

Negotiating – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Greeting people, Welcoming visitors, Introducing people, Describing responsibilities, Describing team roles	Greetings and introductions
KP 2	Describing personal views and approaches, Expressing agreement with views	First impressions
KP 3	Describing the agenda for a negotiation, Clarifying and emphasizing important points	Agreeing on goals and procedures
Unit 2 KP 4	Referring to subjects, Asking about needs, Describing needs	Checking on requirements
KP 5	Rephrasing to check comprehension, Simplifying, Referring to points already discussed	Confirming requirements
KP 6	Signaling the end of a discussion, Arranging to draw up a proposal, Setting deadlines, Arranging for future contact	Agreeing on follow-up action
Unit 3 KP 7	Inviting proposals, Making proposals, Specifying price terms	Putting forward proposals
KP 8	Making conditional offers, Reacting to conditional offers	Counter-proposals and conditions
KP 9	Accepting proposals, Rejecting proposals	Accepting and rejecting proposals
Unit 4 KP 10	Focusing on specific issues, Describing action required to reach agreement, Giving reasons for disagreement	Focusing on problems
KP 11	Describing negotiating problems, Suggesting changes to the agenda, Proposing alternative approaches, Suggesting compromises	Proposing solutions
KP 12	Signaling ultimatums, Clarifying and emphasizing negotiating positions	Exerting pressure
Unit 5 KP 13	Summarizing points agreed on, Identifying outstanding issues, Describing action to be taken	Summarizing progress

KP 14	Checking on agreement, Referring to conditional acceptance, Closing a deal, Making arrangements for written agreements	Agreement and concluding action
KP 15	Describing contractual responsibilities in writing, Attributing responsibilities in writing	Confirmation of agreement
Unit 6	Comprehensive review	Preparation and strategy
KP 16		
KP 17		Negotiating techniques
KP 18		Interpreting signals and body language