

STRATEGIES

- 1 They make you feel uncomfortable.
- 2 They don't let you confer.
- 3 They make you feel inferior.
- 4 They don't let you rest.
- 5 They make you feel insecure.
- 6 They make you feel under pressure.
- 7 They don't let you have any easy concessions.



TACTICS

- They accompany you on rest breaks.
- The negotiation is in a noisy room.
- They demand immediate responses.
- There are no breaks: they change their team members.
- There is nowhere you can speak privately with your colleagues.
- Every time they make a concession they add a new demand.
- They give you lower chairs than they have.
- You don't speak their language: they make jokes with colleagues and laugh loudly.
- They make threats.
- They make personal comments on your appearance.
- They give you a chair with the sun in your eyes.
- They keep you busy in the evenings.
- They organise late night entertainment, but start the negotiations early in the morning.
- They put you with your back to an open door.
- They refer to all their concessions over and over again until you wish they hadn't made them.
- They set the temperature too hot or too cold.
- They spill coffee over you.
- They tell you their partner/boss/shareholders would not agree.



Teacher's Notes

Dirty tricks Worksheet 30

ACTIVITY

Pairwork or groupwork: speaking

AIM

To discuss negotiating tactics.

GRAMMAR AND FUNCTIONS

Make someone do

Let someone do

VOCABULARY

dirty tricks, strategy, tactic, concession, partner, shareholder, demand

PREPARATION

Make one copy of the worksheet for each pair of students in the class and cut it in two as indicated.

TIME

15-20 minutes

PROCEDURE

- 1 Tell the students that they are going to talk about some negotiating tactics.
- 2 Write 'dirty tricks' on the board and ask if anyone knows what it means (business slang for unethical tactics).
- 3 Elicit examples: *'Imagine you're negotiating with someone who's using dirty tricks. What sort of things might they be doing?'*
- 4 Divide the students into pairs and give out the worksheets. One student in each pair has a copy of 'strategies' and the other has a copy of 'tactics'. They should not show their worksheets to each other.
- 5 Ask the students to match up the two lists - there are two or three tactics for each strategy - by reading aloud to each other and discussing.
- 6 Students discuss and compare solutions: there is more than one way to do the exercise, a possible solution is given below.
- 7 Discuss the tactics described on the sheets and talk about how they could deal with them.

FOLLOW-UP

Ask the students to prepare a sheet of advice called *Negotiating - Dealing with Dirty Tricks*

POSSIBLE ANSWER

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