

Functional language

Closing a deal

1 Choose the correct option in italics.

- A:** OK, so I think we are close to a deal. As I ¹ *understand / mean* it you need the fifty tablets delivered here by the end of September?
- B:** Not quite. We need the fifty tablets by the middle of September. We also need to train the staff to use them by the end of September.
- A:** OK, no problem. We can deliver them by September 18th.
- B:** That would be great. What is the price for those?
- A:** The best I can do is \$650 each.
- B:** Including the apps we discussed?
- A:** That's normally a little more. Around \$700 each.
- B:** What about training for our staff? How long would they need?
- A:** We are ² *agreed / prepared* to give you five free training days for twenty-five employees. Each member of staff will need one day. So, you pay for twenty staff.
- B:** Could you do that between the 22nd and 29th?
- A:** No problem.
- B:** Good. So, we ³ *are agree / 've agreed* on the dates. That only ⁴ *leaves / means* the same point as before. Price.
- A:** So, what you ⁵ *agree / mean* is that you are happy with the tablet delivery dates and the training agreement, but you want a better price than \$700? And you want the apps included?
- B:** I think that just about sums it ⁶ *up / in*, yes.
- A:** OK. I can agree to \$670 per tablet. In ⁷ *return / sum*, we would need you to pay by the end of September. Are you able to do that?
- B:** ⁸ *If / When* it is as you say it is, we will be able to go ahead.
- A:** Agreed. Thank you very much.

Talking about priorities

2 Complete the comments made by a manager during a catch-up.

- 1 Put it at the b _____ of your list of things to do. It's really not important.
- 2 It has to be done today. It's of u _____ importance.
- 3 Give it a h _____ priority, please. It's pretty important.
- 4 You can put it o _____ for a while. It's not urgent.
- 5 Don't waste t _____. Start it now.
- 6 Put it in your s _____ and do it when you have time.
- 7 Could you make it your number one p _____? Leave everything else.
- 8 I know it's a bit of a d _____. You have so many other important things to do.