

Negotiating language meeting criteria board game

shorter-term contract	<i>time off for the birth of a child</i>	<i>work abroad</i>	<i>working from home/ telecommuting</i>	START attending an event (e.g. trade fair)
renegotiate something	<p style="text-align: center;">Instructions for students</p> <p><i>Roleplay the situation written in the square which you are on. Ones in italics are negotiations within a company and so can be more informal. Decide exactly you are negotiating with before you start speaking, and ask your partner to play that part. Start from the very beginning of the negotiation and continue to the very end of the exchange each time. As well as face to face, you can communicate by online meeting, by email, on the telephone, by teleconference, by video conference, or even by phone message.</i></p> <p><i>You will move by the number of points that your partner gives you, one for each of these criteria which they think that you met during the negotiation:</i></p> <ol style="list-style-type: none"> 1. smoothly starting (small talk, getting down to business, etc) 2. sticking to your position/ insisting/ (polite) negative responses 3. softening your position/ changing your mind 4. suggesting compromises/ suggesting solutions 5. trading/ linking offers and conditions 6. moving the meeting on/ not getting stuck on points 7. giving reasons 8. asking about their position/ getting them to speak 9. smoothly ending 10. the right level of formality/ friendliness <p><i>Only the person whose turn it is gets points (not their partner).</i></p>			car parking space
reducing the amount of the order				change teams/ sections/ departments
changing the specifications that you want				changing amount of the order
price rise				promotion
changing delivery terms				getting rid of a middleman
<i>performance-related pay</i>				changing the delivery terms
<i>pay rise</i>				personal targets
<i>paid-for training</i>				changing working hours
<i>negotiate with another team</i>				changing your responsibilities
<i>negotiate with a different division</i>				cheaper supplies
<i>negotiate with a different department</i>				fewer business trips
negotiate with an existing customer/ client				getting more/ better technology
negotiate with a supplier				take time off for a vacation
negotiate with a subcontractor				larger office
negotiate with a prospective customer/ client	longer to complete a project			
<i>negotiate with a co-worker</i>	<i>move branches</i>	<i>more people in your team</i>	<i>more budget for your project</i>	longer-term contract

Brainstorm suitable language for the functions above into these gaps:

- 1. Smoothly starting (small talk, getting down to business, etc)**

- 2. Sticking to your position/ Insisting/ (Polite) negative responses**

- 3. Softening your position/ Changing your mind**

- 4. Suggesting compromises/ Suggesting solutions**

- 5. Trading/ Linking offers and conditions**

- 6. Moving the meeting on/ Not getting stuck on points**

- 7. Giving reasons**

- 8. Asking about their position/ Getting them to speak**

- 9. Smoothly ending (summarising, mentioning future contact, etc)**

- 10. Formal language/ Polite language**

- 11. Informal language/ Friendly language**

Compare as a class, then use that list to roleplay the situations that you skipped.