NEGOTIATIONS - PART 1



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Expemo code:
1BKM-C4JF-11AN

1 Warm up

Read the definition and discuss the questions with a partner.

negotiation (n) → a discussion between two or more people who are trying to find an agreement on a course of action

1. What do you think you need to do for a successful negotiation?
2. What do you think you'd find difficult about a negotiation?
3. What do you think you'd find easy about a negotiation?



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2 Vocabulary focus

Part A: Look up the vocabulary in the box and then use it to complete the gaps in the sentences. You may need to change the form of the word to fit the sentence.

pressurise (v) / arrangement (n) / acceptable (adj.)/ accommodate (v)
compromise (v) / trust (n) / transparency (n) / opponent (n)

1. I hear the police are investigating their company. Apparently there's not been a lot of _____ about where their money is coming from.
2. Yes, I can _____ his request. They were very helpful to us last year and I'm happy to return the favour.
3. The computer I really wanted was a little too expensive for me, so I had to _____ a bit. This still does everything I want it to though.
4. I'm not going to do business with them again. I didn't think their service was _____ at all. They were always late and making excuses.
5. I thought he had been attacked, but he actually goes to karate classes twice a week and he was kicked in the face by his _____ last night.
6. It's really important that we get it right, but I have a lot of _____ in all of you and I know you won't let me down.
7. She didn't really want the job but she was _____ into accepting the offer.
8. We've been able to come to an _____ with them which will help both of our companies to benefit.

Part B: In pairs, discuss the questions.

1. When was the last time you found the service from a company less than **acceptable**? What did you do about it?
2. Have you ever felt **pressurised** into doing something? Why did you feel like that? What happened?
3. What could your company do to better **accommodate** the needs of its staff?
4. When was the last time you had to **compromise** over something you wanted? What happened?
5. Which person you know do you have the most **trust** in? Why?
6. Is there **transparency** in your company about how to get promoted and get an increase in salary? How / why not?

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3 Listening - Part 3

Look at the notes about negotiations. Some information is missing. You will hear part of a talk given by a business executive. For each question (1 - 7) fill in the numbered space using one or two words. You will hear the talk twice.

Avoid thinking that a negotiation is the same as a _____[1]. You will get a bad reputation and you won't be able to stay _____[2] long-term.
Before the negotiation, make sure you prepare. Think about the following points:

1. What could the _____[3] result of the negotiation be for you? It's unlikely you will get this, but you need to know what it is to get close to it.
2. When do you need to _____[4] from the negotiations? Knowing what you can't accept is just as important as knowing what you can.
3. What are you prepared to give the other side to be able to secure your _____[5]?

Try being clear about your goals for the negotiation at the beginning to help build a trusting relationship. If you're both honest, you can more easily advance towards a _____[6]. Finally, learn about the other person and what they want and need. You'll both be more productive if you're trying to help each other rather than trying to _____[7] each other.

4 Speaking - Part 1

Read the questions and choose the best answer.

1. How long does the BEC Preliminary exam last?

   a. 10 minutes b. 12 minutes c. 15 minutes

2. How many examiners are usually in the exam?

   a. 3 b. 1 c. 2

3. How much of your total mark is the Speaking exam worth?

   a. 25% b. 20% c. 15%

4. How many parts of the exam are there?

   a. 2 b. 3 c. 4

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Reading - Part 5 is a proofreading exercise where you have to find the extra word in each sentence. The extra word can be various kinds of words, but a common one is a determiner. Knowing when to use and when not to use a determiner is useful in answering this task.

For example:

Where do you live?

Answer: I live in London.

Extra detail: I have lived there for seven years now.

Are you a student?

Answer: Yes, I am.

Extra detail: I study business and design.

Now in pairs, practise asking and answering the following questions. Remember to give an extra detail.

1. Where do you live?
2. Are you a student?
3. Where do you come from?
4. What is your job?
5. Where do you work?
6. Do you enjoy your job?
7. What do you like the most about your work/studies?
8. What are the advantages of working for a small company?
9. Do you like working in a team?
10. What makes a good manager?
11. Which do you think is the best company to work for?
12. Do you want to start your own company?

5 Speaking

Your teacher will give you and your partner a card. Spend one minute preparing to talk about the subject on your card. Student A should go first and talk about their subject for about one minute. Student B should listen. When Student A has finished, Student B should say which of the points they think is the most important. When you have finished, do the same with Student B.

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6 Self assessment

Complete the following table to decide what you have learned in today's lesson.

I can ...	Yes	No
Identify new vocabulary related to negotiations.		
Use the new vocabulary related to negotiations.		
Identify the correct answer in a Listening - Part 3 question.		
Give a good answer to Speaking - Part 1 questions.		

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