



C1 - Negotiating

Negotiate effectively in English, focusing on bargaining, persuasion, accepting and rejecting proposals, and softening language.

What is happening in this picture?



Answer the following questions

1. Have you ever had to negotiate in English or in your native language?
2. What qualities make someone a good negotiator?
3. Do you feel confident negotiating prices or contracts?
4. In your culture, is it common to bargain or haggle?
5. What is the difference between compromising and giving in?
6. Can you think of a situation where negotiation saved a relationship or deal?



Match the term with the correct definition

a. **Stalemate**

1. An outcome where both sides benefit from the agreement.

b. **A win-win situation**

2. An outcome where both sides benefit from the agreement.

c. **Trade-off**

3. A point where neither party can make progress or reach an agreement.

d. **Leverage**

4. A final demand that, if rejected, ends negotiations or results in consequences.

e. **Haggle**

5. A compromise where you gain something but lose something else.

f. **Ultimatum**

6. To argue persistently over the cost of something.

Negotiation language table

Bargaining	Accepting a proposal	Rejecting a proposal
“What if we ...?”	“That works for me.”	“I’m afraid that won’t be possible.”
“Can we meet halfway on this?”	“I think we have a deal.”	“That’s not something I can agree to right now.”
“Would you be willing to compromise?”	“I’m happy with that arrangement.”	“I was hoping for a bit more flexibility.”
“Let’s try to find some common ground.”	“Let’s move forward with this.”	“Unfortunately, I have to decline.”
“We’re willing to offer this if ...”	“I accept your terms.”	“I’ll need to consider other options.”

Mateo's moment

After a decade of loyal service at Rydell & Co., Mateo Navarro was no stranger to hard work. He'd led product launches, stayed late during crises, and trained more newcomers than he could count. Yet despite the long hours and consistent performance, he hadn't been promoted in over five years. What had changed — sharply and without negotiation — was his personal life. Two weeks ago, his wife gave birth to their third child. With growing childcare expenses, escalating school fees, and the mounting cost of living, Mateo could feel the pressure closing in like a tightening belt. The numbers on the spreadsheet didn't lie. Something had to give.

So here he was, standing outside his manager's office, rehearsing every sentence in his head like a legal deposition. He wasn't just asking for a raise. He was preparing to negotiate a future. "Come in," said Claire, his manager, gesturing to the seat opposite hers.

After a brief exchange of pleasantries, Mateo leaned forward. "I'd like to discuss my compensation," he began. "Over the past five years, I've taken on increasing responsibilities — project leadership, mentoring, and cross-departmental coordination. I believe my current salary no longer reflects the value I bring to the company." Claire raised an eyebrow, then smiled politely — a classic negotiating posture, Mateo thought. "You've certainly contributed a lot, Mateo. But as you know, budgets are tight."

"I understand," he replied, keeping his tone steady. "But I believe we can reach a mutually beneficial solution. I'm open to discussing performance-based incentives if a flat raise isn't feasible right now." Claire nodded. "That's a fair suggestion. Let me review your recent metrics, and we'll find common ground." Mateo exhaled silently. It wasn't a win yet, but he'd moved the conversation forward. And that, in the world of negotiation, was half the battle.

True or false?



1. Mateo has worked for Rydell & Co. for over ten years.
2. He recently received a promotion after launching a new product.
3. Mateo has three children.
4. His manager initially agreed to a salary increase.
5. Mateo suggests performance-based incentives as a possible compromise.

Match the words to their definitions

a. Pleasantries

1. Increasing in severity, cost, or intensity.

b. Feasible

2. Polite, casual remarks used at the start of a conversation.

c. Escalating

3. Realistic or possible to do.

d. Compensation

4. Involving different sections of a company.

e. Mutually beneficial

5. Resulting in advantages for both sides.

f. Cross-departmental

6. Money or benefits given in return for work.

Softening language

Rewrite each direct sentence into a more polite or diplomatic one for a negotiation setting.

1. “That price is too high.”
2. “We won’t do that.”
3. “You must decide now.”
4. “Give us a better deal.”
5. “This isn’t good enough.”



Roleplay the different scenarios

Salary negotiation:

A candidate is negotiating a higher salary and benefits with a potential employer.

Buying a car:

A customer and a used car dealer are trying to agree on a fair price.

Business partnership:

Two entrepreneurs are discussing how to divide responsibilities and profits.

Roommate agreement:

Two students are negotiating how to split rent and chores in their flat.

Supplier contract:

A supplier and a business are negotiating pricing and delivery terms for an order.

Event planning:

A client and an event planner are discussing scope, budget, and deadlines for an upcoming conference.

Negotiation vocabulary [1 of 3]

1. **Bargain:** To discuss the conditions of a deal, often involving price, in order to reach a mutually acceptable agreement.
2. **Compromise:** A settlement where both parties give up something to reach an agreement.
3. **Counteroffer:** A response to an initial offer, proposing a different deal instead of accepting or rejecting outright.
4. **Concession:** Something one side is willing to give up in order to move closer to agreement.
5. **Bottom line:** The final or most important point a person is willing to accept in a negotiation.
6. **Common ground:** An area of shared interest or agreement between two parties in a negotiation.

Negotiation vocabulary [2 of 3]

7. **Leverage:** A strategic advantage or influence used to gain a better position or outcome.
8. **Walk away:** To leave or end a negotiation because no acceptable agreement can be reached.
9. **Breakdown in negotiations:** A failure in the negotiation process, resulting in no agreement.
10. **Tentative agreement:** An initial or provisional agreement, not yet finalised or confirmed.
11. **Sticking point:** A specific issue in negotiation that is difficult to resolve and may block progress.
12. **Mutually beneficial:** Describing a deal or outcome that is advantageous for both parties involved.
13. **In good faith:** Negotiating honestly and with genuine intention to reach an agreement.

Negotiation vocabulary [3 of 3]

14. Firm offer: A proposal made with clear terms and little or no room for adjustment.
15. We're willing to ... : A diplomatic phrase used to introduce what your side is prepared to offer.
16. How about if ...? : A soft, flexible way to propose a change or suggestion during negotiation.
17. Let's explore some options: A collaborative phrase encouraging discussion of multiple possible solutions.
18. That's not quite what we had in mind.: A polite way to reject an offer without shutting down the negotiation.
19. We're looking for something more flexible.: A strategic phrase to suggest that current terms are too rigid or limiting.
20. We'd need some assurances on that.: Used when requesting guarantees or commitments before accepting terms.



Thank you for your support.

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