

Beginning and ending negotiations simplest responses

Without looking below, listen to your teacher and race to show if each thing that they say is language at or near the beginning of a presentation ("Beginning") or at or near the end of a negotiation ("Ending"), e.g. by holding up one of the two cards that they gave you.

When your teacher stops the listening game, label each section below with "B" for "Beginning" or "E" for "Ending". Ones in the same section go in the same category, so you don't need to label each individual line.

Check as a class, then ask about any phrases you aren't sure about.

Test each on the language:

- play the same holding up cards game
- say "Beginning" or "Ending" and help your partner make phrases for that part of the meeting by giving them key words, gapped sentences, etc
- say a phrase and see if your partner can respond
- say a phrase, listen to your partner's response, then together roleplay the rest of the meeting

Cards to hold up

Beginning	Ending
Beginning	Ending
Beginning	Ending
Beginning	Ending
Beginning	Ending

Starting and ending negotiations phrases to classify

A

- Shall we start by introducing ourselves?
- First of all, may I introduce myself? My name is George Gatsby, and I am the regional director of sales for Asia and the Middle East.
- Welcome to Jansen Electronics.
- It's a great pleasure to welcome you to our Boston office today.
- Let me begin by welcoming you to our new offices.

B

- Well, I guess that about wraps it up.
- Do you think we could have that in writing by the end of the week?
- Great. I'll get my secretary to fix the next meeting for as soon as possible.
- Can I just go over what we've discussed again?
- Can I just summarize what we have agreed?

C

- Okay. So, the goods will arrive by Friday as we agreed.
- Have I missed anything out?
- Were there any final questions before we finish?
- I look forward to doing business with you again soon.
- I think we've covered everything.

D

- Would anyone like a drink before we begin?
- Did you have a good journey?
- Is it your first time here?
- Thank you for coming all this way on such a cold morning.
- I'd like to start by setting out the basic facts.

E

- Our main aim today is to find a way to cut costs.
- Right, let's get down to business shall we?
- Can we start by hearing your initial offer?
- Can I begin by explaining our position?
- Can I suggest we start by clarifying the situation?

F

- To sum up, the supplies will be at a 2.5% discount as compared to the last order.
- Do we need to discuss anything else?
- Did you have anything to add?