**Negotiating Tips**

(from <https://learnenglish.britishcouncil.org/business-english/business-magazine/negotiating> )

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| Whether you're negotiating a multimillion dollar deal, agreeing on your role in a project or simply persuading your colleagues to go for Chinese food for lunch, effective negotiation skills can help you to motivate other people, get the best results and improve profitability.  There is often a misconception that negotiating is about insisting on our point of view to get our own way. Others assume that negotiation is all about compromise and that we have to be ready to give up 50 percent of what we want. This can damage relationships and leave both sides feeling as if they've lost. According to Fisher and Ury in their best-selling book *Getting to Yes*, collaboration is the key to negotiating successfully. They illustrate this by telling the story of the Orange Quarrel:  Joey and Jenny are arguing over an orange. In a win–lose situation, Joey might simply take the orange from Jenny. Joey would then be satisfied but Jenny would be upset and frustrated. Alternatively, Joey might find dishonest ways of convincing Jenny that she didn't really want that orange. Using this method, Joey might get his way, but he might damage their relationship in the long run.  If they focus on compromise, Joey and Jenny might decide to cut the orange in half. Their effort to share means that each of them now has half of what they wanted but neither of them is fully satisfied.  However, if Joey and Jenny spent some time talking to each other, they might find out that Jenny wants the orange peel to make a cake. Joey loves eating oranges and doesn't want the peel. In this collaborative scenario, Joey and Jenny are both able to achieve 100 per cent satisfaction when they realise that Jenny can have all the peel and Joey all the fruit. Yet, according to Fisher and Ury, too many negotiations end up with half an orange for each side instead of the whole fruit for one and the whole peel for the other.  Here are five things we can do to collaborate when negotiating:   1. **Know your objectives.** 2. **Separate the people from the issue.** 3. **Ask questions and listen.** 4. **Find shared interests.** 5. **Look at creative options.** |

**Understanding questions**

1. What do Fisher and Ury say is the most important thing for negotiating successfully?
2. Why is a win-lose situation bad for Joey and Jenny?
3. Why is a compromise bad for Joey and Jenny?
4. What was the best solution for Joey and Jenny?

**Vocabulary**

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| insist | collaboration | win-lose situation |
| in the long run | compromise | misconception |

**Key phrases**

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| In a negotiation, it’s important to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| You have to balance the needs of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What if we tried \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? |

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| Pair Discussion – **A**   1. Have you ever negotiated a big purchase like a car or a house? What did you do? 2. Do you enjoy negotiating? 3. How can you negotiate at work? 4. Are there any situations that are bad for negotiating? |
| Pair Discussion – **B**   1. Do you have any negotiation tips? 2. Do you usually compromise when you talk to family or friends? 3. Do you know anyone who is very good at negotiating? 4. Which jobs require strong negotiating skills? |

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| **Role Playing** | You are **A**. |

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| **Scenario**: B is on vacation in Thailand and is shopping for a souvenir. A has a small shop.  **Your secret information**:  You made a wood elephant figure. The base cost is $10.  You want to sell this figure for as high a price as possible.  You also have a t-shirt with a base cost of $3.  (B will start the conversation) |
| **Scenario**: A and B are co-workers. They’re on a business trip and are deciding where to buy lunch. There’s a Chinese restaurant, a soba restaurant, and a MOS Burger nearby.  **Your secret information**:  You don’t like noodles.  You want to eat quickly. You don’t want to stay in the restaurant for a long time.  **You start the conversation:** “Where do you want to eat lunch?” |
| **Scenario**: B is a manager at an office. The office rents its printer through a contract. A works for the printer rental business. B is deciding whether to continue the contract or use another company.  **Your secret information**:  Recently, business has been difficult at the printer rental company. If B’s company continues the contract, it will help your company a lot.  It costs about $2000 per year to maintain the printer.  (B will start the conversation) |
| **Scenario**: A’s company needs to open a very small office in a new city. B works for a real estate (不動産) company. A and B are negotiating the rent (家賃) and how long the lease will be.  **Your secret information**:  The office might shut down after a year.  You like the building.  The company doesn’t want to pay more than $600 per month.  **You start the conversation:** “How much would it cost to rent this office?” |

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| **Role Playing** | You are **B**. |

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| **Scenario**: B is on vacation in Thailand and is shopping for a souvenir. A has a small shop.  **Your secret information**:  You see a very nice wood elephant figure and your friend’s daughter loves elephants.  You think that the person at the shop is probably selling it for too much money.  You might want to buy a t-shirt too.  **You start the conversation:** “How much for that wood elephant?” |
| **Scenario**: A and B are co-workers. They’re on a business trip and are deciding where to buy lunch. There’s a Chinese restaurant, a soba restaurant, and a MOS Burger nearby.  **Your secret information**:  You’re not very hungry.  You want to eat something healthy, with a lot of vegetables.  You’re tired and you want to relax.  (A will start the conversation) |
| **Scenario**: B is a manager at an office. The office rents its printer through a contract. A works for the printer rental business. B is deciding whether to continue the contract or use another company.  **Your secret information**:  A’s company is good, but you think that they’re a little expensive.  Another company said they could rent a printer for $5000 for 2 years, but you don’t know the other company well.  **You start the conversation**: “How much would it cost to continue the printer contract?” |
| **Scenario**: A’s company needs to open a very small office in a new city. B works for a real estate (不動産) company. A and B are negotiating the rent (家賃) and how long the lease will be.  **Your secret information**:  Long-term leases are much better for your company than short-term leases.  This area isn’t very popular.  Your minimum price is $400 per month, but you’d like to rent it for much higher if possible.  (A will start the conversation) |