

Lesson 87: Negotiation 3: Signing a Contract

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Taro works for a restaurant consultancy company. Mr. Gates is going to open a new restaurant soon, and he needs Taro's services.

Taro: It's good to meet you again, Mr. Gates. Have you read our proposal?

Mr. Gates: Yes, I have. But I need more time to think about it.

Taro: Part of our service is to promote the restaurant on social media and in food magazines.

Mr. Gates: Was that mentioned in the proposal? I probably missed that part.

Taro: Also, to promote your opening day, I would be here to supervise the kitchen.

Mr. Gates: Would it cost any additional fees?

Taro: No. It's included in our basic service.

Mr. Gates: I would definitely feel better if there was a specialist in the kitchen during opening day.

Ok. It's **a done deal**. I'll sign the contract.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. A: What happened to your negotiations?

B: Good news. It's **a done deal**.

2. I told him that I need more time to think about it. So, it's not yet **a done deal**.

3. He hasn't signed the contract yet but I think it's already **a done deal**.

* **a done deal** / 成立した取引(成立したも同然の取引)

3. Your Task

You own a cleaning service company. You are now talking to a hotel manager about your company's services. Tell him that your employees are hard-working, and they were trained to clean hotel rooms, too. They work quickly, efficiently and quietly. You should mention that he can try the cleaning services for a day, free of charge. Tell him that if he signs a one-year contract with you, he can get 20% off on the service fee for the first two months.

4. Let's Talk

What are the do's and don'ts when conducting a business negotiation?

Are you good at negotiating? Why do you say so?

Why should we read everything before signing a business contract?

5. Today's photo

Describe the photo in your words as precisely as possible.



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