

# Mesleki Yabancı Dil 2 Dersi

Ankara Üniversitesi Elmadağ Meslek Yüksekokulu

Öğretim Görevlisi : Murat Duman

Mail: [mduman@ankara.edu.tr](mailto:mduman@ankara.edu.tr)

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

Hafta 14

# TEMPLATE PHRASES THAT COULD BE USED DURING NEGOTIATIONS

## Starting and outlining your position

- I'd like to begin by saying...
- I'd like to outline our aims and objectives.
- There are two main areas that we'd like to concentrate on / discuss.

## Agreeing

- We agree.
- This is a fair suggestion.
- You have a good point.
- I can't see any problem with that.
- Provided ....
- As long as you....., we will....

## Disagreeing

- I'm afraid that's not acceptable to us.
- I'm afraid we can't agree with you there.
- Can I just pick you up on a point you made earlier.
- I understand where you're coming from
- I understand your position, but...
- We're prepared to compromise, but...
- If you look at it from our point of view,...
- As we see it...
- That's not exactly as we see it.
- Is that your best offer?

## Clarifying

- Does anything I have suggested seem unclear to you?
- I'd like to clarify our position.
- What do you mean exactly when you say ...?
- Could you clarify your last point for me?

## **Summarizing**

- Can we summarize what we've agreed so far?
- Let's look at the points we agree on.
- So the next step is...