

Negotiations

<p>Chapter 1 Setting up negotiations</p>	<ul style="list-style-type: none"> ■ how to invite people to negotiate. ■ how to organise a meeting for negotiations. ■ words and phrases for preparing negotiation talks. 	<ul style="list-style-type: none"> ■ suggesting and arranging a time and place for negotiations. ■ inviting a company to come and negotiate. 	<ul style="list-style-type: none"> ■ phrases to talk about negotiations. ■ how to talk about delegating work. ■ how to talk about events in the future 	<ul style="list-style-type: none"> ■ discussing the details for negotiations. ■ talking about delegating tasks.
<p>Chapter 2 Opening negotiations</p>	<ul style="list-style-type: none"> ■ phrases for opening a negotiation meeting. ■ how to describe your career path. ■ how to use the present perfect to talk about the duration of actions. 	<ul style="list-style-type: none"> ■ describing your career path. ■ explaining the duration of actions. 	<ul style="list-style-type: none"> ■ how to open a negotiation meeting. ■ phrases to request things politely. ■ words and phrases for describing roles and career paths. 	<ul style="list-style-type: none"> ■ opening negotiations. ■ talking about present and past roles.
<p>Chapter 3 Making and responding to offers</p>	<ul style="list-style-type: none"> ■ how to make and respond to offers in negotiations. ■ how to ask for and give explanations. ■ how to structure questions. 	<ul style="list-style-type: none"> ■ making and responding to offers. ■ using phrases to clarify and ask for clarification. ■ negotiating a price. 	<ul style="list-style-type: none"> ■ how to make and respond to offers. ■ how to use the verb <i>agree</i>. ■ useful vocabulary for negotiations. ■ how to use <i>the</i> + comparative to show how one factor affects another. 	<ul style="list-style-type: none"> ■ negotiating terms and rates. ■ asking for more information.
<p>Chapter 4 Discussing offers</p>	<ul style="list-style-type: none"> ■ how to make and respond to suggestions. ■ how to give advice. ■ phrases for discussing opinions within the team. ■ how to use <i>remind</i> and <i>remember</i>. 	<ul style="list-style-type: none"> ■ discussing suggestions. ■ using phrases to express your opinion. 	<ul style="list-style-type: none"> ■ how to discuss opinions with your negotiating team. ■ how to use adverbs. ■ useful expressions and idioms for negotiations. 	<ul style="list-style-type: none"> ■ talking about important negotiation issues.
<p>Chapter 5 Finalising the deal</p>	<ul style="list-style-type: none"> ■ phrases for finalising a deal. ■ how to use the verb <i>look forward to</i>. ■ ways to invite people and respond to invitations 	<ul style="list-style-type: none"> ■ finalising negotiations. ■ using <i>look forward to</i>. ■ inviting people to celebrate. 	<ul style="list-style-type: none"> ■ how to conclude negotiations with an agreement. ■ words and phrases for finalising a deal. ■ how to speak about things that need to be done. 	<ul style="list-style-type: none"> ■ finalising a deal. ■ inviting someone to celebrate.