

English for International Negotiation (國際談判英文)

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I. 30 Key Words in International Negotiation English

1. “If we don’t do X, I can always...”
2. “The XXX competitor will give me...”
3. “What I am trying to accomplish here is...”
4. “I have to do X because...I can’t do Y because...”

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5. “I am really concerned that...”

6. “I want you to...”

7. “If we did... (option), then I could...(interest)”

8. “What if we...”

9. “I would propose that...”

10. “The reason I will/won’t do X is that...”

11. “Our policy is...”

12. “Others in the industry do...”

13. “The last time this sort of thing happened...” (Precedent)

14. “The contract says...”

15. **“You ought to...It is appropriate because...”**
16. **“If it were you, would you...?”**
(reciprocity)
17. **“The purpose of this...”**
18. **“I don’t have the authority to...”**
19. **“If I do X, will you do Y?”**

- 20 . **“I did/didn’t agree to...”**
21. **“If I hear you correctly...”**
22. **“Let me see if I can paraphrase what you
have been telling me...”**
23. **“It sounds to me like what you are saying is...”**

24. “Let me see if I understand you...”
25. “What I am trying to say here is...”
26. “Let me restate...”
27. “Before we do anything, I want to ask you to...”
28. “As we deal with each other, I would like to...”
29. “I feel like doing...”
30. “Can we talk for a minute explicitly about how we work together?”

II. English for Compromising as Conducted at International Negotiation Table

1. We are prepared to..., on condition that...
2. I think we could..., provided that...
3. We are ready to..., on the understanding that...
4. We are willing to..., with the proviso that...
5. We are more than ready to ..., as long as...
6. I believe we can..., if...

- 7. We see no objection whatsoever, provided that...**
- 8. If we agreed, it would be conditional on...**
- 9. Our agreement is to be reached, if it is conditional on...**
- 10. If we agreed, we hope you would reciprocate by...**
- 11. If you would be prepared to..., then we could...**

- 12. We'd be rather reluctant to..., unless...**
- 13. I don't think we could..., unless...**
- 14. We wouldn't be prepared to..., unless...**
- 15. We have certain reservations about..., and unless...**
- 16. Only if you..., would we be prepared to...**

- 17. I think that would be perfectly acceptable.**
- 18. We see no objection to that.**
- 19. That seems to be a reasonable compromise.**
- 20. In a spirit of compromise, we would be willing to accept your offer.**
- 21. To meet you halfway on this, I think we could agree to your condition.**

- 22. We are not entirely convinced that this is a viable solution to the problem.**
- 23. Although we want to avoid a deadlock as much as you do, we find your offer unacceptable.**
- 24. You leave us with little alternative but to...**
- 25. In that case, we should very reluctantly have to...**
- 26. In which case, we should be virtually obliged to...**

III. Q & A Session

IV. Conclusion

**--Accuracy, Articulacy, Fluency,
Completeness**