

B1 NEGOTIATION ≈ 27 MIN

Negotiation Basics — *practice on paper*

You have built the lesson — now lock the three moves in on paper: state your position, bargain with conditions, agree or postpone.

if + present simple → can/could/will + base verb Condition first, offer second.

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · CONDITION OR OFFER? · APPROX. 4 MIN

Each phrase is one half of a sentence from a negotiation. Present simple → condition, left column (imagine **If** in front). can / could / will + base verb → offer, right column. Careful: "we" can set a condition too!

we can extend the warranty to three years

you order at least 500 lamps

we pay the full amount upfront

we'll include the installation

you sign a two-year contract

we could deliver in two smaller batches

we can offer 3% off the list price

we collect the boxes from your warehouse

you'll get two spare batteries free of charge

you pay within ten days

CONDITION · IF + PRESENT SIMPLE	OFFER · CAN / COULD / WILL + BASE VERB

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

Add exactly one word per gap. The cue in brackets narrows the answer; where it gives a verb, put it in the right form.

- 01 Our main _____ is a delivery date before the trade fair in May. (what matters most, starts with p)
- 02 Before we decide, could you send us a written _____ for 250 work jackets? (5 letters, starts with q)
- 03 If you _____ (take) all 800 lamps, we can lower the unit price.
- 04 We could agree to free delivery as _____ as the order reaches 400 units. (= only if)
- 05 I'm afraid we can't go _____ 11 euros a carton. (supplier's lowest price, starts with b)
- 06 That sounds _____ — let's go with the June date. (from "reason")
- 07 Let me just _____ what we've agreed: 400 cartons, delivery on 3 June. (from "summary")
- 08 I'll need to _____ with my manager before we sign anything. (5 letters, starts with c)

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 — a wrong form or a phrase that sounds unnatural in English. Underline it and write the whole sentence correctly.

01 Is there any flexibility at the delivery schedule?

.....

02 Can you make us a better price for 400 printer cartridges?

.....

03 If we take 300 boxes, can you go down with the price a bit?

.....

04 I'm afraid the price is too expensive for a small firm like ours.

.....

05 If you order 600 lamps, we can to include free installation.

.....

06 Can we come back on the warranty question later?

.....

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



Picture a negotiation about 300 safety helmets. Write one or two sentences for each task, using the phrases from the lesson.

01 As the buyer: say what you need and what matters most — "We're looking for ... Our main priority is ..."

.....

02 As the supplier: tie an offer to a condition — "If you ..., we ..."

.....

03 As the buyer: test an idea without committing to it — "What if we ...?"

.....

04 To close: summarise what you have agreed — or postpone the point politely.

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I say what I need and what matters most first: "Our main priority is ..."
- ☐ For a condition I use the present simple after if; the offer takes can, could or will + base verb.
- ☐ I say "give us a better price", "come down on the price" and "The price is too high".
- ☐ I close a point with a summary — or postpone it politely: "Can we come back to that point later?"

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 Offer — we can extend the warranty to three years
<i>can + base verb — what you give in return.</i></p> <p>02 Condition — if you order at least 500 lamps
<i>Present simple — what the other side must do.</i></p> <p>03 Condition — if we pay the full amount upfront
<i>Present simple — here the buyer sets the condition.</i></p> <p>04 Offer — we'll include the installation
<i>'ll = will + base verb — the offer.</i></p> <p>05 Condition — if you sign a two-year contract
<i>Present simple after if, even though the signing lies ahead.</i></p> | <p>06 Offer — we could deliver in two smaller batches
<i>could + base verb — a slightly more tentative offer.</i></p> <p>07 Offer — we can offer 3% off the list price
<i>can + base verb — the discount is what you give.</i></p> <p>08 Condition — if we collect the boxes from your warehouse
<i>Present simple — the buyer gives something to get something.</i></p> <p>09 Offer — you'll get two spare batteries free of charge
<i>will + base verb — an offer can start with "you" too.</i></p> <p>10 Condition — if you pay within ten days
<i>Present simple — the quick payment is the condition.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 Our main priority is a delivery date before the trade fair.
<i>"Our main priority is ..." names what matters most to you.</i></p> <p>02 ... could you send us a written quote for 250 work jackets?
<i>A written price before you order is a quote.</i></p> <p>03 If you take all 800 lamps, we can lower the unit price.
<i>For a condition: present simple after if.</i></p> <p>04 ... free delivery as long as the order reaches 400 units.
<i>"As long as" ties the agreement to a condition.</i></p> | <p>05 I'm afraid we can't go below 11 euros a carton.
<i>"Can't go below" marks the lower limit.</i></p> <p>06 That sounds reasonable — let's go with the June date.
<i>A calm, professional yes.</i></p> <p>07 Let me just summarise what we've agreed ...
<i>Both sides leave with the same numbers (US: summarize).</i></p> <p>08 I'll need to check with my manager before we sign anything.
<i>Postpones the decision politely and buys you time.</i></p> |
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BRICK 3 · CORRECT

- | | |
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| <p>01 Is there any flexibility on the delivery schedule?
<i>The phrase is "flexibility on" + the point you negotiate.</i></p> <p>02 Can you give us a better price for 400 printer cartridges?
<i>"Make a price" sounds unusual — give or offer (informal British: do).</i></p> <p>03 If we take 300 boxes, can you come down on the price a bit?
<i>"Go down with" is not idiomatic — "come down on the price" or "bring the price down".</i></p> | <p>04 I'm afraid the price is too high for a small firm like ours.
<i>Prices are high or low, goods are expensive — so "too high".</i></p> <p>05 If you order 600 lamps, we can include free installation.
<i>No "to" after can: can + base verb.</i></p> <p>06 Can we come back to the warranty question later?
<i>The fixed phrase is "come back to" a point.</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — just check: present simple after if, can/could/will in the offer, and a summary or a polite postponement at the end.

- | | |
|---|--|
| <p>01 "We're looking for 300 safety helmets. Our main priority is delivery before 1 May."
<i>First what you need, then what matters most.</i></p> <p>02 "If you order all 300 helmets, we can offer free delivery."
<i>Present simple after if; can, could or will all fit the offer.</i></p> | <p>03 "What if we collect the helmets from your warehouse?"
<i>Puts an idea on the table without committing you.</i></p> <p>04 "Let me just summarise what we've agreed: 300 helmets, delivery on 28 April."
<i>Or postpone: "I'll need to check with my manager."</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

First and Second Conditionals

englisch-lehrer.com/en/lessons/first-second-conditionals

PAIR WITH THIS

Agreeing and Disagreeing

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