

## English for Negotiations (B1+ / B2)

### BE PREPARE

- Set objectives for a negotiation
- Research information about the other part
- Prepare a proposal

#### Language:

Asking for information  
Planning a meeting  
Language for proposals

### CHOOSE YOUR STRATEGY

- Negotiation strategies
- Types of negotiators

#### Language:

Types of negotiations  
Expressing opinions

### START THE NEGOTIATION

- Build relationships
- Gather information about the other side
- Introduce yourself / your company

#### Language:

Making an initial statement  
Stating and asking about interests  
Non-verbal language

### NEGOTIATE A DEAL

- State your proposal
- Deal with objections
- Offer a counterproposal

#### Language:

Accepting and confirming  
Diplomacy and persuasion  
Being direct

### MEDIATE AND HANDLE CONFLICT

- Become a mediator
- Manage conflict

#### Language:

Expressing agreement and disagreement  
Interrupting and handling interruptions

### CLOSE THE DEAL

- Confirm what has been agreed
- Summarize the key points
- Close the deal

#### Language:

Summarizing key points  
Playing for time  
Closing the meeting