

B1

NEGOTIATIONS

MONOLOG · 3 MIN.

Negotiating Who Pays the Travel Costs · Podcast

Travel costs in a quotation — who pays? How to negotiate travel, hotel and expenses in English without risking the order.

Listen to the episode + comprehension test:

<https://www.englisch-lehrer.com/podcasts/negotiating-who-pays-the-travel-costs>

NAME

DATE

BRICK 1 · LEARN THE KEY PHRASES



Read the eight phrases with meaning and example. You will hear all of them in the episode.

ENGLISH	DEUTSCH	EXAMPLE
travel expenses	Reisekosten, Spesen	<i>Please submit your travel expenses by the end of the month.</i>
quotation	Angebot, Kostenvoranschlag	<i>The quotation is valid for thirty days.</i>
at cost	zum Selbstkostenpreis	<i>We pass on hotel bookings at cost.</i>
supplier	Lieferant, Anbieter	<i>We compared three suppliers before signing the contract.</i>
to meet halfway	sich in der Mitte treffen, entgegenkommen	<i>Let's meet halfway and share the delivery costs.</i>
to split the costs	die Kosten teilen	<i>The two departments agreed to split the costs of the training.</i>
to cover	übernehmen, abdecken (Kosten)	<i>The company will cover your hotel and meals.</i>
possibly	eventuell, möglicherweise	<i>We can possibly deliver a week earlier.</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

price

cost

charge

value

eventually

possibly

finally

actually

01 Travel expenses are charged separately, at _____ .

02 If you mean 'eventuell', say ' _____ ' or 'perhaps'.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

01 The travel costs were already included in the quotation.

T ☐ F ☐

02 The customer accepted the compromise and Daniel won the order.

T ☐ F ☐

BRICK 4 · ORDER



Number the steps of the conversation (1–5).

01 ☐ The customer accepts and Daniel wins the order

02 ☐ Daniel explains that travel expenses are charged separately, at cost

03 ☐ Daniel suggests splitting the costs

04 ☐ The customer asks whether travel costs are included

05 ☐ The customer says other suppliers include the travel costs

BRICK 5 · YOUR VERSION



Write two sentences of your own using phrases from Brick 1.

.....

.....

.....

MINI-CHECK – CAN I DO THIS YET?

☐ I can announce a delay politely.

☐ I can propose an alternative.

☐ I can promise written confirmation.

Listened twice and ticked everything? Then you are ready for the real conversation.



Cut-out flashcards

✂ Cut out, fold on the line – English in front, German on the back. Or practise digitally:

<https://www.englisch-lehrer.com/podcasts/negotiating-who-pays-the-travel-costs>

travel expenses

Please submit your travel expenses by the end of the month.

Reisekosten, Spesen

quotation

The quotation is valid for thirty days.

Angebot, Kostenvoranschlag

at cost

We pass on hotel bookings at cost.

zum Selbstkostenpreis

supplier

We compared three suppliers before signing the contract.

Lieferant, Anbieter

to meet halfway

Let's meet halfway and share the delivery costs.

sich in der Mitte treffen, entgegenkommen

to split the costs

The two departments agreed to split the costs of the training.

die Kosten teilen

to cover

The company will cover your hotel and meals.

übernehmen, abdecken (Kosten)

possibly

We can possibly deliver a week earlier.

eventuell, möglicherweise

Answer key

Check only when you have finished. Every answer comes with the **why**.

BRICK 2 · FILL THE GAPS

01 **cost**

"At cost" means with no extra charge on top — a fixed phrase in quotations.

02 **possibly**

False friend! "Eventually" means "in the end" — for German "eventuell", say "possibly" or "perhaps".

BRICK 3 · TRUE OR FALSE?

01 **False**

False — "They were not included." Travel expenses were charged separately, at cost.

02 **True**

True — "He accepted the compromise, and we won the order."

BRICK 4 · ORDER

- 01 **1.** The customer asks whether travel costs are included
- 02 **2.** Daniel explains that travel expenses are charged separately, at cost
- 03 **3.** The customer says other suppliers include the travel costs
- 04 **4.** Daniel suggests splitting the costs
- 05 **5.** The customer accepts and Daniel wins the order

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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