



## Accepting offers / Rejecting offers

提案を受け入れる・拒否する

### OBJECTIVES

To tentatively reject an offer  
暫定的に提案を拒否する

To make a concession  
譲歩する

To enthusiastically accept an offer  
喜んで提案を受け入れる

## EXERCISE 1

Role-play : Teacher » Laura / Student » Scott. (Switch roles after you read the dialogue)  
役割 (講師 » Laura / 生徒 » Scott) 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。

Laura Scott, now that I've broken down the salary and benefits for you,  
how do you feel about the job offer?

.....

Scott I'm definitely interested in the position of business development manager.  
However, **I don't think I can accept the offer for the salary  
and benefits you've described.**

.....

Laura I'm disappointed to hear that.  
We feel the salary is very competitive at \$120,000,  
and the benefits package is consistent with other companies in our industry.

.....

Scott Right now, I'm earning \$115,000 as senior strategist,  
so you're asking me to move to another city  
and assume more responsibilities for only \$5,000 more in salary.

.....

Laura I think it's important to consider the performance bonus,  
which could be up to \$10,000, as well as our generous employee pension plan.  
But I see your point. **I'd be willing to raise the starting salary to \$125,000.**

.....

Scott **I'd be happy to accept those terms.**

**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!

Laura Scott, now that I've broken down the salary and benefits for you, how do you \_\_\_\_\_ the job offer?

Scott I'm definitely interested \_\_\_\_\_ of business development manager. However, I don't think I can accept the offer for the salary and benefits you've described.

Laura I'm disappointed \_\_\_\_\_.  
We feel the salary is very competitive at \$120,000, and the benefits package is consistent with other companies in our industry.

Scott \_\_\_\_\_, I'm earning \$115,000 as senior strategist, so you're \_\_\_\_\_ to move to another city and assume more responsibilities for only \$5,000 more in salary.

Laura I think it's important \_\_\_\_\_ the performance bonus, which could be up to \$10,000, as well as our generous employee pension plan. But I \_\_\_\_\_. I'd be willing to raise the starting salary to \$125,000.

Scott I'd be happy to accept \_\_\_\_\_.

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» What does the man currently earn?

Answer 1

- a. \$110,000
- b. \$115,000
- c. \$120,000
- d. \$125,000

Question 2

» What benefit is the company offering?

Answer 2

- a. An annual increase in salary
- b. A moving allowance
- c. A \$5,000 performance bonus
- d. A pension plan for staff

## 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 are negotiating with a supplier of building materials.  
The supplier (your teacher) has offered to provide some metal beams for \$3,000.  
You believe the price is too high. Tentatively reject the offer at the current price.

### Talk 2

You are a salesperson at an electronics store. You are negotiating with a customer (your teacher) who wants to buy a television and speakers. The customer wants to receive 50% off of the speakers. Make a concession to the customer by indicating that you will give a 25% discount on the speakers.

### Talk 3

You want to reserve a hotel function room for an event.  
The hotel representative (your teacher) wanted to charge \$2,000 for the room and \$20 per guest for food. After some negotiations, she is now offering \$1,500 for the room and \$15 per guest for food. Enthusiastically accept her latest offer.

## WORDS & PHRASES | 単・熟語表現の紹介

» break down / 分ける    » benefits / 福利厚生    » consistent with ~ / ~と一致する

» disappointed / 残念だ、がっかりした    » competitive / 他社に負けない、競争力のある    » assume / (責任や役割などを) 負う

» generous / 気前のよい    » pension / 年金

## HOMework

### Writing 1

You wish to rent storage space in a warehouse for some supplies.  
You e-mailed a warehouse and requested an estimate on the cost of a large locker.  
The warehouse representative, Mr. Forster, replied that it would cost \$400 per month.  
This is slightly over your budget. Write a reply tentatively rejecting the offer.

### Writing 2

You are organizing a talk for the local business community.  
You receive an e-mail from a company that wishes to buy 20 tickets for the event.  
The person e-mailing, Ms. Morrison, asks for a group discount of 20%.  
Write a reply and make a concession by agreeing to a 10% discount.