at the 10. (destination, delivery, deliberation) time in terms of payment.
(some time later)		
Buyer	:	I think, we've covered everything. How soon could you send us your 11. (proposition, proposal, program)?
Supplier	:	It shouldn't take 12. (far, large, long). I'll email it to you in a couple of days.
Buyer	:	Perfect.
Supplier	:	And, if you're free tonight, I'll be 13. (delighted, depressed, disappointed) to show you some of the sights of New York.
Buyer	:	That sounds like a 14. (great, grace, grand) idea.

POST-STUDY ASSIGNMENT

Matching

Seller

A	It would depend on the exact models but as a ballpark figure, I'll say \$10 for the belt and \$20 for the scarf.
B	And, if you're free tonight, I'll be delighted to show you some of the sights of New York.
C	It shouldn't take long. I'll email it to you in a couple of days.
D	And what quantities did you have in mind?
E	Well, we've been supplying you for your UK stores for quite a while now. So, I'm sure we can come to an agreement. What sort of items will you be needing?
F	I should think so. I'll check with my boss and get back to you.

BUYER

Buyer	:	Ok. Let's get down to business, shall we. As you know we are planning on opening a dozen of shops here on the East Coast and we are talking to potential suppliers.
Supplier	:	
Buyer	:	Accessories mostly: Scarfs and belts.
Supplier	:	
Buyer	:	Initially, we would need 500 of each. What's the best price you can offer us?
Supplier	:	
Buyer	:	That's a bit high for us. Could you offer a discount for a larger order?
Supplier	:	
Buyer	:	Ok. Perhaps we can look at delivery time in terms of payment.
(some time later)		
Buyer	:	I think, we've covered everything. How soon could you send us your proposal?
Supplier	:	
Buyer	:	Perfect.
Supplier	:	
Buyer	:	That sounds like a great idea.