

---

## 11 Negotiating a project

---

You are going to write two emails: the first to a freelancer/small company asking them to work with you on a particular job; the second a reply to a partner about a different job, in which you take the role of a freelancer/small company yourself.

---

### EMAIL 1

---

You work for a large company that needs to employ a freelancer or small company for a specific job. Write to the freelancer/small company about the job.

Prepare the situation using the questions below. The information can be real or imaginary.

- What is your company's business? What products/services do you offer?
- What job or project needs a freelancer or small company?  
*Ideas:* an IT project; auditing your books; some training for your staff; a legal service; a design service.
- Who are you going to write to?
- How did you get their contact information?  
*Ideas:* the Internet; recommendation from a colleague.
- What exactly do you want this freelancer/small company to do?
- What do you need to know in terms of their charges, availability etc.?
- Do you have any specific questions to ask them about this job/project?  
*Ideas:* some specialist knowledge that they have.

Now write the email.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

---

### EMAIL 2

---

Exchange emails with a different partner. Now you are the freelancer/small company that your partner needs to do the job. Write a reply to the email you receive

Some ideas are given below, but adapt and change them as you wish.

- Thank them for their email.
- Say that you attach a file with some information about yourself.  
*Ideas:* your publicity material; rates; list of clients etc.
- Ask questions about practical details that you need to know.  
*Ideas:* dates? times? size of the job/project?
- Respond to any other points in the email you received.

Now write the email.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

---

### FOLLOW-UP

---

Continue the exchange of emails for a few more turns, negotiating details as you go.