

Lesson 87: Negotiation 3: Signing a Contract

By Xandra

1. Dialogue

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

Taro works for XYZ English School. Mr. Lee owns a trading company, and he would like his employees to learn English. Taro is hoping that Mr. Lee's employees will enroll at XYZ English School.

Taro: Good morning, Mr. Gates. I've come to follow up on our offer.

Mr. Lee: I've read the proposal. It looks like a good deal. But I'm still waiting for an answer from my business partner, Mr. Chan.

Taro: Oh, I see. Has he visited our school?

Mr. Lee: No, he hasn't.

Taro: I'd be happy to give him a tour around the school. He could talk to our foreign teachers, and he could check out our modern facilities. It might be interesting for him to be in an "English only" campus.

Mr. Lee: That would be fun for me, too. Let's set a schedule for that.

Taro: I came here to tell you that my boss is willing to give you a discount on the enrollment fee.

Mr. Lee: That's great.

Taro: Here's a new proposal. I've included the discount in this one.

Mr. Lee: That's a wonderful offer. I'll talk to Mr. Chan. He likes everything **in black and white**, so it's good that you've made that new proposal.

2. Today's Phrase

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

1. For your protection, all business agreements must be **in black and white**.

2. A: You're not allowed to smoke here. It's a rule.

B: Show me the rule **in black and white**, and then I'll stop smoking.

3. (Employee) I have it **in black and white** that I am entitled to 3 weeks of vacation each year.

* **in black and white** / 書面にして、文書の形で

3. Your Task

You own a software development company. You are now talking to a possible client (=your tutor) who needs a website for his online shop. Tell him that you have been creating websites since 2005, and that you were responsible for developing Amazon's site. Tell him that you can set up an online payment system for his website. If he signs a contract with your company, you will also include three months' free website maintenance.

4. Let's Talk

What are important things to remember when negotiating a business deal?

Talk about someone you know who is good at business negotiations.

What are the skills of a good business negotiator?

5. Today's photo

Describe the photo in your words as precisely as possible.



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