**NEGOTIATIONS**

**Negotiation is a dialogue** between two or more people or parties, **intended to reach an understanding**, to **satisfy various interests** of two people/parties **involved in negotiation process**. Negotiation **occurs** in business, non-profit organizations, government branches, legal proceedings, among nations and in personal situations such as marriage, divorce, parenting, and everyday life.

 One of the most **important skills** anyone can hold in daily life is the **ability to negotiate**. In general terms, **a negotiation is a resolution of conflict**. We **enter negotiations** in order **to start or continue a relationship** and **resolve an issue**. Even before we **accept our first jobs**, or **begin our careers**, we all learn how to negotiate. Some people are naturally **stronger negotiators**, and are capable of getting their needs met more easily than others. Without the ability to negotiate, people **break off relationships**, **quit jobs**, or **get into conflict** and **uncomfortable situations**.

 Negotiations are **complex** because one is dealing with both facts and people. It is clear that negotiators above all must **have a good understanding of a subject**.

 In the world of business, negotiating skills **are used for** a variety of reasons, such as **to negotiate a salary or a promotion**, **to secure a sale**, or **to form a new partnership**. It means that the business life is a permanent negotiation with other people who are **defending their own interests**.

**Какие фразы нужно говорить, если вы желаете показать понимание/согласие с тем, что вам говорят:**

* I agree with you on that point —  я согласен с вами в этом
* That’s a fair suggestion – это справедливое предложение
* So what you’re saying is that you… – итак, выговорите, что вы …
* In other words, you feel that… – другими словами, вы думаете, что…
* You have a strong point there – в этом ваше преимущество
* I think we can both agree that… – я думаю, мы оба можем согласиться, что …
* I don’t see any problem with/harm in that – я не вижу никаких проблем в этом

**Какие фразы нужно говорить, если вы желаете показать возражение/несогласие с тем, что вам говорят:**

* I understand where you’re coming from; however,… – я понимаю что вы имеет в виду, однако…
* I’m prepared to compromise, but… – я готов пойти на компромисс, но…
* The way I look at it… – мое мнение в том, что…
* The way I see things… – насколько я понимаю ситуацию…
* If you look at it from my point of view… – если вы посмотрите на это с моей стороны…
* I’m afraid I had something different in mind – боюсь, я думал иначе
* That’s not exactly how I look at it – это не совсем так, как я думаю
* From my perspective… – с моей точки зрения…
* I’d have to disagree with you there – я должен не согласиться с вами в этом
* I’m afraid that doesn’t work for me – я думаю, это не в моих интересах
* Is that your best offer? – какое ваше лучшее предложение?

**Работа с каточками в парах:**

**Be tolerant and you avoid conflicts!**

Using the following words and word combinations give advice on

 what people **should / should not** do to avoid a conflict:

* To avoid a conflict we should …
* To avoid a conflict we should not …
* To resolve a conflict we should …
* To resolve a conflict we should not …

ask for advice from someone who is older than you

listen attentively to other people

punish unfairly - наказать несправедливо

be optimistic

be confident and relaxed - быть уверенным и спокойным

use words like “never” and “always”

ignore someone’s opinion

keep a sense of humour

speak calmly

tell people what makes you unhappy - рассказать людям, что делает вас несчастным

respect someone’s opinion - уважать мнение

**ЛЕКСИКА по ТЕМЕ**

negotiation process

to reach an understanding

important skills

a resolution of conflict

ability to negotiate

to start or continue a relationship

get into conflict

be used for

to form a new partnership

to defend own interests

**Лексико-грамматические задания**

Exercise 1. Put the verbs in the appro­priate form:

1. He (know) several foreign languages.

2. I (learn) English at school.

3. Usually the train (leave) at 10 o'clock.

4. Our grandparents (live) now in Moscow.

5. He (visit) them regularly last year.

6. As a rule I (go) to my Academy by bus.

7. She (work) abroad next year.

8. She (not like) poems.

9. Your children usually (ask) many questions.

10. At present he (work) at school.

11. My brother (like) music.

12. What you (do) yesterday?

13. His sister (go) to the seaside next July.

14. Soon we (leave) the school.

15. Who (take) his book yesterday?

Exercise 2. Put the verb *to write* in the appro­priate form: *write – wrote - will write*

1. We often ... letters to our parents.

2. Who ... ... this letter tomorrow?

3. I ... ... some letters last week.

4. Do you often ... letters to your parents?

5. I ... ... it in some days.

6. What ... she ... in the evening yesterday?

7. As a rule he ... tests well.