

BEST WORKS!

NEWSLETTER

July 2006

EXERCISE

This exercise will help you to practise the form of the second conditional. These are "if" sentences and we use them to talk about things that are possible in the present and future but are not very likely or probable.

They are very useful for **hypothesising** and in the earlier stages of negotiation when you are exploring and creating a range of outcomes. They are also very useful when and if you need to present your **BATNA** (Best Alternative to a Negotiated Agreement).

How would you complete these sentences? Use the verb given in brackets (.....) at the end of the sentence. Please scroll down to find the answers.

1. *If you the project 3 weeks earlier, we would be able to deliver before Christmas. (begin)*
2. *If you informed us of any problems by August 31, we them in September. (fix)*
3. *We would be unable to honour that unless you early payment. (guarantee)*
4. *If you that, we would be forced to withdraw. (do)*
5. *We raise prices if you insisted on lowering the quantities. (have to)*
6. *I would feel very unmotivated if you me a 30% pay increase. (not give)*
7. *If you with your client next week, we would be able to have the agreement by the end of the week. (meet)*
8. *We environmentally-friendly products if it were financially viable. (use)*
9. *If we the contract today, my boss would be extremely happy! (sign)*
10. *You would be able to complete on time if you your labour force by 5%. (increase)*

THE BEST NEGOTIATORS ARE THE BEST LISTENERS!

It's a fact that the best negotiators are the best listeners. Listening can also be easier than speaking as **our passive knowledge is greater than our active**

knowledge in any language.

People often don't listen because they are concentrating on what they have to say themselves. They are so busy concentrating on their English and on how to express their arguments in another language that they stop communicating and end up not fully contributing and adding to the negotiation.

Stop concentrating on yourself, and concentrate on the other person. **Listen, listen, listen.**

Advantages of better listening for negotiations:

- Listening **saves time**. When you clearly understand what has been said, you can evaluate the situation. You add logically and constructively to your partners' arguments and move the negotiation forward at a faster rate. This also means that you have to **speak less English!**
- You show **respect** for the other side. They know when you're not listening!
- Listening means you can get the **relevant information**. You can assess how your partners present their argument, listen for repetition and hesitation and for what is included and excluded. You understand your partners' objectives and strategies much more effectively.
- The other side **don't have to constantly repeat** themselves in order to make sure you have understood. Again, you're saving time.
- You can **find holes** in your partners' argumentation more easily.
- If the other party wish to complain or are even angry, letting them "let off steam" by listening to them **helps them to like you**.
- If you are negotiating from a **position of weakness**, listening is essential.
- **If you listen to them, they will listen to you.**

7 STEPS TO BEST NEGOTIATIONS

3 DAYS

Düsseldorf

4 - 6 October 2006

Contents:

Step 1: It's all in the preparation

Step 2: Get onto the playing field

Step 3: Define

Step 4: Be Creative

Step 5: Design - we're getting there!

Step 6: Agreement

Step 7: Leave the playing field

Please see http://www.businessenglishst.com/2006_Seminars.htm for more details

EXERCISE - ANSWERS

The second conditional is formed with the past simple in the "if" clause and "would" + the infinitive (1st form) of the verb in the other part. Note the verb is in the past simple *form* but is not expressing a past time.

1. If you **began** the project 3 weeks earlier, we would be able to deliver before Christmas.
2. If you informed us of any problems by August 31, we **would fix** them in September.
3. We would be unable to honour that unless you **guaranteed** early payment.
4. If you **did** that, we would be forced to withdraw.
5. We **would have to** raise prices if you insisted on lowering the quantities.
6. I would feel very unmotivated if you **didn't give** me a 30% pay increase.
7. If you **met** with your client next week, we would be able to have the agreement by the end of the week.
8. We **would use** environmentally-friendly products if it were financially viable.
9. If we **signed** the contract today, my boss would be extremely happy!
10. You would be able to complete on time if you **increased** your labour force by 5%.

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