

The Business 2.0

Negotiating – bargaining – Video Worksheet

Pre-viewing

Match word or phrase in Box A with a similar word or phrase in Box B. The first one has been done for you.

Box A

~~bargain~~ 'face'
(to) propose warm
concession (to) exchange

Box B

(to) offer ~~negotiate~~
give away (to) give and receive
reputation enthusiastic

While viewing

Put the following stages of a negotiation into the most likely order (1-8). Then listen to the speaker and check your answer.

closing the deal
deciding **what** you want
congratulating each other
making a counter-offer
making an opening offer
summarising
creating an action plan, with timelines
dividing your wants into: the ideal, realistic, minimum you will accept

Post viewing

1. Choose the correct option, according to the speaker.

- (a) You can [**never / always**] walk away from a negotiation.
- (b) The best outcome is where [**the winner / everyone**] is happy.
- (c) You [**have to / don't have**] to respond immediately to an offer.
- (d) Start with a [**dramatic / modest**] opening offer.

2 Which is the most important piece of advice given by the speaker? Compare your answer with a partner.