

Mesleki Yabancı Dil 2 Dersi

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(Bu çalışma Marija Krznaric tarafından yazılmış ELECTRICITY AND ELECTRONICS isimli kitaptan alınan özet bilgilerle hazırlanmıştır.)

Hafta 13

SOME HINTS ABOUT SUCCESSFUL NEGOTIATIONS

- Let us now give some hints about an issue called successful negotiations in English.
- After “small talks” and the weather, business people start talking business.
- Therefore, if you find yourself having to negotiate with an English-speaking person, e.g. about getting the best possible deal from your supplier, about asking for a pay rise or promotion, or even making social arrangements with your colleagues, the following “instructions” might help you.
- Although some negotiations are more important than others, there are some useful phrases you can use at different stages of negotiations in order to make your position clear and to make sure that the other party agrees with you.
- It goes without saying that the better prepared you are, the more likely you are to get what you want.
- Think about your goals - as well as those of the opposing party - to make sure you are clear about what you want.

- What can you trade with the other party?
- Do you have any alternatives that are acceptable to you?
- If you can also work out possible solutions, then it is easier to find an acceptable outcome.
- You should be clear about your "bottom line": the point at which you can offer no more.
- In rare cases you may even have to be prepared to walk away from the negotiation if you reach a stalemate: a position from which it is impossible to negotiate any more.