

B2

NEGOTIATION

≈ 27 MIN

Making Proposals – *practice on paper*

You have built the lesson — now lock the proposal in on paper. New lines, same order: proposal, condition, question.

Proposal: We propose that you ... · condition: provided that

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY OFFER AND CONDITION · APPROX. 4 MIN

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Lines that say **what you give** go on the left. Lines that say **what you ask for in return** go on the right.

We could lower the price by 5%.

We'd be prepared to cover delivery.

Provided that you pay within 14 days.

We can offer you free installation.

As long as you order before June.

On condition that you order 800 units.

We could extend the warranty.

If you paid half in advance.

Provided you confirm by Friday.

We'd be happy to add two training days.

OFFERS	CONDITIONS

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

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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 We'd like to a three-year service contract.
- 02 We could cut the price, that you order 2,000 units.
- 03 We can deliver in April, as as you confirm today.
- 04 That would you more time to plan.
- 05 Would that for your team?
- 06 We propose the training starts in May.
- 07 We'd be prepared (offer) a longer warranty.
- 08 We'd move the deadline if you (agree) to a smaller first order.

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 propose you to pay in two instalments.

02 We suggest you to start with a pilot project.

03 We offer you to install the system for free.

04 We could eventually reduce the price by 3%.

05 We would be prepared offering a discount.

06 We'd like to propose for a two-year contract.

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: proposal, condition, benefit, question.

01 Your proposal — "We'd like to propose ..."

02 An offer with a condition — "We could ... provided that ..."

03 The benefit for the other side — "That would give you ..."

04 Your closing question — "Would that work for you?"

MINI-CHECK — CAN I DO THIS YET?

- ☐ I state my proposal in one short sentence.
- ☐ I link every offer to a condition.
- ☐ After "propose" and "suggest" I use a that-clause, not object + to-infinitive.
- ☐ I close with a question and then listen.

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

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| <p>01 Offers — "We could lower the price by 5%."
<i>"We could ..." offers something.</i></p> <p>02 Offers — "We'd be prepared to cover delivery."
<i>You take on a cost.</i></p> <p>03 Conditions — "Provided that you pay within 14 days."
<i>"Provided that" sets the condition.</i></p> <p>04 Offers — "We can offer you free installation."
<i>"Offer" + person + noun.</i></p> <p>05 Conditions — "As long as you order before June."
<i>"As long as" asks for something back.</i></p> | <p>06 Conditions — "On condition that you order 800 units."
<i>The formal condition.</i></p> <p>07 Offers — "We could extend the warranty."
<i>An offer as a possibility.</i></p> <p>08 Conditions — "If you paid half in advance."
<i>A tentative if-condition.</i></p> <p>09 Conditions — "Provided you confirm by Friday."
<i>"Provided" also works without "that".</i></p> <p>10 Offers — "We'd be happy to add two training days."
<i>"We'd be happy to ..." offers something.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 We'd like to propose (or suggest, offer) a three-year service contract
<i>"We'd like to propose ..." puts the proposal on the table.</i></p> <p>02 We could cut the price, provided (or providing) that you order 2,000 units
<i>"Provided that" links the offer to a condition.</i></p> <p>03 We can deliver in April, as long as you confirm today
<i>"As long as" sets a condition.</i></p> <p>04 That would give you more time to plan
<i>"That would give you ..." names the benefit.</i></p> | <p>05 Would that work for your team?
<i>The question invites a response.</i></p> <p>06 We propose that the training starts in May
<i>"Propose" + that-clause.</i></p> <p>07 We'd be prepared to offer a longer warranty
<i>"Prepared" + to-infinitive.</i></p> <p>08 We'd move the deadline if you agreed (or agree) to a smaller first order
<i>The past form sounds more tentative.</i></p> |
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BRICK 3 · CORRECT

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| <p>01 We propose that you pay in two instalments.
<i>"Propose" takes no object + to-infinitive.</i></p> <p>02 We suggest starting (or that you start) with a pilot project.
<i>"Suggest" + -ing form or that-clause.</i></p> <p>03 We offer to install the system for free.
<i>"Offer" + to-infinitive with no person.</i></p> | <p>04 We could possibly reduce the price by 3%.
<i>"Eventually" means "in the end", not "possibly".</i></p> <p>05 We would be prepared to offer a discount.
<i>"Prepared" + to-infinitive.</i></p> <p>06 We'd like to propose a two-year contract.
<i>"Propose" + noun, no "for".</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — just check proposal, condition, benefit and question.

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| <p>01 "We'd like to propose a fixed price for the next two years."
<i>The proposal in one sentence.</i></p> <p>02 "We could add a second trainer, provided that you book ten sessions."
<i>Offer and condition together.</i></p> | <p>03 "That would give you a stable budget for next year."
<i>The benefit for the other side.</i></p> <p>04 "Would that work for you?"
<i>A real question, then listen.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Negotiation Basics

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