

Making Decisions and Negotiating



Task – Discussion – Business Regrets – Decisions

What's important when making decisions about the following things and people?

A present for someone

a new company logo

A holiday destination

Task – The best decisions

Which of the following ideas do you agree with? Which do you disagree with and why?

Before making a decision you should:

Write down the pros and cons

Take a long time

Have a sleep or rest

Consult a horoscope

What about the following statements in Business.....

If a choice has cost you a lot of time and money, you should stick to it!

Rely on the past to help you make a decision

Reduce all decisions to a question of money

Be totally democratic in group-decision making

You have been asked to make some important decisions, in particular, you must choose a new painting for the living room/office, a new chair and a new location for the English Lessons.

Artwork



Language Focus: Responding to Decisions

Rearrange the following words to create a phrase used when making decisions:

Talking about the good points of a decision

Would / yes / that / because / work

See / I / working / can / that

It / Ok / try / let's

Talking about the bad points of a decision

Potential / be / one / problem / might

It's / to / important / consider

would / but / if / what / happen

Method:

Cut the pictures up individually and then give one chair or one location to each student. Begin with the chairs. The participants must decide which chair is best for the office. Each participant tries to convince the others that their chair is the best. Encourage the language from page two. Once the participants have reached a decision, they move onto the location. Tell the participants that we need a new location for the English lesson and as with the office chairs, the participants “sell” their location to the others.

New Company Chair**New location for an English lesson**

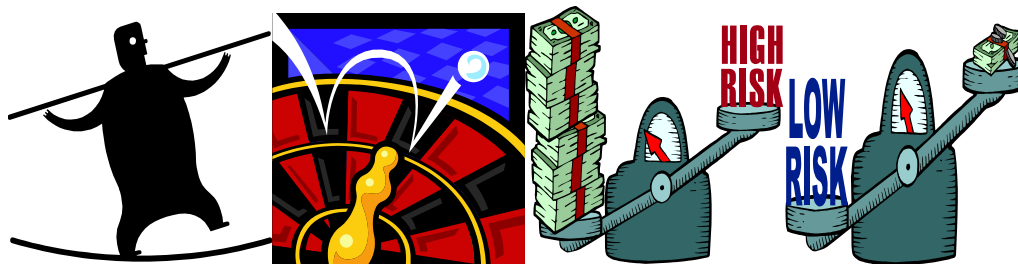
Café

Park

Pub

Beach





Task – Discussion and Vocabulary - Risky Decisions

Which item in each of the categories below carries the most and least risk?
Explain why.

Travel

Car
Plane
Train

Currency Exchange

Dollar
Euro
Yuan

Investment

Property
Stocks
Gold

Task – Language Point: Negotiating



Situation: You want to buy a bunch of flowers for a friend. The flowers you want are £20, but you only have £15.

How will you buy the flowers?

Put these phrases into the correct order to give an expression of negotiation:

1. Willing be would you to
2. About How verb'ing'
3. Like proposal a make to I'd
4. Let's what over discussed go we've so far

Role Play

Situation 1:

Person A: You are an agent of the 'Reserve a Hotel' Company. One of your customers has just booked a hotel for a business trip online. Unfortunately, they did not select which room type. It is one week until the event, and they are phoning you to change the type of the room. They want a larger room but there are none available at this time.

What negotiations will you make?

Person B: You are a customer of 'Reserve a Hotel' Company and you have recently reserved and bought 2 nights in a hotel for a planned business trip. It is one week before the event and you have noticed that you did not select the room type. You will now phone 'Reserve a Hotel' to ask about a large room.

What do you expect from the 'Reserve a Hotel' company?

Situation 2:

Person A: You are working in the Sales division of an electronics company. You have arranged to meet your colleague today at 3pm to discuss strategy. However you must cancel the meeting. You are only available to meet in the mornings because you are out of the office every afternoon next week in meetings

Task: Try to rearrange the meeting for a suitable time?

Person B: You work in the sales division of an electronics company. You have a meeting scheduled with your colleague, at 3pm today. It is an important meeting and you are only available in the afternoons as you are out of the office every morning on client visits.

Task: Try to rearrange the meeting to a suitable time?

15.2

LEVEL

Intermediate

TOPIC

Buying and selling

ACTIVITY TYPE

Role-play game

SPEAKING

FOCUS

Asking prices,
buying and selling,
bargaining

TIME

35–45 minutes

KEY LANGUAGE

*afford, buy, cost,
exchange, pay, price,
sell, worth;**how much, have got,
can/can't, will/won't*

PREPARATION

Enough photocopies
for each student to
have one strip, the
photocopies cut into
their five strips

Sale or exchange

Warm up

- 1 Elicit or teach *antiques*.

Ask what antiques people collect. Elicit or teach: *furniture, clothing, toys, musical instruments, jewellery*. Elicit examples of each.

- 2 On the board, draw an old clock and write £100. Write *cost, worth, price, pay, afford, buy, sell, exchange*. Ask, elicit or explain what they mean.

Ask students to work with a partner and write a sentence or a question with each word about the clock.

Check they are sentences, and have the class repeat them.

- 3 Tell students to ask and answer questions about the clock with their neighbours.

Main activity

- 1 Tell students that they are antiques collectors. Give out the strips. Tell them to read the instructions and ask if they have any questions.

- 2 Tell them to tear their strips into five separate antiques.

- 3 Explain the rules:

- The prices on the antiques are for help: students can sell them for as much as they want.
- They can exchange antiques for others, or exchange antiques for others and money.
- They must get as many antiques and as much money as possible to win the game.
- If they have five of the type in their instructions at the end of the game, they get an extra £500.
- Everyone can spend as much as they want.
- They must keep a note of the money they spend and make. On the board write:

£ spent	to person	£ made	from person
50	Peter	30	Jim
<u>100</u>	Anna	<u>75</u>	Mandy
150		105	
<u>20</u>	Sam	<u>20</u>	Kelly
170		125	

Explain that to stop people cheating, they must get the other person to sign their accounts.

- 4 Give students 20 minutes to move around the class buying, selling and exchanging as many antiques as they can.

- 5 Go around helping, and checking they are keeping correct notes of their deals.

- 6 Find the winner:

Students total the top prices printed on their antiques, e.g. *guitar £50 – £100 = £100*.

They add their antiques' value to the money they made.

They take away the money they spent.

If anyone has the five items in their instructions, add £500.

The person with most money wins. Form a line from the person with the most money down to the person with the least.

Follow up

- Students write a paragraph describing their best buys and their biggest mistakes.

A	Now you have five items. You must buy, sell or exchange items to make money. At the end of the game, you will get a bonus of £500 if you have got five PIECES OF JEWELLERY .	furniture desk £50–£100	jewellery necklace £75–£125	instruments drum £100–£150	toys puppet £125–£175	clothing suit £150–£200
						






B	Now you have five items. You must buy, sell or exchange items to make money. At the end of the game, you will get a bonus of £500 if you have got five MUSICAL INSTRUMENTS .	clothing jacket £50–£100	furniture chair £75–£125	jewellery earrings £100–£150	instruments trumpet £125–£175	toys car £150–£200
						



C	Now you have five items. You must buy, sell or exchange items to make money. At the end of the game, you will get a bonus of £500 if you have got five TOYS .	toys teddy £50–£100	clothing uniform £75–£125	furniture table £100–£150	jewellery brooch £125–£175	instruments violin £150–£200
						



D	Now you have five items. You must buy, sell or exchange items to make money. At the end of the game, you will get a bonus of £500 if you have got five PIECES OF CLOTHING .	instruments guitar £50–£100	toys steam engine £75–£125	clothing dress £100–£150	furniture wardrobe £125–£175	jewellery cufflinks £150–£200
						



E	Now you have five items. You must buy, sell or exchange items to make money. At the end of the game, you will get a bonus of £500 if you have got five PIECES OF FURNITURE .	jewellery ring £50–£100	instruments saxophone £75–£125	toys doll £100–£150	clothing diver's helmet £125–£175	furniture couch £150–£200
						