

B2

NEGOTIATION

≈ 27 MIN

Concessions and Compromise — *practice on paper*

You have built the lesson — now lock the concession in on paper. New lines, same order: middle point, something in return, a clear limit.

In return: **in return for + noun / -ing** · limit: **as far as we can go**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY OPEN DOOR AND LIMIT · APPROX. 4 MIN

● ○ ○

Lines that **keep the door open** go on the left. Lines that **draw the line** go on the right.

Shall we meet in the middle?

We could look at the delivery date.

We can't go any lower than €38.

Why don't we split the difference?

This is our final offer on the price.

I'm afraid that's our limit.

We'd be willing to discuss the terms.

We won't go below €38 a unit.

How about we settle on €42?

That's as low as we can go.

OPEN DOOR	LIMIT

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

● ● ○

Fill in the missing word. Every sentence comes from a negotiation — read it through before you write. Where a verb is given in brackets, put it in the right form.

- 01 Let's meet on the delivery time.
- 02 Why don't we split the ?
- 03 We could extend the warranty, in for a three-year deal.
- 04 We'd waive the fee in exchange a larger order.
- 05 We can come to €38 a unit, but no lower.
- 06 Four weeks is as as we can go on the deadline.
- 07 We'd be willing (accept) a shorter contract.
- 08 We could agree to that if you (sign) by Friday.

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence holds exactly one mistake. Underline it and write the whole sentence correctly.

01 We could lower the fee in return for that you sign today.

02 We can go down with the price a little.

03 We can come towards you on the price.

04 Let's meet in the half and say €42.

05 We'd be willing offering free delivery.

06 We can't go any lower as €40 a unit.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one sentence for each prompt, ready for your next negotiation. Keep the order in mind: middle point, something in return, a clear limit.

01 Suggest a middle point — "Let's meet halfway ..."

02 A concession with something in return — "We could ... in return for ..."

03 An earlier concession — "We've already ..."

04 The limit — "That's as far as we can go."

MINI-CHECK — CAN I DO THIS YET?

- ☐ I suggest the middle point with a concrete figure.
- ☐ I link every concession to something in return.
- ☐ After "in return for" I use a noun or an -ing form, not a that-clause.
- ☐ I draw the line briefly, politely and only when I mean it.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

- | | |
|---|---|
| <p>01 Open door — "Shall we meet in the middle?"
<i>Suggests a middle point.</i></p> <p>02 Open door — "We could look at the delivery date."
<i>"We could ..." offers room to move.</i></p> <p>03 Limit — "We can't go any lower than €38."
<i>Names the lowest figure.</i></p> <p>04 Open door — "Why don't we split the difference?"
<i>The middle between two figures.</i></p> <p>05 Limit — "This is our final offer on the price."
<i>"Final offer" draws the line.</i></p> | <p>06 Limit — "I'm afraid that's our limit."
<i>Polite tone, clear limit.</i></p> <p>07 Open door — "We'd be willing to discuss the terms."
<i>Invites more discussion.</i></p> <p>08 Limit — "We won't go below €38 a unit."
<i>No further movement.</i></p> <p>09 Open door — "How about we settle on €42?"
<i>A concrete suggestion.</i></p> <p>10 Limit — "That's as low as we can go."
<i>Like "as far as we can go".</i></p> |
|---|---|

BRICK 2 · FILL-IN

- | | |
|--|---|
| <p>01 Let's meet halfway on the delivery time
<i>"Meet halfway" suggests the middle.</i></p> <p>02 Why don't we split the difference?
<i>The fixed phrase for the middle.</i></p> <p>03 We could extend the warranty, in return (or exchange) for a three-year deal
<i>"In return for" + noun.</i></p> <p>04 We'd waive the fee in exchange for a larger order
<i>"In exchange for" + noun.</i></p> | <p>05 We can come down to €38 a unit, but no lower
<i>"Come down to" + new price.</i></p> <p>06 Four weeks is as far as we can go on the deadline
<i>"As far as we can go" draws the line.</i></p> <p>07 We'd be willing to accept a shorter contract
<i>"Willing" + to-infinitive.</i></p> <p>08 We could agree to that if you signed (or sign) by Friday
<i>The return in the if-clause.</i></p> |
|--|---|

BRICK 3 · CORRECT

- | | |
|--|--|
| <p>01 We could lower the fee in return for signing today.
<i>No that-clause after "in return for".</i></p> <p>02 We can bring the price down a little.
<i>Not "go down with the price".</i></p> <p>03 We can meet you halfway on the price.
<i>"Entgegenkommen" ≠ "come towards".</i></p> | <p>04 Let's meet halfway (or in the middle) and say €42.
<i>"Halfway" or "in the middle".</i></p> <p>05 We'd be willing to offer free delivery.
<i>"Willing" + to-infinitive.</i></p> <p>06 We can't go any lower than €40 a unit.
<i>"Lower" is followed by "than".</i></p> |
|--|--|

BRICK 4 · WRITE

Your sentences may differ — just check middle, return, recap and limit.

- | | |
|---|--|
| <p>01 "Let's meet halfway and say six weeks."
<i>The middle, made concrete.</i></p> <p>02 "We could add a training day, in return for a two-year contract."
<i>Concession plus return.</i></p> | <p>03 "We've already come down by 8%."
<i>Recalls your concession.</i></p> <p>04 "I'm afraid that's as far as we can go."
<i>Polite but clear.</i></p> |
|---|--|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Negotiation Basics

englisch-lehrer.com/en/lessons/negotiation-basics

PAIR WITH THIS

Making Proposals

englisch-lehrer.com/en/lessons/making-proposals

ALL LESSONS

45+ free lessons

englisch-lehrer.com/en/lessons

HANOVER

Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN

Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES

englisch-lehrer.com/online
worldwide on Zoom

CONTACT

+49 511 4739339
james@englisch-lehrer.com

