

Negotiating

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Warm-Up

A SPLIT-CHECK POLICY

A. Activity

Get into pairs and designate each person as a representative from Family A or Family B. Read the scenario.

Two families go out for dinner at a restaurant. Family A consists of a woman, her two teenagers, and their elderly grandmother. Family B consists of two men and their newborn baby. The group asks the server to split the bill according to what each person ordered, but he says this is against restaurant policy. The server says, "I can divide the bill in half. It will be \$84.40 each. How does that sound?"

Decide how well these families know each other. Then negotiate how you plan to split the costs. Will you take the server's recommendation or not? Then discuss the questions with your class.

B. Discussion

Come together as a class and talk about the scenario.

1. Did the families decide to take the server's recommendation and split the bill in half? Why or why not?
2. What went into making the group decision?
3. How important is your relationship with the other party during an informal negotiation? What about in a formal negotiation?

Vocabulary Preview

Match as many vocabulary words to their meanings as you can.
After reading the dialogue on page 4, check this exercise again.

- | | | |
|-------|--------------------------------|--|
| _____ | 1. mention | a) a statement or letter that says someone is/would be a good employee |
| _____ | 2. have in mind | b) to deserve, to be worth something |
| _____ | 3. portfolio | c) to be thinking of something |
| _____ | 4. recommendation | d) to provide something that is wished for or needed |
| _____ | 5. budget | e) without an end |
| _____ | 6. long-term | f) a specific limit relating to how much money to spend |
| _____ | 7. unlimited | g) How do you feel about (something)? |
| _____ | 8. How does (something) sound? | h) to say something without having a long discussion |
| _____ | 9. accommodate | i) I will (with some reluctance)... |
| _____ | 10. merit | j) a set of investments or financial assets;
a collection of work |
| _____ | 11. I'm prepared to... | k) lasting a long period of time |

Dialogue

Man: We are very impressed with your work. We'd like to offer you the job.

Woman: Excellent. Thank you.

Man: Now, let's discuss your salary. You **mentioned** that you **had** a salary **in mind**.

Woman: Yes. A land acquisition manager with over two years' experience usually makes between \$68,000 and \$84,000 in this area. Based on my strong **portfolio** with ABC Co. and my previous supervisor's **recommendation**, I'm asking for \$84,000 a year.

Man: I see. I'm not sure if our department's **budget** has room for \$84,000. And while your portfolio has grown in value so far, two years isn't enough time to see your portfolio's **long-term** value.

Woman: Well, if the budget doesn't have much flexibility, how about other benefits, like vacation time?

Man: We offer two weeks' vacation to new employees in addition to **unlimited** sick days. We also provide a family health-care plan. We even offer a free gym membership to the gym around the corner.

Woman: I like the sound of a gym membership. Are they open early and do they have showers?

Man: They open at 5:30, and yes, there are showers. You'll find many of us working out before we start our mornings here.

Woman: Great. I don't have a family yet and I'm in good health, but I'd like to be able to volunteer abroad for a couple of weeks in the fall. **How does three weeks' vacation sound to accommodate** my volunteering plans?

Man: I think we can support your volunteering with three weeks' vacation. With that much vacation and our excellent benefits package, how about \$76,000? Don't forget that we offer annual bonuses based on performance too.

Woman: Hmm. My portfolio for ABC Co. is projected to bring in almost \$3 million in revenue for the company. That level of performance **merits** at least \$80,000, even with a good benefits package.

Man: Well, okay. Given your portfolio, **I'm prepared to** offer up to the maximum the budget will allow: \$79,000.

Woman: I can agree to \$79,000. I look forward to working with you.

Comprehension

1. What position is the woman considering?
2. Why does the man talk about the gym?
3. Why does the woman bring up the value of her portfolio at her previous company?
4. Is the woman satisfied with the outcome of the negotiation?

Vocabulary Review

Read the scenario. Answer the questions using complete sentences.

Scenario

A wedding photographer needs an assistant for the summer. Your photography professor, a friend of hers, told her about you. The photographer mentions that she charges \$800 per wedding and then offers you \$10 per hour to help. She says that weddings take place on Saturdays and Sundays. She is booked every weekend from the end of May to the beginning of September. She asks you to send her several examples of portraits you have taken.

1. Does the photographer want to see your **portfolio**?

2. Did the photographer choose you based on a **recommendation**?

3. Is this an offer for **long-term** employment?

4. Will this job **accommodate** weekend visits to see your family?



Vocabulary Review cont.

5. Did the photographer **mention** how far you will need to travel for this job?

6. What pay does the photographer **have in mind**?

7. **How does** the offer **sound**? Why?

Did You Know?

For some people, negotiating may feel uncomfortable. However, the ability to negotiate is very important in business settings. Companies typically base their job offer on your salary history. This means that even a small increase in salary early in your career will likely result in higher salaries throughout your life. This concept is known as the “compound effect.” For example, if you are offered \$50,000 at age 25 and you negotiate for a higher salary of \$55,000, you will earn \$600,000 more by age 65, assuming that you earn a five-percent raise each year. You would have to work for two additional years to make up the initial difference of \$5,000.

Practice

Complete the dialogue with your own ideas.
Then get into pairs and practice your dialogues.

Useful Expressions

- According to my research... = I learned this online/from a trusted source.
- I can't go any higher/lower than... = I will offer no more/less than...
- I'm afraid not. = I'm sorry, but no.
- I'll see what I can do. = Let me think about it and tell you later.

A: Congratulations. I'd like to offer you the position of social media manager.

B: Thank you. _____.

A: As I mentioned in the interview, we offer some great benefits. Not only do we have a comprehensive health-care plan, but we also provide _____.

B: I like the sound of that. _____. Would you be willing to offer a bit more time off?

A: I think we can be flexible. _____.

B: Okay. I just have one concern. _____.

A: That's not a problem. _____. With all that in mind, what salary were you looking for?

B: _____, my work is worth _____.



Practice cont.

A: _____.

B: How about _____? After all, my last company was able to increase customer engagement by 60% on Instagram and Twitter while I managed their accounts.

A: _____.

B: _____.
Thank you very much for your time today.

Role-Play

Use the following scenario or create your own scenario.

Write a role-play in pairs. Then perform your role-play for the class.

Scenario

- Location: Office
- Characters: Team Member and His/Her Supervisor
- Team Member: You need to change your work schedule because of a change in your family's situation. Ask your supervisor for Fridays off. Remember to explain why you deserve the schedule change.
- Supervisor: Listen to your team member's needs and respond. Make sure you know how all the work is going to get finished each week.

Role-Play Assessment Tool

Name: _____

Pair

Group

Role-Play Theme	Date Completed	Score / Success	Level

✓	Assessment Criteria	Success		
		Yes	Almost	Not Yet
	Demonstrates comprehension of the scenario			
	Uses body language			
	Takes turns appropriately			
	Negotiates discussion points			
	Negotiates personal needs			
	Demonstrates readiness for this real-world situation in English			

Teacher Feedback	Student Reflection & Goals