

# Useful expressions for Business Negotiations



## Opening statements/beginning the negotiation

We would like to welcome you ...  
Today we are going to talk about ...  
We are glad that you could come and hope you will enjoy your stay here.  
Let's get down to business.  
Let's begin the discussion with ...

## Expressing an opinion

If you ask me ...  
I think ...  
Why not ...

## Emphasising a main point

My main concern at this stage is ...  
The main thing for me is ...  
The main point I'd like to emphasise ...  
I would like to emphasise that ...  
One point I'd like to emphasise is that ...  
That's/This is an important point.  
We need to keep in mind that ...  
Let me repeat that ...

## Suggesting or accepting an offer/compromise

We'd like to make a proposal that will hopefully benefit both sides.  
Would you consider ...?  
Why don't you ...  
What about if we ...?  
I think we can accept that ...

## Asking for a suggestion

How do you think we should deal with ...?  
What do you think is the best way forward?  
What do you propose?

### Asking for information

What are your usual fees/rates for ...?

Can/could you give me some more information about ...?

Can you give more specific details about ...?

What can you tell me about ...?

### Rejecting an offer/compromise

I'm afraid that's out of the question.

I am afraid we can not accept that.

I'm afraid that we can not accept your offer because/since/while ...

I'm afraid that those conditions are unacceptable because ...

Your proposal as it stands is not acceptable.

### Requests

Do you think you could ...?

Would you be able to ...?

Could you ...?

Would you be willing to ...?

### Being firm

I understand what you're saying, but ...

I can see what you're saying, but ...

I'm afraid that's out of the question.

### Being flexible

Would you be prepared to ... (if) ...

I'm willing to ... (if) ...

If you agreed to ... we could reciprocate



with ...

Provided that you ..., we see no objection to ...

We would be willing to consider that.

We would be ready to make a concession on ...

We have no objection to ...



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## Clarifying

As I understand it, your offer is ...  
If I understand you correctly, ...  
Please correct me if I'm wrong, but if  
I understand you correctly, you are  
proposing ...  
As I understand it, you're saying that  
...  
So what you're saying is ...  
Am I right?

## Agreeing

That's fine.  
You're quite right. I hadn't thought  
about that.  
That's a good point.  
Okay, I'm happy with that for now.  
Yes, I'd go along with that.  
Yes, definitely.

## Disagreeing

I beg to differ with you.  
Nonsense.  
By and large, I accept your view, but  
Yes, I'd go along with that up to a  
point, but ...

I can't go along with that.  
For me that is out of the question.  
Yes, but on the other hand ...

## Tying concessions to conditions

Provided that you ..., we see no  
objection to ...  
Provided that you ...,  
I think we could consider ...  
I am willing to ... (if) ...  
We would be prepared to ... (if) ...  
If you agreed to ..., we could  
reciprocate with/by ...  
On the condition that you ..., we  
could be persuaded to consider  
...



### **Next steps**

I'll be in touch again soon with more details.

Let's talk next week and see how things are going.

### **Your Notes:**

### **Summing up/concluding/closing**

The main points that have been made are..

It's been a pleasure doing business with you.

I think the members of the group are basically in agreement on the following points ...

We look forward to getting to know you better both socially and professionally.

I think we've reached an agreement on this issue.

We are looking forward to exploring opportunities for a profitable business relationship with you.

I think we have met halfway on this.

Let me try to pull the main threads of this argument together.



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