

## Negotiating phrases mimes

*Work together to think of mimes/ gestures/ body language which could represent each of the lines below. The parts which are easiest to mime are marked in **bold**.*

*Compare your mimes as a class.*

*Ask about any phrases which you don't understand, think could be different, etc.*

*Test each other on the phrases:*

- Read out one of the phrases and see if your partner can do a suitable mime
- Do a mime and see if your partner can think of a suitable phrase to go with it
- Say a phrase with a key word missing for your partner to complete, helping with a mime if they need it
- Say a key word and see if your partner can say a negotiating phrase including it, miming if they need help
- Say a key word and see if your partner can say a negotiating phrase including it and also do an accompanying mime
- Choose one of the headings and help your partner make suitable phrases, helping with key words, mimes, gapped phrases, etc

### Getting down to business

- Can you **kick** things off by clarifying the situation for me?/ Let's **kick** off by...
- Do you want to get the ball **rolling**?

### Positive responses (including softening your position/ changing your mind)

- I can **assure** you that.../ I can **guarantee** that.../ I can **promise** (you) that...
- I can be **flexible** on that./ I'm willing to be **flexible**./ Thanks for being so **flexible**.
- I'll try to **meet** you **halfway**./ Can you **meet** us **halfway** on...?/ We'd be willing to **meet** you **halfway** on that./ Let's try to find (some kind of/ some sort of) a **middle way**./ I think we can find a **middle way**.
- Let's try to find a way **(a)round** this.
- That is (certainly/ probably) a step in **the right direction**.
- I'm (fairly/ very) **happy** with that./ I'm (very) **glad** to hear that.
- That would be (absolutely) **perfect**/ (absolutely) **wonderful**/ (absolutely) **great**.
- Where do I **sign**?/ Where should I **sign**?
- I can **shake** on that.

### Sticking to your position/ Insisting/ (Polite) negative responses

- Can you **cut** the price of...?
- Could you **move** a little more on that?
- I am **not** very **happy** with.../ That is (really) (rather) **disappointing**./ That's a pity.
- I'll have to **back** out (of this deal) unless...
- That seems a bit too **low**.
- That's a little **high**.

### Making suggestions/ Suggesting compromises/ Suggesting solutions

- To **break** the **deadlock**, might I suggest...?

### Trading/ Linking offers and conditions

- We'd like to **offer** you... (if you.../ as long as you...)
- In **exchange**,.../ In **return**,...

### Moving the meeting on

- **Next**, we need to talk about...
- The **second** thing that we need to discuss is...

### Asking about their position

- What's the **sticking** point for you?

### Summarising

- To **sum up** what we've agreed,...

### Bringing the meeting to a close

- Have we **covered** everything?/ I think we've **covered** everything.

### Mentioning future contact

- Could we have that in **writing** by (close of business on) Friday?/ Can you **email** me with...?/ I'll **email** you the details by the end of the week.

**Brainstorming stage**

*Without looking above, work together to brainstorm as many suitable phrases as you can into each of the spaces below, using mimes to help you remember them if you like.*

**Getting down to business**

**Positive responses (including softening your position/ changing your mind)**

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

**Making suggestions/ suggesting compromises/ suggesting solutions**

**Trading/ Linking offers and conditions**

**Moving the meeting on**

**Asking about their position**

**Summarising**

**Bringing the meeting to a close**

**Mentioning future contact**

*Use the key words below to help you with the brainstorming task above. Then check your answers with the first worksheet.*

*Use as many of the key words below as you can as you roleplay a negotiation.*

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## Key words

### Getting down to business

- kick
- rolling

### Positive responses (including softening your position/ changing your mind)

- assure/ guarantee/ promise
- flexible
- meet halfway/ middle way
- (a)round
- the right direction.
- happy/ glad
- perfect/ wonderful/ great.
- sign
- shake

### Sticking to your position/ insisting/ (polite) negative responses

- cut
- move
- not happy/ disappointing
- back
- in my shoes
- low
- high

### Making suggestions/ suggesting compromises/ suggesting solutions

- break deadlock

### Trading/ linking offers and conditions

- offer
- exchange/ return

### Moving the meeting on

- next
- second

### Asking about their position

- sticking

### Summarising

- sum up

### Bringing the meeting to a close

- covered

### Mentioning future contact

writing/ email