



Name: _____ Date: _____

Phrases used in Negotiation	
• 'In my opinion...' • 'I don't think so.' • 'So what are you proposing?' • 'As far as I am concerned...' • 'Fair enough' • 'Can I please finish what I was saying?' • 'So that's agreed.'	• 'Could I just say something at this point?' • 'What exactly do you have in mind?' • 'I'm afraid I can't agree with that.' • 'As I was saying...' • 'That sounds fine.' • 'Do we agree?' • 'If I could interrupt here...'

Directions: By using the table above, fill in the missing phrases used for each negotiating point. There are two phrases for each.

Negotiating Point	Phrase #1	Phrase #2
Making a point:	<i>'In my opinion...'</i>	
Asking for clarification:		
Agreeing:		
Disagreeing:	<i>'I don't think so.'</i>	
Interrupting:		
Stopping someone interrupting:		
Concluding the negotiation:		