

## Day 50

## Vocab Review

## Fill in the blanks.

1. Isn't the need to hire more staff what's really at i\_\_\_e here?
2. The Government was in c\_\_\_\_\_t with the unions over pay.
3. They a\_\_\_\_\_ed the meeting until after lunch.
4. The report h\_\_\_\_\_ts the need for increased funding.



## Progress test (testing contents of Day 1 – Day 49)

A. Put the words in the right order to make sentences that are often used in negotiations.

1. I / 500 units/ offer/ increase/ if/ might be able to/ by/ a/ of/ you/ order / discount/ your/ around 3% / can/
  2. I'm / you/ for/ a/ bulk/ sure/ allow/ discount/ purchasing/ can/ us
  3. I'm / installation/ than/ for/ sorry/ you/ we/ pay/ go/ the/ any/ 5% / can't / lower/ unless/
  4. but/ is/ seating/ now/ not/ Polarization/ in/ only/ in/ the/ the / world/ world/ airline/ occurring/ economy/ also/ of
  5. Let/ so/ me/ far/ said/ summarize/ I've/ briefly/ what
  6. Communitarianism/ of/ in/ for/ to/ group/ the/ the/ individuals/ work/ encourages/ consensus/ interests
  7. Sorry/ you/ I'm/ I/ you/ at/ to/ but/ getting/ interrupt/ don't/ afraid/ understand/ are/ what/ quite
  8. I'm / you/ for/ a/ bulk/ sure/ allow/ discount/ purchasing/ can/ us
4. Summarize progress and areas of agreement
5. Adjourn to think and reflect
6. Emphasize the benefits available to both sides

B. Complete the sentences with words from the box.

basis/ purpose/ atmosphere/ breaks/ polite/ conduct

## Small talk

Making small talk is vital to building connections that increase your business. Small talk is ..... conversation about things that are not important, often between people who are meeting for the first time. Making small talk gets friendships started and '..... the ice'. In spite of seeming to have little useful ....., small talk helps develop good relationships and a good ..... and the ability to ..... small talk is a business skill because it can make doing business easier. It's nothing difficult. Discussing the weather, for example, with people who you don't really know is an example of small talk that many of us are very familiar with on a daily .....

C. Complete the sentences with words from the box.

evidence/ end/ introduction/ cram/ consisting/ common/ overrunning/

What to avoid

The most ..... mistake with presentations is trying to ..... in too much information – you either ..... up talking too fast, or ..... the time limit.

Start with an ..... that sets out the structure, followed by the main body ..... of 3 (or 4) main points, each followed by ..... to support these, and finish with a brief summarizing conclusion.

D. Complete the sentences with words from the box.

turns/ agenda/ enthusiasm/ drone/ allotted/ reasonable/ concerns/ track/ benefit/ hand/ focused/ present/ heard

What Is a Good Meeting?

There are good meetings and there are bad meetings. Bad meetings ..... on forever, you never seem to get to the point, and you leave wondering why you were even ..... In a good meeting, participants' ideas are ....., decisions are made through group discussion and with ..... speed, and activities are ..... on desired results. Good meetings help generate ..... for a project, build skills for future projects, and provide participants with techniques that may ..... them in their future careers.

Good meetings require good chairpersons and good participants. A good chairperson understands the purpose of a meeting, makes sure that all participants understand this purpose, helps keep the discussion on ....., works with participants to carry out the business of the meeting in the time ....., and tries to ensure that everyone is involved appropriately in discussions. These responsibilities often require a chairperson to distribute an ..... and other written materials prior to a meeting.

Good participants come to a meeting prepared for the business at .....—with reports ready, ..... over key issues thought out, and questions about key issues organized. They also bring to the table their best listening skills and group manners. These participants, for example, take ..... talking, stay on the point of discussion, and help to move decisions forward.

E. Complete the sentences with words from the box.

corresponding/ resolution/ move/ yielded/ floor/ consideration/ majority/ motion/ affirmative/ obtain

#### Making resolutions

A company ..... is an agreement or decision made at a meeting by the members of a company to carry out certain changes. If you want to make a proposal for action in such a meeting, you will need to "make a ....." Before making your motion, it is necessary for you to ..... the ....., and be recognized by the Chair. Wait until the floor has been ..... or is otherwise made available. The person making the motion, known as the mover, must first be recognized by the Chair as being entitled to speak; this process is known as obtaining the floor. Once the mover has obtained the floor, the mover states the motion, normally prefixed with the phrase "I ....." Generally, once the motion has been proposed, ..... by the assembly occurs only if another member of the body immediately "seconds" the motion. Once the debate has run its course, the members vote on the resolution. The Chair will ask who is in favor of the motion and count the ..... votes. The resolution is passed when the required ..... approves the resolution. Then, the Chair will announce the result, instruct the ..... officer or member to take action, and introduce the next item of business.

F. Complete the sentences with words from the box.

paraphrase/ greeting/ roles/ listen/ introduce/ statement/ proposal/ develop/ welcoming/ respond

#### Negotiations

When starting a negotiation, begin with a ..... and ..... Then, ..... team members. It is important that everyone at the meeting knows their ..... Then ..... small talk (trip, weather, etc.) – something to 'break the ice' and to make the meeting a friendly one. After that, suggest it's time to start the negotiation. Then comes an opening ..... Then whichever party that called the meeting begins the negotiation by giving an opening ..... A proposal is a formal offer or suggestion made by one business to another. In a negotiation, each party needs to ..... to what the other says for the negotiation to proceed. And remember – it's important to ..... to the opening statements and what the other party is signaling, otherwise the negotiation can quickly go in the wrong direction. Check your understanding of the other party's proposal and ..... it to clarify and acknowledge it.