



NEGOTIATIONS IN ENGLISH

TIPS

Basic phrases for handling business negotiations in English

MAKING SMALL TALK

Greg, it's great to finally meet you in person.
July, it's a pleasure to meet you, too.

Is this your first visit to our office?

What are your plans while you're in town?

Can I get you something to drink?

It's really quiet and clean here. You have a nice office.
Thank you. We renovated it last year. Can I take your coat?
Great, thanks.

MAKING THE OPENING OFFER

We were thinking \$5.5 million.

\$5.5 million is the best we can do.

How does \$5.5 million sound?

Our offer is \$5.5 million.

PLACE A RESPONSE

That's a little less than what we were expecting to get.

Well, it's a good starting point.

That's out of the question.

PROBING | MAKING SUGGESTIONS

What if we ... (modify the specifications / pay in cash)?

How about ...?

Are you willing to consider ...?

Perhaps we could ...?

You could always ..., couldn't you?

COMPROMISING

If we ..., will you ...?

We would be willing to ..., provided that ...

We'd be prepared to ... on condition that you ...

RESOLVING DEADLOCKS

So, what is the real reason that ...?

What exactly is it that ...?

DELAYING AND NEGLECTING

We need to do a little more research to come to a decision.

I'd like to consult with my superiors before making a decision.

We are ready to accept your offer.

This agreement is acceptable to us.

CLOSING THE NEGOTIATION

Let's just confirm the details, then.

Let me go over what we talked about.

Let's make sure we agree on these points.

So, here's what we've agreed to.



Speak with Confidence

Costa Rica

San Pedro (506) 2253-9191
Sabana Norte (506) 2291-4327
Fórum I, Santa Ana (506) 2204-7555

Guatemala

Reforma (502) 2362-4444
Majadas (502) 2383-4444

Panamá

Marbella (507) 265-4800

This Berlitz Language Center is independently owned and operated.

www.berlitzca.com
info@berlitzca.com

