

Negotiation Vocabulary**A. Underline the correct word in each sentence.**

1. We spent most of the meeting *confronting* / *bargaining* with our suppliers.
2. I was not surprised when my boss *leveraged* / *low-balled* my initial offer.
3. Tom became quite aggressive when his client *haggled with* / *confronted* him about the matter.
4. Sam's *bargain* / *ultimatum* was that anyone who didn't agree to the new conditions could go.
5. Our contract states that we are *entitled* / *haggled* to double pay if we work on public holidays.

B. Complete the sentences using one of the words in the box.

deadlock	counterpart	proposal	resistance	consensus
cooperation	leverage	cordially	bottom line	demands

1. The decision to extend our opening hours was met with a lot of
2. I would appreciate everyone's as we implement these changes.
3. Our discussions had come to a, so we decided to reconvene a week later.
4. I expect you to behave and listen to what we have to say.
5. I'm hoping that by the end of the meeting we will have reached a
6. The fact that we offer a wider range of products gives us a bit more
7. After our had stopped talking, we made him an offer.
8. Most of their were unreasonable and unrealistic.
9. We're willing to settle at \$500 per unit but that's our
10. Although the seemed reasonable to me, my colleagues disagreed.

C. Match the sentence halves, underlining the correct words.

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|---|--|
| 1. I found his negotiation | a. <i>propose</i> / <i>compensate</i> for the delay. |
| 2. We spent most of the meeting | b. <i>bargains</i> / <i>tactics</i> to be somewhat misleading. |
| 3. I am afraid we are unwilling to | c. <i>demand</i> / <i>dispute</i> with their supplier. |
| 4. The company hired a lawyer to settle a | d. <i>haggling</i> / <i>proposing</i> for a lower price. |
| 5. Our suppliers offered us a discount to | e. <i>compromise</i> / <i>confront</i> on this matter. |



More on this topic at: eclub.to/neg

Homework answers

Negotiation Vocabulary

Exercise A

1. bargaining
2. low-balled
3. confronted
4. ultimatum
5. entitled

Exercise B

1. resistance
2. cooperation
3. deadlock
4. cordially
5. consensus
6. leverage
7. counterpart
8. demands
9. bottom line
10. proposal

Exercise C

1. b, tactics
2. d, haggling
3. e, compromise
4. c, dispute
5. a, compensate