

Basic Negotiating – Language Function Plan

Unit Key Point	Language Functions	Themes/Situations
Unit 1 KP 1	Greeting people, Welcoming visitors, Introducing people, Describing responsibilities, Engaging in small talk	Greetings and introductions
KP 2	Describing the agenda for a negotiation	Setting objectives
KP 3	Referring to subjects, Asking about needs, Describing needs, Rephrasing to check comprehension	Discussing requirements
Unit 2 KP 4	Inviting proposals, Making proposals, Specifying price terms	Making offers
KP 5	Making conditional offers, Reacting to conditional offers	Evaluating proposals
KP 6	Accepting proposals, Rejecting proposals, Closing a deal	Accepting and rejecting
Unit 3 KP 7	Summarizing points agreed on, Identifying outstanding issues, Describing action to be taken	Reviewing agreement
KP 8	Checking on agreement	Finalizing a deal
KP 9	Making arrangements for written agreements, Arranging for future contact	Arranging follow-up