

TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV

Faculty of Economics

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# **FUNCTIONS BANK**

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*Рекомендовано до друку  
Вченою радою економічного факультету  
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Навчальний посібник *Functions Bank* з розвитку навичок говоріння базується на комунікативному підході до вивчення англійської мови і призначений допомогти студентам реалізовувати комунікативні наміри та розуміти комунікативні наміри співрозмовника в ситуаціях повсякденного та професійного спілкування. Рекомендується також для всіх, хто самостійно прагне вдосконалити комунікативні уміння.

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# Section 1

## NEGOTIATING



### ***BEGINNING THE NEGOTIATION AND SETTING THE AGENDA***

**Let's get down to business, shall we?**

**Perhaps we can get started.**

**How do you propose we deal with this issue?**

**How do you feel about that proposal?**

**Look, can we try and avoid any ...?**

**I would like now to begin by suggesting the following agenda.**

**Should we have a look at the main points on the agenda?**

**You can see from the agenda that ...**

**Let's kick off / begin /start by having a look at the agenda.**

**Before we start, shall we have a look at the main points for today's discussion?**

**To start with, I think we should establish the overall procedure.**

## ***NAMING YOUR OBJECTIVES***

**What we need to decide on today is ... Let's look at what our options are.**

**We would like to outline our aims and objectives.**

**We would like to propose that... / We propose that ...**

**There are two main areas that we'd like to concentrate on / discuss.**

**By the end of the day, we want to resolve this.**

**We want to sort this out as soon as possible.**

## ***EXPLORING POSITIONS***

**What is your position?**

**What do you have in mind?**

**Do you have any views/concerns about ...?**

**Can you go into more detail?**

## ***CLARIFYING THINGS ON THE SPOT***

**I just want to make sure I got this part straight.**

*[ straight (adverb) – clearly; correctly. If you get something **straight**, you make sure that you understand it properly.*

- *I'm so tired I can hardly think straight.]*

**Now, let me get this straight.**

**Let me make sure I got your point.**

**Let me check I've understood you correctly.**

**What do you mean exactly when you say...?**

**Could you clarify your last point for me?**

**I'm not sure I understood your position. Could you please tell me**

**again how you feel about ...?**

**You're asking me if ...?**

### ***EXPRESSING CONCERNS DIPLOMATICALLY***

**I don't know if you are aware, but ...**

**I'm a bit worried about ...**

**I understand the reasons for ..., but I'm slightly concerned about ...**

### ***EXPRESSING CONCERNS DIRECTLY***

**The real issue here is ...**

**I'm really not happy with ...**

**I have some concerns/reservations about ...**

### ***RESPONDING TO CONCERNS***

**I understand your concerns but ...**

**That's a valid point, but ... I really don't see this as a problem.**

**I think we need to look at the positive side.**

### ***COMPROMISING / MAKING CONDITIONAL OFFERS***

**I'll meet you halfway.**

*[ to meet someone halfway – to agree to do part of what someone wants if that person will do part of what you want*

- *The buyers wanted to bring the price down from \$15,000 to \$10,000, so I offered to meet them halfway at 12,500.]*

**If you guarantee ..., I'd let you have ...**

**We could offer you..., if you think you can agree on ...**

**I could offer you ..., but I'd expect ...**

**If I offer ..., will you do ...?**

**If you do ... for me, I'll do ... for you.**

**If you were prepared to ..., we might be able to ...**

**I'm prepared to ... if ...**

**In exchange for..., would you agree to ...?**

**What if we supported your idea?**

**We might be able to work on ..., if you could ...**

**Offering you... is the best we can do right now. However, we'd need your approval on...**

**We may accept your offer on condition that ...**

**I can't accept that, but I can offer you ...**

**No, but how about if ...**

**In return for this, would you be willing to ...?**

**In return, would you consider ...?**

**We are ready to accept your offer provided you ...**

**Provided / As long as you ... we will ...**

**I'll be happy (for/to) ... provided you ...**

**Would you be willing to accept a compromise?**

### ***REJECTING AN OFFER***

**It's a great offer, but ...**

**I'm afraid that's not acceptable to us.**

**No, those terms are unacceptable to us ...**

**I'm afraid that isn't possible.**

**I'm afraid we can't agree on ... / I'm afraid we can't agree with you there.**

**I'm sorry, but I can't agree to that.**

**Sorry, but I think that's out of the question.**

**That would be difficult for me because of ...**

**I'm not sure I can do that because ...**

**Unfortunately, our position is different from yours.**

**I'm afraid we find those terms unfavourable. We are looking for a better (price).**

**That's not exactly as we see it.**

**I understand your position, but...**

**We're prepared to compromise, but...**

**I'm not in a position to accept that.**

### ***ACCEPTING AN OFFER***

**I can agree to that.**

**That sounds great to us.**

**That sounds like a deal.**

**Good. That sounds acceptable to me.**

**I think your proposal is acceptable. / I think that would be acceptable.**

**This is a fair suggestion.**

**I think that would be fair.**

**I can't see any problem with that.**

**Great. We've got a deal. / It's a deal.**



## ***CONCLUDING***

**Let us sum this up really quickly to make sure we are on the same page.**

*[ to be on the same page - to understand and agree with what is being done or suggested; to agree about something (such as how things should be done)*

- *We need to get environmentalists and businesses on the same page to improve things*
- *Try to get employees and clients on the same page*
- *I think we're all on the same page.]*

**Shall we try to sum up the main points of our discussion?**

**Can we summarise what we've agreed so far?**

**Let's look at the points we agree on.**

**Let's look at what we decided to do.**

**So the next step is...**

## ***FOLLOWING UP THE DEAL***

**Let me know if you have any queries.**

*[ query (noun) – a question, often expressing doubt about something, especially one that you ask an organization or expert.*

- *Staff are always available to answer your queries.*
- *Give us a ring if you have any queries about the contract.]*

**Get in touch if anything needs clarifying.**