

Discussing the agenda and schedule

アジェンダとスケジュールについて討議する

OBJECTIVES

- | | | |
|--|------------------------------------|---------------------------|
| ⋮ To describe the purpose of a negotiation | ⋮ To propose a negotiation process | ⋮ To ask about a schedule |
| ⋮ 交渉の目的について説明する | ⋮ 交渉のプロセスについて提案する | ⋮ スケジュールについて尋ねる |

EXERCISE 1 Role-play : Teacher » Elena / Student » Peter. (Switch roles after you read the dialogue)
 役割 (講師 » Elena / 生徒 » Peter) にあわせて文章を読みましょう! ダイアログを読んだ後は役割を交代しましょう。

- Peter Good morning, everybody.
We're here today to finalize our agreement to work with your firm to design our new promotional strategy.
 We have only two items left to discuss,
 and I hope we can wrap them up by this afternoon.
-
- Elena That would be great.
 The sooner we can get back to our office,
 the sooner we can start coming up with ideas for your summer campaign.
-
- Peter Well, have you had a chance to look at the revised agenda I sent last night?
 We need to agree on the delivery schedule and the design review process.
I propose that we start with the review process, then deal with the delivery schedule after a break.
 We've arranged for lunch to be catered.
-
- Elena That's very kind of you.
-
- Peter Again, I'm aiming to finish up by this afternoon.
How are you fixed for time?
-
- Elena We're willing to stay as long as it takes. Please don't feel rushed.

EXERCISE 2 Fill in the blanks and read the dialogue.
空欄を埋めて、ダイアログを読みましょう!

Peter Good morning, _____.
We're here today to _____ our agreement to work with your _____ to design our new promotional strategy.
We have only two items _____ to discuss,
and I hope we can _____ by this afternoon.

Elena That _____.
The sooner we can _____ our office,
the sooner we can start coming up with ideas for your _____.

Peter Well, have you _____ to look at the revised agenda I sent last night?
We _____ the delivery schedule and the design review process.
I _____ that we start with the review process,
then _____ the delivery schedule after a break.
We've _____ lunch to be catered.

Elena That's _____ of you.

Peter Again, I'm aiming to _____ this afternoon.
How are you fixed for time?

Elena We're _____ stay as long as it takes. Please don't feel rushed.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What does Peter want to do this afternoon?

Answer 1

- a. Talk about the review process
- b. Conclude the negotiation
- c. Discuss ideas for a campaign
- d. Reschedule a delivery

Question 2

» What did Peter do last night?

Answer 2

- a. He had dinner with Elena.
- b. He sent an updated document.
- c. He visited Elena's office.
- d. He returned from a business trip.

EXERCISE 3

Practice speaking using the following scenarios.
それぞれの状況に沿って、スピーキングを練習しましょう!

Talk 1

You work for a sportswear company. You are negotiating with a shoe manufacturer (your teacher) to produce a line of running shoes for your company. The purpose of the negotiation is to agree on quality guarantees and a delivery schedule for the products. Open the meeting and describe the purpose of the negotiation.

Talk 2

You are negotiating a new contract with a customer (your teacher) for your company's equipment maintenance services. You have been billing the customer monthly, but the customer now wants to negotiate an annual fee. You need to discuss price, payment terms, quality guarantees, and emergency maintenance issues. Decide the order for discussing the issues and propose a negotiation process.

Talk 3

You are negotiating with potential joint venture partner (your teacher) to develop and market a line of eco-friendly household cleaning supplies in Europe. You hope to reach an agreement by the end of the day. Ask your counterpart about his schedule.

WORDS & PHRASES | 単・熟語表現の紹介

- » come up with ~ / ~を考え出す、思い付く » revised / 改訂版の » arrange for ~ / ~の手配をする
» cater / ケータリングを頼む » kind of you / ご親切にありがとうございます » be aiming to do / ~するつもりだ
» as long as it takes / 必要な時間だけ » rushed / 慌ただしい

HOMEWORK

Writing 1

You work for the Grand Central Hotel. You are going to meet with Jackie Lutz, the publisher of Movieland News tomorrow and negotiate a contract to host their annual awards show. Write an e-mail to Ms. Lutz and suggest that you give a presentation about the hotel's facilities and service, then move on to propose a few different package deals.

Writing 2

You are negotiating a contract to sell and transport a secondhand crane to a port operator in Dubai. You met with the operator yesterday and agreed on everything except the payment terms and insurance coverage. Write an e-mail to your counterpart, Mr. Sayeed Jabal. Decide which issue to discuss first and propose this to Mr. Jabal.