

Concessions and counteroffers

譲歩と対案

OBJECTIVES

- To suggest a concession
譲歩を示唆する
- To request a larger concession
より大きな譲歩を求める
- To confirm an agreement has been reached
合意ができたことを確認する

EXERCISE 1 Role-play : Teacher » Frieda / Student » Patrick. (Switch roles after you read the dialogue)
役割 (講師 » Frieda / 生徒 » Patrick) 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。

Patrick Frieda, I know you'd like me to do more of the design work on this project, but I don't want to take on any more.
I'm already busy, and I don't want to miss a deadline.

Frieda I know you're hard at it, Patrick, but we need to find a win-win solution.
Suppose I increased your pay by \$500 this month. We'll call it a bonus.
Could you take it on then?

Patrick Well, I suppose I could consider it. **Could we make it \$750?**

Frieda That will cut into the contingency fund, but I guess we'll manage.
OK. \$750 it is. In return, you'll take on the last five tasks on this list.
Do we have a deal?

Patrick Yes. I'll get started on it right away. What's the first milestone?

Frieda I'd like to have the initial drawings completed by the end of the week.
I'll meet the client on Monday and show them what we've got
and get their feedback.

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!

Patrick Frieda, I know you'd like me to do more of the design work on this project, but I don't want to ____ _ ____ _ .
I'm already busy, and I don't want to ____ _ ____ _ .

Frieda I know you're hard at it, Patrick, but we need to find a ____ _ ____ _ .
Suppose I increased your pay by \$500 this month. We'll ____ _ ____ _ .
Could you take it on then?

Patrick Well, I suppose I ____ _ ____ _ ____ _ . Could we make it \$750?

Frieda That will cut into the contingency fund, but I guess we'll manage.
OK. \$750 it is. ____ _ ____ _ , you'll take on the last five tasks on this list.
Do we ____ _ ____ _ ?

Patrick Yes. I'll get started on it right away. What's the first ____ _ ____ _ ?

Frieda I'd like to have the ____ _ ____ _ ____ _ completed by the end of the week.
I'll meet the client on Monday and show them what we've got
and ____ _ ____ _ ____ _ .

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What do they agree?

Answer 1

- a. Patrick will receive a bonus of \$750.
- b. Frieda will take on more work.
- c. They will add money to the contingency fund.
- d. Patrick will take on ten more tasks.

Question 2

» What will happen on Monday?

Answer 2

- a. The design will be completed.
- b. Patrick will attend a meeting.
- c. Patrick will start working on the project.
- d. Frieda will receive feedback.

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 hotel manager (your teacher) to try to get a good price for a group of your colleagues visiting the city for a conference. You were planning to hold the welcome dinner at a nearby restaurant, but you think that manager might offer a discount on the rooms if you held the dinner in the hotel's banquet room. Suggest this concession.

Talk 2

You run a small PC repair service, and a customer (your teacher) has asked you to repair a PC over the weekend. You normally don't work on the weekend, but the customer has offered to pay you \$50 extra if you complete the repair by Monday morning. You don't want to take it on for less than \$100 extra. Request a larger concession.

Talk 3

You are negotiating with a salesperson (your teacher). You want to lease a photocopier, but you think the price is a little high. The salesperson is suggesting a price of \$250 per month, but you don't want to pay more than \$200. Also, the salesperson has suggested that a technician will come to check and clean the machine every two months, but you would like them to come every month. Try to reach an agreement and then confirm that an agreement has been reached.

WORDS & PHRASES

単・熟語表現の紹介

- » take on / 引き受ける » miss a deadline / 締め切りを守れない » hard at it / とても忙しい » win-win / 両者にメリットがある
» cut into / 切り崩す、奪う » contingency / 臨時の、不測の » milestone / 重大な出来事、節目 » initial / 最初の

HOMEWORK

Writing 1

You run a small book store. A window-cleaning company called Wipers Inc. has offered to clean your shop windows monthly for \$150 per cleaning. You would like a lower price, but you are willing to increase the number of cleanings to once every three weeks. You know the company wants this concession. Write an e-mail to Clarence Young, the owner of Wipers Inc., and suggest it.

Writing 2

You have been negotiating with a business consultant. You have exchanged several e-mails with the consultant and you think you have an agreement on a consulting project. The price you have agreed on is \$12,000, and you want the woman, Tammy Ritter, to complete the project by the end of next month. Write an e-mail to Tammy and confirm that an agreement has been reached.