OXFORD Business English

English for Sales & Purchasing

Lothar Gutjahr Sean Mahoney

EXPRESS SERIES







OXFORD



OXFORD

UNIVERSITY PRESS

Great Clarendon Street, Oxford 0x2 6DP

Oxford University Press is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide in

Oxford New York

Auckland Cape Town Dar es Salaam Hong Kong Karachi Kuala Lumpur Madrid Melbourne Mexico City Nairobi New Delhi Shanghai Taipei Toronto

With offices in

Argentina Austria Brazil Chile Czech Republic France Greece Guatemala Hungary Italy Japan Poland Portugal Singapore South Korea Switzerland Thailand Turkey Ukraine Vietnam

OXFORD and OXFORD ENGLISH are registered trade marks of Oxford University Press in the UK and in certain other countries

© Oxford University Press 2009

Adapted from English for Sales and Purchasing by Lothar Gutjahr and Sean Mahoney © Cornelsen Verlag GmbH & Co. OHG, Berlin 2007

The moral rights of the author have been asserted

Database right Oxford University Press (maker)

First published 2009

2013 2012 2011 2010 2009

10 9 8 7 6 5 4 3 2

No unauthorized photocopying

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior permission in writing of Oxford University Press, or as expressly permitted by law, or under terms agreed with the appropriate reprographics rights organization. Enquiries concerning reproduction outside the scope of the above should be sent to the ELT Rights Department, Oxford University Press, at the address above You must not circulate this book in any other binding or cover and you must impose this same condition on any acquirer

Any websites referred to in this publication are in the public domain and their addresses are provided by Oxford University Press for information only. Oxford University Press disclaims any responsibility for the content

ISBN: 978 0 19 457931 5

Printed in China

ACKNOWLEDGEMENTS

The publisher would like to thank the following for their kind permission to reproduce photographs and other copyright material: Alamy pp 13 (trade fair/dbimages), 46 (woman on phone/Rob Wilkinson), 57 (woman speaker/Andrew Paterson); Getty Images p5 (businessman/Tony Garcia); iStockphoto.com pp 5 (businesswoman/pkline), 8 (man and woman at computer/pkline), 12 (woman, top left/texxter), (man, top right; woman, middle left; woman, bottom right/Yuri_Arcurs), (man, bottom left/ digitalskillet), 14 (desk meeting/lisegagne), 16 (bar meeting/Thomas_ EyeDesign), 21 (businesswoman/Yuri_Arcurs), 22 (man at computer; woman on phone/Yuri_Arcurs), 23 (wine cellar/gehringj), 24 (man on phone/archives), (woman on phone/acilo), 26 (woman on phone/ 1001nights), 28 (wineglasses/sarasang), 32 (business meeting/ monkeybusiness images), 33 (cars/Andy445), 34 (car interior/PKM1), 36 (café interior/1001nights), 37 (business meeting/RapidEye), 38 (handshake/jhorrocks), 41(hammer/Hamster3d), 42 (man on phone/ inkastudio), 44 (clothesrail/YT), 49 (woman, top left/ihorrocks), (man, top right/shorrocks), (man, bottom left/Renphoto), (woman, bottom right/masta4650), 55 (woman at computer/fotek), 57 (coffee sack/ migin), (half full cup/sumos), (full cup/nallevalle), (coffee beans/eAlisa), (two people drinking coffee/nyul); webstockpro p11 (pilot and flight attendant/CD Bank).

Artwork by: Stephen May.

Cover images courtesy of: Punchstock (main image/Rob Melnychuk/Photodisc), (top left/Bernhard Lang/Photographer1s Choice), OUP (bottom left/Photodisc).

Contents

| PAGE | UNIT | TOPICS | USEFUL LANGUAGE AND INFORMATION |
|------|---------------------------|--|---|
| .5 | Jobs and responsibilities | Job titles and tasks A sales meeting A requisition | Talking about your job Talking about goals, objectives, and targets Telephoning language |
| 13 | 2 New contacts | At a trade fair Relationship building Follow-up emails | Being polite Establishing contact at a trade fair Small-talk strategies Email conventions and phrases |
| 22 | 3 Offers | A sales pitch The AIDA approach to sales A request for proposal An offer letter | Offers, tenders, and bids Talking about a product The tendering (or bidding) process Active listening |
| 32 | 4 Negotiations | Tips for successful negotiations A company visit Negotiating styles Win-win negotiations | Discussing terms and conditions (conditional sentences) Agreeing and disagreeing Starting and ending a negotiation |
| 42 | 5 Orders | Telephone orders An online order A change to an order Numbers and figures Contract terms and phrases | Exchanging information Handling orders Referring to numbers in an order |
| 50 | 6 Customer care | Dealing with problems over the telephone and in writing An online complaint form | Complaining effectively Complaint management with CASH Letters of complaint and apology |

| PAGE | APPENDIX | |
|------|-------------------------------|--|
| 58 | Test yourself! | |
| 60 | Partner files | |
| 64 | Answer key | |
| 69 | Transcripts | |
| 76 | A–Z word list | |
| 78 | Useful phrases and vocabulary | |

About this book

English for Sales and Purchasing is for people who need to communicate effectively with international clients and colleagues. Although sales and purchasing pursue different objectives within a business, both roles require fluent business English to achieve their goals. Buyers and sales people manage international clients, deal with foreign suppliers, attend international exhibitions, draw up proposals, and deal with all manner of complaints and enquiries. **English for Sales and Purchasing** presents all the essential expressions and conversation techniques that will enable you to communicate successfully in all these situations.

The six units of **English for Sales and Purchasing** present realistic situations for sales and purchasing. The first unit provides an overview of the core activities within the purchasing and sales environment. The following units each focus on specific themes, including approaching a new client or selecting potential suppliers, the conception and development of proposals, the preparation and realization of negotiations, tying up orders and deliveries, and dealing with or making complaints.

Every unit begins with a **Starter** to introduce the topic. This is followed by dialogues, reading texts, and authentic documents as well as a variety of exercises designed to aid the learning of important vocabulary and phrases in contextual situations. In each unit you will be referred to the **Partner Files** in the back of the book. These are role-plays which enable learners to practise the vocabulary and language of the unit in realistic situations. The units end with **Output** activities, which consist of reading texts to extend the unit topic or offer further useful tips, and they also provide opportunities for discussion. When you have finished all the units, you can **Test yourself!** with a fun crossword at the back of the book.

At the back of **English for Sales and Purchasing** there is an **Answer key** so that you can check your answers independently. There is also an **A–Z word list** and a **Useful phrases** list that you can refer to when preparing to speak to customers and colleagues. You will also find phrases in this section that you can use to make small talk on a variety of topics.

The **MultiROM** contains all the **Listening extracts** from the book. These can be played through the audio player on your computer, or through a conventional CD-player. In order to give yourself extra listening practice, listen to it in your car or download it to your MP3-player and listen when you are out and about. The **Interactive exercises** let you review by doing exercises that cover the essential language from the book on your computer; this will be particularly valuable if you are using the book for self-study.

Jobs and responsibilities

STARTER

Look at the following tasks. Which do you do in your job? Which do you do in English? Compare your answers with a partner's.

| | often | sometimes | never | English |
|----------------------------|-------|-----------|-------|---------|
| make phone calls | | | | * |
| write emails | | | | - |
| fill in forms | | | | |
| do Internet searches | | | | |
| go on business trips | / | | | |
| take part in meetings | | | | |
| take clients out for meals | | | | |
| give presentations | | | | |
| do market research | | | | |
| go to trade fairs | | | | |
| handle customer complaints | | , | | |

Which of the tasks above are typical for people working in sales? Which are typical for people working in purchasing? Discuss with a partner.



1 Carol Sayers and Kim Dong-Sun both work for Interflights, an air carrier located near Seoul. Listen to them describe their jobs. Who works in sales and who works in purchasing?





Listen again and decide who does the following as part of his/her job.

| | | Carol | Dong-Sun |
|----|--------------------------------|-------|-------------|
| 1 | calls and visits clients | | |
| 2 | writes emails | 4 | |
| 3 | collects and compares offers | 2 0 | |
| 4 | presents products | | |
| 5 | liaises with other departments | | |
| 6 | does market research | | |
| 7 | makes offers | | |
| 8 | negotiates contracts | | 87.9 9.5 |
| 9 | goes to trade fairs | | |
| 10 | deals with tenders | | |
| 11 | handles complaints | | |
| 12 | writes reports | | |

2 Match the two parts to make phrases used by Carol and Dong-Sun.

| a | to negotiate | | date |
|---|--------------|---|-------------|
| b | to handle | | tenders |
| С | market | | order forms |
| d | to fill in | ` | contracts |
| e | delivery | , | complaints |
| f | to draw up | | research |

key account manager

sales representative



Now match the phrases a-f to the definitions 1-6.

| 1 | To write down the information needed to purchase goods or services. | d | | | |
|--|--|-----|--|--|--|
| 2 | Collecting information about what customers buy, and why. | 12 | | | |
| 3 | To write a formal request to suppliers asking them to present their proposals or offers. | | | | |
| 4 | To try to reach an agreement about details like price, quantity, discounts, etc. | 2 | | | |
| 5 | The goods have to be delivered by this time. | | | | |
| 6 | To take care of customers' problems. | | | | |
| | | St. | | | |
| Match the job ads from a British newspaper on the next page to the job titles below. | | | | | |

senior purchaser

supply chain manager

The ideal candidate will be responsible for the ordering and sales of the products as well as the identification of new business opportunities. He/She will be required to be flexible and will be able to offer excellent customer service.

This is a senior sales role with a strong focus on improving key and strategic accounts. As a senior member of the team, you will be responsible for managing specific global, multinational and national retailers as well as identifying and exploiting new business opportunities.

2

Jan .

1

This will be a key position within the production and commercial operations. Reporting to the Production Director, the main responsibility of this position is to manage, control and record the flow of products from our own and third party production sites.

The key skills requirements are as follows:

- A proven record in negotiations and cost savings
- Knowledge of materials used in the manufacture of furniture
- Ability to create and develop supplier relationships
- Skills in sourcing products and services
- Ability to work within a project team environment

Match the following job titles with the descriptions below.

| 1 | key account manager | a | makes sure that clients' needs are met and |
|---|-----------------------------------|---|--|
| 2 | senior purchaser (or buyer) | | helps customers when things go wrong |
| _ | | b | is responsible for specific sales accounts and |
| 3 | sales representative | | direct client contact |
| 4 | supply chain manager | C | is responsible for strategic planning |
| _ | | | (i.e. making sure a company has everything |
| 5 | strategic buyer | | necessary for production, including machines and new production sites) |
| 6 | regional sales manager | d | negotiates with suppliers about long-term or |
| 7 | sourcing (or procurement) officer | ŭ | frame contracts |
| • | | e | is in charge of making and maintaining contact |
| 8 | customer service manager | | with clients within a specific geographical area |
| | | f | is responsible for large clients, especially for |
| | | | clients of strategic interest to the company |
| | | g | is in charge of a team of purchasers |
| | | h | is in charge of logistics and of making sure |
| | | | suppliers meet demands |

3

4

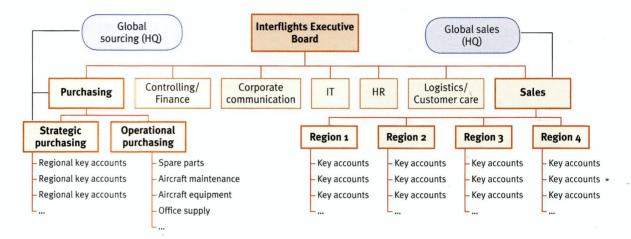
What is your job title? How would you describe what you do in English?

JOB TITLES

Job titles in most countries are usually determined by the person's position in the hierarchy, their payment, and whether they are legally allowed to represent their company and sign contracts, for example. This is not always the case in the U.S., the U.K. and other English-speaking countries. The job titles there often give you no clear indication of the person's responsibilities because each company has a different structure and operates under different rules. Thus a vice president (V.P.) in one organization may have a very different job description from a V.P. in another company.

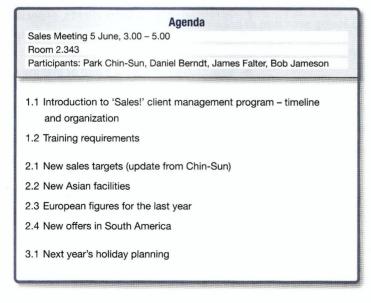
You are taking part in a seminar with people from other companies. Use language from the box to prepare a short presentation on your company, the department you work in and, especially, your job and responsibilities. Then give the presentation to a partner or the group.

TALKING ABOUT YOUR JOB Describing the company/department **Describing responsibilities** I work in the sales/purchasing My team is responsible for ... department of a small/medium-sized/ I am in charge of ... large company called ... My main responsibility is ... We develop/make/produce/sell/... A lot of our/my work involves ... Our department is divided into ... We have to/need to ... We need to liaise/work closely with ... I spend a lot of time ... We also are more actively involved in ... My job also includes ... My team/group makes sure that ...





A fellow member of the sales department at Interflights is filling Carol Sayers in on a meeting she missed. Listen and decide which topics from the agenda they discuss.

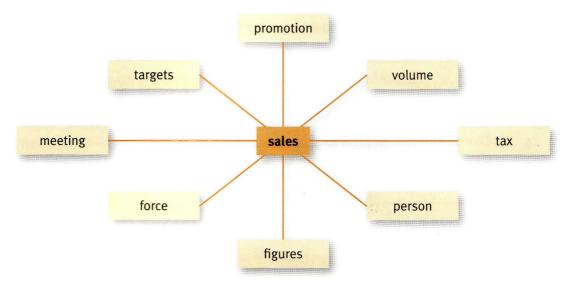




Listen again to the dialogue. Complete these sentences.

| 1 | first of all, Chin-Sun has revised of | our | | · | |
|----|--|---|--|--|-------------------|
| 2 | She wants to | b | y ten per ce | nt overall. | |
| 3 | There are also some | | _ for the vari | ious regions. | |
| 4 | It certainly means we will be | | ou | r new targets, if | it all works out. |
| 5 | Did Chin-Sun present my ideas for _ | | | there? | |
| 6 | We will also need a | | specifically | for the region. | |
| 7 | I'll that, altho | ugh I'm afraid it | might | | · |
| 8 | I could also contact the | | in my a | rea. | |
| T, | ALKING ABOUT GOALS, OBJECTIVES AND | TARGETS | | | |
| 1 | The words <i>goal</i> , objective, and target have and are often used to refer to company p used in more formal situations to refer to objectives of a meeting, for example). In whenever money or figures are involved, Here are some expressions with target: | láns, for example. specific things pe both sales and pu | The word <i>ob</i> cople want to urchasing, ho | <i>jectives</i> is often achieve wever, or | |
| | to set a target to be on target to reach a target | to be above/belo to exceed a targe to revise a target | t | | |
| Co | mplete the sentences with the corr | rect form of the | expression | s from the box. | |
| 1 | Management should be satisfied. W | /e | right | ta | rget this year. |
| 2 | Unfortunately, last year wenumber of our sales team. | | | | |
| 3 | The board of directorsyear. | already | | _ our new sales | targets for next |
| 4 | After the stock market crash last ye | ar, we had to | | our targets. | |
| 5 | This year has gone very well for us a targets by at least fifteen per cent. | and the way it lo | oks now, we | e should | our |
| 6 | We had a couple of big orders, which third quarter. Hopefully, it will conti | | | the target | by the end of the |
| 7 | We easily that, I'm sure. | our | orofitability | targets. HQ will I | oe happy to hear |

8 Look at these expressions with the word *sales*.



Match the expressions above with the definitions below.

- 1 The amount of goods sold by a company.
- 2 The complete team of people working in sales.
- 3 An amount which must be paid to the government for every item sold.
- 4 The level of sales that a sales team wants to reach.
- 5 An occasion where the members of a sales team get together to discuss results and make plans.
- 6 The amount which has been sold of a product.
- 7 A set of activities designed to increase the sales of a product.
- 8 A man or woman working in the sales department.



9 Kim Dong-Sun from Interflights is making a telephone call to his colleague John, one of the flight crew coordinators. Listen and complete the two gaps in the requisition form.

| REQUISITION FORM | Req no | TR12983S-0701 | |
|--|----------|----------------------|---|
| Description of goods/services: | | | |
| Section 1 to 1 | | | |
| Click here to enter details | | | |
| Date goods/services required: | 1 July | | |
| Person making the request: | | at aktisirana mahu 2 | 2 |
| Date: | 20 Marc | h | |
| Click here to enter quotes | in allow | | |

Listen again and tick ✓ the correct statements. Are the kinds of suggestions Dong-Sun makes typical of purchasers at your company? Why, or why not?

| 1 | John is interested in getting company credit cards for the flight crew. | |
|---|---|--|
| 2 | The flight crew often need to get cash when away on business. | |
| 3 | There are no suppliers on the market for the credit cards Dong-Sun has requested. | |
| 4 | Dong-Sun suggests some solutions that John had not thought of. | |
| 5 | John will make an assessment of the various offers and compare them. | |
| 6 | John is unhappy because Dong-Sun is taking too much time to find a solution. | |

10 Complete the table with verbs and nouns from the unit so far.

| VERB | NOUN |
|-------------|------------|
| to agree | 1 |
| to assess | 2 |
| 3 | comparison |
| to compete | 4 |
| to complain | 5 |
| to purchase | 6 |
| to request | 7 |
| 8 | solution |
| to specify | 9 |
| to supply | 10 |



| ΑL | IDIO |) |
|----|------|---|
| 6 | | |
| 4 | 1 | |

11 John is informing his department about the credit card issue discussed in exercise 9. Complete this excerpt with the correct form of words from the table above. Then listen to check your answers.

| So I wanted to update you all on the situation with the various offers purchasing has received for | | | | | |
|--|-----------------------------------|--------------------------------|------------------|--|--|
| credit cards for the international flight crew. Dong-Sun's team is currently the | | | | | |
| offers. The | 2 is very tough at the mo | ment, which is of course good | for us. Not | | |
| all | were able to meet our | 4, so they were able to | exclude some | | |
| offers straight away. They will have to | | 5 the rest very carefully and | perhaps put in | | |
| some | for more information. But th | e people in our purchasing dep | artment are very | | |
| thorough, and I'm | sure that they will find the best | 7 for us. | | | |

TELEPHONE LANGUAGE

Saying who you are

This is Adam Bedser from XYZ Ltd. It's David Jones from purchasing. Hi Sarah. It's Frank here.

Getting through to the right person

Could/Can I speak to John Murphy, please? I'd like to speak to somebody in your sales/ purchasing department, please. Is Michelle there at the moment?

Work with a partner. Use the information in the Partner Files to practise a telephone dialogue between someone in purchasing (Partner A) and someone in sales (Partner B). Look at the phrases above before starting.

PARTNER FILES

Partner A File 1, p. 60 Partner B File 1, p. 62

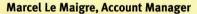
OUTPUT

Read these comments that people in sales and purchasing departments have given about working together. Which do you agree with?



Veronica Lu, Head of Sales

When we had to streamline our processes last year, we salespeople had a terrible time with our purchasers. It always takes them too long to do their 'shopping', and therefore it takes our company too long to produce our goods. It really is a disaster!



Cooperation between buyers and salespeople within one company? Never heard of it. Whatever would they need to talk to each other about?





Emma Wild, Sales Representative

Buyers buy. And sales reps sell. So buyers and sellers are 'natural enemies'; they are on opposite sides, have opposing interests and quite a different mentality. Of course they deal with each other in separate companies, but in the same company? No. How could they possibly cooperate?

Maria Santos, Senior Purchaser

Sales and purchasing are all part of producing and delivering goods or services to a customer. If the two departments don't cooperate well in the process, the company will lose money. It's as simple as that.





Edward McCoy, Managing Director

In our company, the people in the sales and purchasing departments are experts in various markets and they all try to stay on top of developments. They negotiate about quality, delivery time and, most importantly, about prices. In our company, we learn from each other through regular meetings. It works.

OVER TO YOU

- Describe the cooperation between the sales and purchasing departments in your company.
- How often do you liaise with people in other departments? Which departments do you deal with?
- What could be the benefits of close cooperation between purchasing, sales, production, and other departments in a company?

2

New contacts

STARTER

The sentences below were overheard at a trade fair. Work with a partner to decide whether the speakers work in purchasing or sales. Write P or S (or both) in the box.

| a | Could you tell us about the payment options? | |
|---|---|--|
| b | Would you please give me some background about your company? | |
| С | You'll find all our brochures on the table over there. | |
| d | How much does this cost if we order 500? | |
| e | Are there any other questions we need to talk about? | |
| f | Would you need any additional features? | |
| g | Does your sub-contractor also have a stand here? | |
| h | When could we arrange a presentation of our products for you? | |
| i | What guarantees do you provide? | |
| j | Let me give you my card. | |

Now discuss these questions with your partner.

- 1 What is your experience of trade fairs?
- 2 Do you think trade fairs are good for business? Why, or why not?
- 3 What other possibilities are there for establishing new contacts or finding new products?
- Donald Adams, a sales rep at Aircraft Maintenance Inc. in Liverpool, has just finished a presentation of his company's products at *The Maintenance, Repair and Overhaul (MRO) Services and Products* trade fair in Brussels. Listen to this conversation with a potential customer, Brigitte Dupont of Air South, Brussels, and say whether the following sentences are true or false .
 - 1 Donald has met Brigitte before.
 - 2 Brigitte thinks that Donald's company has some interesting products.
 - 3 Donald will call Brigitte after the fair is over.



2 Listen again to the conversation. Complete the sentences for how:

| 1 | Brigitte introduces herself. | |
|---|--|------------|
| | Brigitte Dupont | · |
| 2 | Brigitte says that the presentation was important for her. Well, I found it very yours was definitely | |
| 3 | Donald asks about Brigitte's job. Can I ask | ? |
| 4 | Brigitte says what her job is. I'm | · |
| 5 | Donald asks Brigitte about her interest in his company. Do you think that our MRO services | ? |
| 6 | Donald asks about setting up a meeting. Well, if you have time next week, | · |
| 7 | Donald asks for Brigitte's business card. | your card? |
| 8 | | |
| | In the meantime. | ? |

BEING POLITE

Generally, the less direct you say something in English, the more polite it sounds. Using the structures and language below will make you appear friendlier, especially to native speakers of English.

Asking indirect questions

What company are you with? → Can I ask which company you are with?

Give me your card → Could you give me your

Give me your card. \rightarrow Could you give me your card?

You have an office here, right? → **Doesn't your** company have an office here?

Using would/could

Look at our new catalogue. → **Would you like to** look at our new catalogue?

I will come to your office next week. \rightarrow I could come to your office next week.

Are you interested in meeting after the fair?

→ **Would you be** interested in meeting after the fair?

3 Make the following sentences more polite.

- 1 What's your name?
- 2 What business are you in?
- 3 I want to meet you next week.
- 4 Wait until I get my diary.
- 5 Give me your contact information.
- 6 You work at HT Electronics, right?
- 7 Do you want to meet later to discuss the details?
- 8 Put your name on our mailing list.



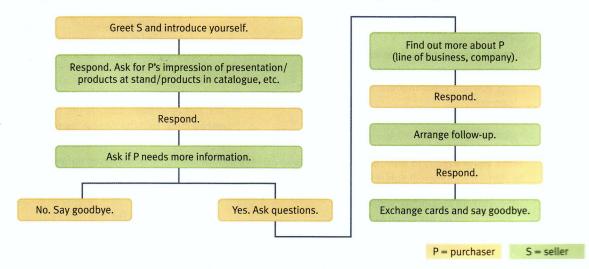
Match the sentences on the left with the responses on the right.

- 1 Could we meet next week? Say, Wednesday?
- 2 I'll send you those details. When do you need them exactly?
- 3 Would you mind giving me your business
- 4 Could we meet after the fair to discuss this in more detail?
- 5 I'll prepare our offer and email it to you by next Friday.
- 6 I'll talk to the head of my department and ring you tomorrow.

- a No, not at all. Here it is.
- b Yes, good idea. When could you come to my office?
- c Yes, of course. That's fine. How about 11.00?
- d OK, but I'm only in the office in the morning. Can you call before noon?
- e I really need them by Tuesday if possible.
- f That's great. I look forward to getting it.

ESTABLISHING CONTACT AT A TRADE FAIR **Greetings and introductions** Moving on to business Good morning/afternoon. How did you like the presentation? Hello. My name is ... What do you think of ...? Please call me ... Have you found anything of interest? May/Can I introduce myself? What line of business are you in? Nice/Pleased to meet you (too). Let me give you/Here's my (business) card. Arranging to follow-up Would it be possible to set up/arrange/fix a meeting? Could I call you in the next few days/come to see you? Perhaps I could send you some information. Would you be interested in meeting after the fair is over? Could you send me your price lists? I'll send you an email/give you a call next week.

Work with a partner to practise meeting someone at a trade fair for the first time. First look at the phrases above, then follow the flow chart or make a dialogue to fit your own situation.



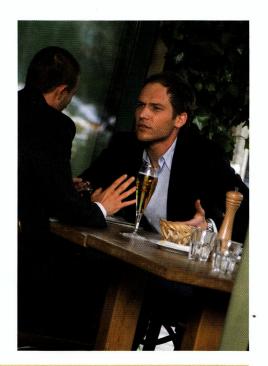
6

Two businessmen are having lunch in a pub at the annual trade fair MRO Services and Products in Brussels. Listen to this excerpt from their conversation and tick 🗸 the topics they talk about.

| Brussels | beer | | the weather | |
|----------|--------|---|---------------------------|---|
| politics | sports | | intercultural differences | |
| work | music | 7 | their accommodation | - |

Listen again and tick the sentences you hear.

- 1 a It reminds me very much of England.
 - b It makes me think of England.
- 2 a It's certainly an interesting place to have a fair.
 - b I think it's a nice place to have a fair, don't you?
- 3 a Do you like football?
 - b Are you interested in football?
- 4 a I see trade fairs as a place to get to know people ...
 - b For me, trade fairs are more about getting to know people ...
- 5 a May I ask if you already have some information about my company?
 - b Let me tell you a bit about my company.
- 6 a Now, let me buy you another beer.
 - b Now, tell me, what's your favourite Belgian beer?



SMALL TALK

In many parts of the world, small talk is an essential part of business. It is seen as an important 'tool' to get to know your business partner and to establish rapport, which can be the key to a good business relationship. Here are some ways to start a conversation:

Is this your first time here/in Belgium? What do you think of Brussels/the fair? Are you interested in football/films/winter sports?

The weather here has just been fantastic/horrible.

You can keep the conversation going by asking a follow-up question of your own. Also, instead of just answering questions with *yes* or *no*, giving detailed answers can often lead to other questions and comments.

Are you interested in any particular sport?

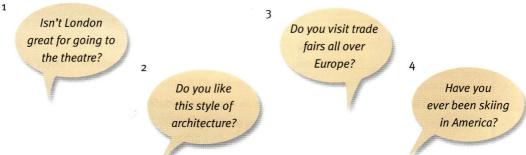
- Yes, I'm really into snowboarding. How about you?

Have you been to Liverpool?

- Yes, I've been there many times. I really like the atmosphere, and the people are friendly.

When you are ready to move on to business, you can use a sentence starting with so or *right* to signal the change of subject.

So, you are looking for suppliers? Right, shall we get down to business?



Discuss these questions about small talk with a partner.

- 1 Do you know any other small-talk phrases? Which ones do you find most useful to get conversations going in a business context?
- 2 What small-talk questions do you usually ask on the telephone? How are they different from the ones you ask face-to-face?
- 3 Have you been in a situation where you had to make small talk with a native speaker of English? What was easy or difficult? Share your experiences with the group.

Look at the checklist below to help you prepare for a conversation at the www.business.org trade fair. Work with a partner. Use the information in your Partner File to do the role-play.

| | Remember to greet your partner, including exchanging names. |
|---|---|
| 2 | Use small talk to warm up a little. |
| 3 | Move on to business. You could ask for information |
| | as what your partner does. |
| 4 | What else do you need to know about your potentic |
| | partner? |
| 5 | Be prepared at some stage to answer questions |
| | about yourself and about your company. |
| | 6 Arrange the next contact/meeting. |

| ¥1 | | |
|---------------|-----------|---------------|
| | Partner A | File 2, p. 60 |
| PARTNER FILES | Partner B | File 2, p. 62 |

After meeting again at the trade fair, Brendan from Aircraft Maintenance Inc. and Rainer from Low Cost Flights International are now back at their offices and need to exchange some information. Complete the email with words from the box.

additional • appreciated • arrange • attached • kind • like • pleasure • suggest From: Brendan Johnson (brendan.johnson@aircraftmaintenance.co.uk) Mainer Noack (r.noack@lcfi.de) Subject: Additional information about our products and services Dear Rainer, _____1 meeting you last week at the pub in Brussels and I very much ____² our conversation at your stand. _____3 information about our products and services that you requested ______4 to this email, as promised. I would very much _____ _____5 to visit you soon and present our special package offer for VIP aircrafts. Could I _____6 a meeting at your premises in Bremen? _____⁷ a meeting and if you need any additional Please let me know if we could _____ information. ⁸ regards, Brendan

EMAILS

There are fewer conventions with emails than with letters, but here are a few points to remember.

Opening sentence

This should always start with a capital letter. The first sentence is usually a bit of small talk, refers to a previous message or meeting, or explains why you are writing.

Hope you had a nice weekend. How are things going?

It was nice to meet you at the conference last week.

I'm writing to tell/ask you about ... / I just wanted to get in touch to ...

Salutations and closes

Although there are no rules about which salutation or close to use, here are some guidelines:

more formal

Dear Mr, Mrs, Ms Regards/Sincerely

Dear Bob

Best wishes | Kind regards

Hello/Hi Bob

All the best/Best

least formal (no salutation*) (just first name or initials*)

(* usually just with colleagues and especially during long email exchanges)

12 Brendan and Rainer have exchanged emails to arrange to meet, but the paragraphs have been mixed up. Sort the paragraphs a-g into the correct emails below.

a Thank you very much for the invitation and the opportunity to meet. I would like to confirm the meeting for 3 April at 11 a.m. Let me suggest that I bring our specialist who could add more details both to the presentation and the discussion afterwards.

From: Bainer Noack

- b Would 3 April at 11 a.m. at our offices be convenient for you?
- c We would be very happy to invite you to our office in Bremen, and would be interested in a presentation for four of us (my boss, two colleagues of mine, and myself). I suggest about an hour and a half, with lunch to follow.
- d I look forward to seeing you in Bremen.
- e Thank you for your help. Looking forward to seeing you on 3 April.
- f I would also like to take the opportunity to find out more about your specific needs and wishes. Would you mind answering the following questions to help us preparation?
 - What number of aircraft are you interested in?
 - At which locations will you require these services?
 - Will you also be interested in regular overhauls?
- g It was good to meet you and I also enjoyed your visit to our stand. Thank you also for the file you sent with your recent email; it was exactly the information I needed. We would like to hear more about your MRO services for VIP aircrafts specifically.

| Dear Brendan, | |
|------------------|--|
| 1 | |
| 3 4 Best wishes, | From: Brendan Johnson To: Rainer Noack Subject: Our presentation |
| | Dear Rainer, |
| with our | 5 6 7 |
| d in 2 | Kind regards, |

Brendan

13 Now find phrases in the two emails on page 19 to complete the gaps below.

| Regarding our conversation of 3 January, | i. |
|--|----|
| Requesting information | |
| Could you send me some details about | |
| | |
| Making or confirming an appointment | |
| How about Thursday at 4 p.m? | |
| | |
| | |
| Concluding | |
| Please feel free to contact me again. | |
| | |
| | |

Use Rainer's and Brendan's notes to write emails to other people they met at the trade fair. Try to use phrases from this unit.

Brendan

1 Email to Maria
Santos from Euroflights.
Good to meet her at the
trade fair. Catalogue is
on its way. Is weather
better now?

2 Email to Kerstin Mueller. What did she think of the trade fair? I'll be in the Graz area soon. Can we arrange a meeting? Say 2 hours on 5 or 6 September?

Rainer

1 Email to Youla
Kostalas at Island Jets.
Will she be in northern
Germany next week,
like she said? Can she
come to present her
products, maybe
Thursday afternoon?

2 Email to Michael
O'Brian. Very good
stand. Please send
brochure and price lists.
Will he ever be in
Bremen? We could visit
the Irish pub.

OUTPUT

Marijke Veenstra is Head of Sales at IT International, a company based in the Netherlands. She has given an interview for the company's in-house magazine. Do you agree with the tips she gives?

INTERVIEW



Q: Marijke, you have been in sales for a long time, if I may say so. What are your tips for people just starting out?

A: I have four tips. First of all, the focus for any successful salesperson is building relationships with clients. If I can relate to them as people - and not just as clients - I have a better understanding of how they think, what is important for them and how they like to make their decisions. Small talk is an important tool for doing this. I ask my clients what they do on vacation, what kind of hobbies they have and I try to remember their birthdays or other details that are important to them.

This is directly linked to my second point: I have to be seen to be at my clients' side, to be able to solve their problems with my products and services. I need to think from their perspective, their market. In that way I can offer them not only a product, but a benefit - hopefully the exact benefit they are looking for. The main task of a salesperson is to 'buy' time from your client in order to find out about the benefit or benefits they expect. Often that requires asking the right questions.

The third strategic question is: how can I recognize that I have 'made an impact'? Here I need to watch my counterpart's reactions - what they say, what their body language says and sometimes even what they do not say. There is always a moment when the buyers make the mental decision to buy. Of course they don't say this out loud. But there are lots of subtle hints, like when a client says 'we' for the first time or when he talks about the future. Once I know that the client has said 'yes', I need to make fewer concessions. Again, it is the same principle really: understand your clients' needs, interests and the benefit they are seeking.

Finally, I would expect any successful salesperson to look for a 'point of contact' or an internal ally in the client organization. That should be a person who will think of 'me' when the company needs a solution, a person who prefers to work with me, rather than my competitors. The basis for that kind of contact is trust. Trust in the quality of services and goods, trust in our offers and promises. Clients compare what they expect with what they get. Trust increases when that comparison is positive. And that is positive for us!

IT INTERNATIONAL

OVER TO YOU

- How many 'personal things' do you know about your clients or the suppliers you work with? What 'small-talk' questions do you normally ask/do they normally ask you? Which questions are most effective for establishing a good working relationship?
- How do you think you can find a firm 'point of contact' in your clients' organization?
- What are your tips for being successful in your line of work?

3 Offers

STARTER

Look at these comments made by people in sales and purchasing about dealing with offers. Which sentences can you most identify with? Discuss with a partner.

Sales

Purchasing

I have learned not to offer a price tag too early because when the other side then offers their price, I would have to meet in the middle – their 'middle'.

Before sending an offer,
I make sure that I have talked
to the person in charge of
approving it.

Some tenders are so vague, we don't know what product we should offer.

The most important thing is to make it clear when writing up the offer that the customer can't do without our product.

I wish salespeople
would listen to my needs
before trying to convince
me of their products.

It seems from some of the offers we get that they haven't even read our specifications.

Sometimes
I receive offers although
I don't even need the
product.

We often have to postpone sending out invitations to tender because of last-minute changes requested by other departments in the company.

Now discuss these questions with your partner.

- 1 What are the procedures for dealing with offers in your company? How much of your sales or purchasing is done through open or invited tenders?
- 2 What sort of problems have you had when dealing with offers?
- How often do you make or receive offers in English? Are there any differences in terms of content or format from those in your language?

OFFERS, TENDERS, AND BIDS

Offer is the general term used to describe what the salesperson is willing to give, and at what price.

We have sent our offer in the post. Salesperson

Purchaser We have received four offers from different suppliers.

The terms tender and bid can often be used interchangeably. Purchasers send out an invitation to tender (often shortened to a tender) when they want to receive offers from different suppliers. This can also be called a request for proposal. Salespeople file or submit a tender, often in competition with other suppliers, when they make their formal written offer to supply goods or services at a specific price and under specific conditions.

Salesperson We have sent in our tender/bid.

We have been invited to tender/bid. Salesperson

We should make a call for tenders/bids for this product. Purchaser Purchaser We have already put out a tender/bid for this product. Purchaser

We would like to invite you to make a tender/bid.

Match the two parts to make sentences about offers, tenders, and bids.

- 1 Have we received
- 2 We have already put out a
- 3 Before we draw up the invitation to bid,
- 4 The deadline for filing
- 5 One of our clients is interested in the new product range and
- 6 We put the job out
- 7 When will they let us know if

- a our bid has been accepted?
- b for tender a week ago.
- c ABC Supply's offer yet?
- d tenders is 30 March.
- e we need to talk to the project manager again.
- f has asked us to make an offer.
- g tender for this project.



Marco Falcone is a sales rep for Vino Rubinetto, a wine distributor located in Milan. He is calling one of his regular customers, Ines Stoll, a purchaser at Clever Catering in Copenhagen, to tell her about a new product. Listen and answer these questions.

- a What new product is Marco trying to sell?
- b How does Ines indicate that she may be interested in a possible offer from Marco?
- c What will happen after the phone call?



| LI | sten again to the dialogue and complete these sentence | is. |
|----|--|--|
| 1 | Well, this month wesome of our new products in Europe, and we thought | |
| | Clever Catering | W. 50 |
| 2 | We're always interestedwhat's new. | |
| 3 | we of the quality of our products, of course, but it's quite nice to receive | |
| 4 | Yes, I saw it mentioned | |
| | and I read something | |
| 5 | Do you think this wine | to you and your clients? |
| 6 | I can tell you now that we are | you special rates for your first order . |
| 7 | And I'm sure with the | nis wine, Ines. |
| M | atch the two parts to make phrases. | |
| | to put out a quality | |
| 2 | to promote b of interest | |
| 3 | special c a tender | |
| 4 | to be d our new product | |
| 5 | to place e an order | |
| 6 | high f rates | |
| N | ow use the phrases to complete the sentences below. | |
| | As you have been a client of ours for a long time, we are able to offer you for the first twelve months. | The state of the s |
| | for the first twelve months. | |
| 2 | We will be looking | , as we need to increase sales |
| 3 | It is our policy to accept only | products. |
| 4 | We are hoping this new product of ours will | to you. |
| 5 | Our production department has installed the necessary e | quipment, and we will therefore be read |
| 6 | This will be our largest purchase of the year, and we need | I to compare as many offers as possible, |

so we think we should

| | IDA | When salespeople think about a client's reaction to their offers, they often think of these four steps: |
|---|---------------|--|
| A | for Attention | They first try to attract their client's attention to their products or services. Here first impressions count so it's important to be natural, honest, and professional. |
| Ι | for Interest | They then try to spark the client's interest so that he/ she wants to find out more about the product or service. The seller needs to convince the client of the advantages of the product or service and its relevance to him/her. |
| D | for Desire | If the client has understood the benefits, and also trusts the seller, he/she will start to develop desire for the product or service. |
| A | for Action | Desire results in action, meaning the client makes the decision to find out more or buy. |

| | - | |
|---|---|---|
| Á | K | |
| 4 | | y |
| | 0 | |

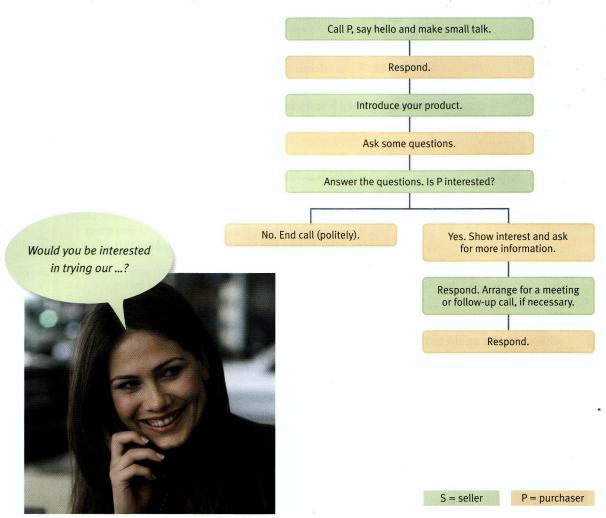
Now listen again to the dialogue in exercise 2 (or look at the transcript on page 71). Do you think Marco followed this approach? Why, or why not?

5 Here are some typical sentences from conversations about offers. First, decide who says each of the phrases and write S for seller or P for purchaser in the box.

| 1 | I think you'll find that our product meets your specifications precisely. | 5 | | | | |
|-----|--|---|--|--|--|--|
| 2 | Interesting. Could you give me some background information? | | | | | |
| 3 | This month we are promoting some of our new products and we thought you might | | | | | |
| | be interested. | | | | | |
| 4 | You'll be pleased to hear that our after-sales package is the best in the industry. | | | | | |
| 5 | Perhaps you would be interested in looking at our new product. | | | | | |
| 6 | So, I've got the go-ahead from my boss and we'd like to place the order | | | | | |
| 7 | Great, sounds interesting. Can you send us an estimate for the project? | | | | | |
| 8 | Once you've examined the sample, I'm sure you'll be impressed with the quality and design. | | | | | |
| 9 | That might be exactly what we are looking for. | | | | | |
| 10 | OK, I'll send you an offer and we can take it from there. | | | | | |
| | | | | | | |
| Nov | Now decide which of the sentences above can be used to: | | | | | |

| a | get somebody's ATTENTION? | С | express Interest in or Desire |
|---|-------------------------------------|---|--|
| b | spark Interest in or Desire for the | | for a product? |
| | product? <u>1,</u> | d | show Action, i.e. show that the sale could |
| | | | take place? |

Work with a partner to practise a phone call. First agree on a product and write some notes (seller) or questions to ask (purchaser). Then follow the flow chart below.



TALKING ABOUT A PRODUCT

Asking if your partner is interested

Would you be interested in trying our ...?

Perhaps I can tempt you to sample our ...?

Do you think your company might be interested

Do you think this may be of interest to you and your clients?

Showing interest

That sounds interesting.

That would certainly be of interest to us.

That might be exactly what we are looking for.

Could you send me a sample/give me some more information?

Being cautious

Well, maybe. But I would need to know more about ...

I'm not so sure.

I don't think that's really what we're looking for. That (really) depends on your conditions/price.

Saying you are not interested

I'm sorry but ...

Unfortunately we're not looking for that at the moment.

Thanks, but we already have a supplier for that product.

No, thanks. We're not interested in that at this stage.

7 Ines Stoll from Clever Catering has drawn up a Request for Proposal (RFP) for Vino Rubinetto.
Use the words below to complete the gaps in the form.

Bidding • Budget • Delivery • Service • Shipping • Specification • Warranty

Request for Proposal (No. 1238 HG)

| Description of Product or | 1 (mandatory information) |
|--|---|
| Purchaser: | Ines Stoll, Copenhagen |
| ² period (until): | 15 October |
| 3 number: (consecutive numbering for each client designated by the purchaser, including the year of placing the tender) | SEC-D 90451/010 |
| Category of product or service: | Sparkling red wine, Prosecco |
| Client/User: | Sales (Clever Catering; Denmark, Germany, Britain, Belgium, Netherlands) |
| Bidder/Contractor (incl. contact): | Vino Rubinetto, Milan, Italy |
| Specification of Product or Service (mandatory | information) |
| Kind of product or service: | Sparkling red wine, dry, low alcohol, produced in 2006 Prosecco, medium dry produced in 2009 |
| Specification of performance level: | EU Quality Standards level 1 |
| ⁴ specifications: | Sparkling red wine: €25.50 per bottle Prosecco (medium dry): €24.00 per bottle |
| 5 and other performances (time, conditions, terms of payment, etc.): | Each category in 3–5 batches to warehouses in Germany, Britain, Belgium, Netherlands between March and May |
| General Conditions (please fill in if relevant) | |
| Necessary information in advance: | |
| Provision of materials by the client: | Standard bottle, 750 ml, glass, clear |
| Required qualifications of the contractor: | Own production, experience in EU markets |
| Technical provisions (software/hardware/materials): | |
| 6: | Replacement of all damaged goods |
| After-sales services: | Product available for minimum of 10 years |

⁷ costs are to be included in the offer and need to be on a fixed-price basis.

Date

Signature (contractor confirming the offer)

Information about this tender

This document does not constitute an order nor does it create any liabilities on the part of Clever Catering.

THE TENDERING (OR BIDDING) PROCESS

The standard tendering processes are quite similar in most countries. They can consist of invited tenders, where only a few vendors are asked to submit bids, or open tenders, where a large number of companies may participate without pre-screening. Sometimes the contents of a tender can even be partly negotiated. Whether a company calls for tenders or not depends largely on the industry, the company policy, and the kind of goods or services purchasers are looking for.

Match these words and phrases found in the RFP with their definitions.

- a supply
- b when a particular price is agreed and cannot be changed
- c a written agreement to repair or replace something if there is a problem
- d the exact details of a product
- e a description of how high the quality must be
- a number of things (e.g. goods) that are dealt with as a single group
- g description of the necessary expertise or skill



Match the verbs 1-7 with verbs a-g that have a similar meaning.

1 assure

a need

2 fulfil

b hope

3 participate

c stop

4 prevent

d promise

5 recommend 6 require

e suggest

f take part

7 trust

g meet (requirements)

Now use the verbs 1-7 to complete the tender offer, which Marco (Vino Rubinetto) has written to Ines in response to the RFP on page 27.



Vino Rubinetto Via Galileo Galilei 6 20161 Milano Tel: +39 2 72524301 Fax +39 2 72524302 Mail: Falcone@vino-rubinetto.it www.vino-rubinetto.it

Dear Ms Stoll

| Your tender (no. 1238 HG) – Offer for sparkling red wine and prosecco | | | | |
|---|-------------------------------------|--|--|--|
| Thank you for inviting us to in the above biddi | ng process. | | | |
| I confirm that we can2 your requirements in reg level of the sparkling red wine. The sparkling red wine will be produced 2009 and the EU quality level is 1. Both wines will be available for | _ | | | |
| We strongly 3 our dry prosecco, which I can | ⁴ you is not excessively | | | |
| dry. We are confident that your connoisseurs will agree. | | | | |
| We are currently able to deliver both products in our standard 750 meet your specifications of clear bottles by the summer of next year. | | | | |
| minor difference from your tender will not6 us f | rom doing business together. | | | |
| Our prices are: Sparkling red wine: | | | | |
| €26.00 per bottle for a minimum purchase of 10,000 bottles | | | | |
| €27.00 per bottle for a minimum purchase of 5,000 bottles | | | | |
| €29.00 per bottle for a minimum purchase of 3,000 bottles | | | | |
| Prosecco (dry): | | | | |
| €24.00 per bottle for a minimum purchase of 10,000 bottles | | | | |
| €26.00 per bottle for a minimum purchase of 5,000 bottles | | | | |
| €27.50 per bottle for a minimum purchase of 3,000 bottles | | | | |
| Please feel free to contact me if you ⁷ any further | r information. | | | |

10 Ines has received Marco's offer and finds some differences with the requirements set out in the tender. **Read through both documents** again, then complete Ines's notes.

Yours sincerely Marco Falcone

We look forward to working with you.

Offer from

Marco, Vino Rubinetto Differences from specifications in our tender:

- 1) The prices are above our budget
- 2)
- 3)
- 4)



Now listen to this extract from the conversation between Ines and Marco. Which points do they discuss?

Listen again and complete the sentences.

| ¹ clear bottles versus green? | | |
|-------------------------------|--|--|
| | | |
| th wines in | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

ACTIVE LISTENING

You can communicate better by using active listening strategies. It is very important to continually check the information you receive to make sure you have understood correctly. You can do this using the following techniques:

showing that you are really listening Mmmh, good. Yeah, OK. Ah ah. I see.

Right.

Back-channeling -

more information
Interesting. Could you
tell me more about
that?
Yes, could you give me
some more details?
Would you be able to
provide more specific

information?

Prompting - asking for

Paraphrasing –
making sure you have
understood correctly
So you'd like ..., but only
if ... Is that right?
So, if I understand you
correctly, you need ...
Sorry, did you say ...?

saying that you have understood That's correct, yes. That's right. Yes, I see your point. So, you'll get back to me on that.

Confirming -

Work with a partner. Use the information in the Partner Files to have a telephone conversation.

Look at your notes, and try to use active listening strategies when making your telephone call.

OUTPUT

Look at the following opinions about open vs closed biddings and Internet auctions.

Open biddings are always the best because not only do we get the full range of what the market has to offer, but also the sales people compete with each other so we get the best price!



Open biddings are fun they challenge my skills as a sales rep. I get to talk to the client's reps in order to find out exactly what they are looking for and what they are prepared to pay for it. Anything else is number crunching.

At my company we prefer closed biddings because we do not need a large number of offers. We have clear specifications and we are looking for partners that can match our standards.



Closed biddings are really hard. You need to build trust and you need to show consistent quality to be invited into a circle of potential suppliers.

Auctions via the Internet are my daily business - and it's great: no long talks and negotiations. Just a simple check of whether a supplier matches our specifications and the rest is an electronic ranking according to the price they offer.



Auctions on the Internet are a real pain when you compare them to other forms of bidding. There is hardly a chance for building trust because it is all so remote. And most client specifications are not as clear as the clients believe them to be.

OVER TO YOU

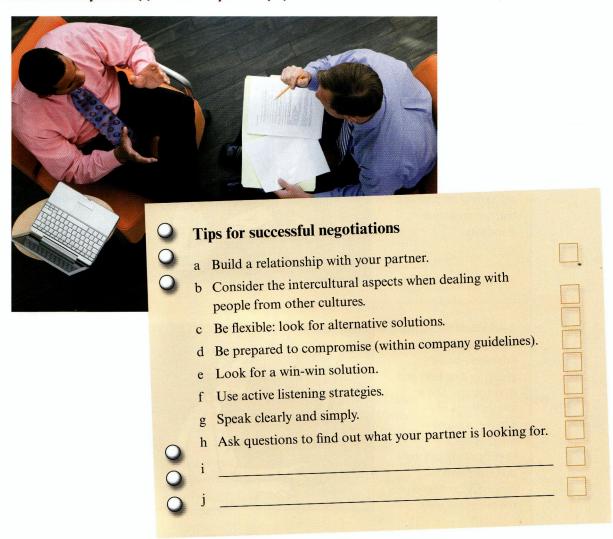
- Which statement can you most relate to? Which procedure do you prefer to work with?
- What types of offers are you usually involved in at your company? Would you prefer to change the way your company handles offers?
- How do you think your counterpart likes the way your company deals with offers?

4

Negotiations

STARTER

Look at the tips below. First, work with a partner to add two tips of your own, then rank the tips from most important (1) to least important (10).



Now discuss these questions with your partner.

- How often do you negotiate in English? What kind of things do you negotiate (price, delivery dates, etc.)? Where are the people you negotiate with from (Europe, Asia, etc.)?
- 2 Do you usually agree terms and conditions over the phone, in person, or in writing? Which do you find easiest/most difficult? Why?
- 3 How do you follow up an agreement you make on the phone? Do you write confirmation emails or formal letters?



- Gavin Brock, senior sales manager at Car Rental International in Paris, has sent an offer to Gabi Bernstein, senior purchaser at Euro Insurances Ltd in Frankfurt, and is now visiting her office to discuss the details. Listen to their conversation and decide which statement best describes the stage of their negotiation.
 - a They are establishing their objectives.
 - b They are negotiating specific parts of the offer.
 - c They have reached agreement and are summarizing the next steps.



Listen again to the dialogue and complete Gavin's notes from the meeting with Gabi.

What does Gavin need to do after the meeting?

| | ernstein of Euro Insurances Ltd |
|--------------------------------|---|
| · Our offer is fairly compet | itive 1, but overall 2 is too high. |
| · Alternative offer, basically | same conditions, but lower price. |
| Main points from Gabi: | |
| No3 fees for | cars with right-hand drive for Britain and |
| Ireland. | |
| Suggestion, they take | 4 more cars for that region, we lower |
| the offer by5% | (tax advantages). |
| | 6 for repairs and maintenance. |
| Special repair insurance, mo | |
| | t by four years, another 5% price discount? |
| 4% is probably our | 7. |
| New calculation, can we off | |

| 2 | Find words from the | dialogue and | Gavin's notes | which mean | the following. |
|---|---------------------|--------------|----------------------|------------|----------------|
|---|---------------------|--------------|----------------------|------------|----------------|

| 1 | the length of time something will last: |
|---|---|
| 2 | the amount of money you have to pay for a particular service: |
| 3 | something that is only temporary, not yet final: |
| 4 | the amount of money that is taken off the price: |
| 5 | the specific parts of a contract that both parties must agree to: |
| 6 | the process of using numbers to work out an amount: |

Now use the correct form of the words from page 33 to complete these sentences.

| a | The board of directors has given us strict guid we make with our partners. We cannot agree to | | of contracts an three years. |
|---|---|--|------------------------------|
| b | We often give to new cus term relationship with them which will also be | tomers and hope that we can then enefit us in the long term. | establish a long- |
| С | They've offered to lower their price if we buy t | he first 100 models within a month. | Now we have to |
| | do the to see whether ou | r storage costs would increase as a | result. |
| d | We have agreed to all the make us a new offer next week. | of the contract, except the delivery | dates. They will |
| е | They want to charge us additionalbelieve this should be included in the overall p | for the maintenance of the price. | e units, but we |
| f | I've sent the report to our | r client so that they can give it their | approval. |

DISCUSSING TERMS AND CONDITIONS

Conditional sentences are often used in sales negotiations to discuss terms and conditions. The type of conditional sentence you use depends largely on the message you want to give.

To discuss facts and things which are always true, such as your standard terms and conditions: When you order more than 100 articles, you get a five per cent discount.

To discuss terms and conditions which you consider very possible:

If you buy more than 200 articles, we'll give you a seven per cent discount.

If we buy five more cars, we will also need a reduction in the overhead costs.

A salesperson might use this form to make the offer more attractive for the buyer, or the buyer might use it to stress a condition they feel strongly about.

To discuss terms and conditions which are less likely, or to show that you are just looking into possibilities: If you took just five more cars, we could lower our offer by five per cent.

If we extended the contract, would you provide us with a five per cent discount?

This form is often used to see how far the other party is willing to go in a negotiation, without making any promises yourself. It is less direct and thus comes across as more polite.



Listen to the following sentences and decide which speakers are talking about:

| | , |
|---|---|
| b | terms and conditions that are very possible |
| | for both partners. |
| С | possibilities which both partners are |
| | considering. |

a conditions which are facts or always true.



looking at

possibilities

very possible

| 4 Complete the following conditional sentences with the correct form of the verbs in brackets. Use the hints in the bubbles to help you choose the correct form. | | | | |
|---|---|----------|--|--------------------------|
| | 1 | If we | (lease) our entire fleet from them, | looking at possibilities |
| | | we | (receive) a big reduction in the overall costs. | |
| | 2 | If you | (increase) the order by just 50, | making the offer |
| | | we | _ (can lower) our offer by five per cent. | more attractive |
| | 3 | If we | (agree) to your payment schedule, | stressing an |
| | | we | _ (need) a reduction in the overall costs. | important condition |
| | 4 | If you | (agree) to all the other conditions, then I'm sur | tooming at |
| | | we | (be able to) meet your demands for the delivery ti | imes. possibilities |
| | 5 | When you | (buy) our inspection services for a monthly | |
| | | you | (receive) a discount for the maintenance fees. | fact, always true |

Work with a partner. Choose some of the situations below – or think of your own from your job – and write conditional sentences to fit the situation.

6 If we (extend) the duration of the contract by another four

7 If it (be) all right with you, I

you the draft version of the contract by Wednesday.

years, you (reduce) the overall price by five per cent?

- 1 A You are meeting with long-term clients who have not bought anything from you for the last year. You want to offer them a discount on their next order.
 - B You have found a new supplier who is less expensive than A's company. They can also guarantee shorter delivery times.
- 2 A You know that this supplier has difficulties in delivering on time. But for a guaranteed delivery time, you will pay more.
 - B You have storage problems, and sometimes have to wait for your own suppliers. Therefore you do not want to guarantee delivery times to your customers. Can you get them to order more in order to reduce the price?
- 3 A You are talking to an important client of yours. Offer him or her a special price or discount on condition that they sign a five-year leasing contract.
 - B Your company is in a restructuring process, and therefore you cannot agree to a long-term contract. You do, however, want to get a reduction because you have found another potential supplier.

6

Rachel Cohen, assistant key account manager at the Building Rental Society, is meeting Laura Vialli, a buyer at Café Europa, a franchising company for cafés. They are negotiating the conditions for renting property in London.

Listen to the extract and say whether the following sentences are true \checkmark or false X.

- a Laura feels that the price for leasing the property is too high.
- b Rachel refuses to consider a shorter leasing period because there is a lot of interest in the property from other buyers.
- c Rachel is willing to offer a lower leasing rate in exchange for a percentage of the café's turnover.



Listen again to the dialogue and complete the extracts with the missing words or phrases.

| 1 | Well, compared to the other offers we've received so far, it's certainly | | | |
|---|--|---|-------------------------|--|
| 2 | Yes, I agree. That | to offer you a better price, which I'm | sure is in your | |
| | , isn't it? | | | |
| 3 | Ah, I your difficul | ty. | | |
| 4 | Normally we | _ that, but I think we also need to cor | nsider | |
| 5 | You there, but the our price. | e leasing period is an extremely impo | rtant factor in setting | |
| 6 | I'm sorry. I'm Wh | at exactly are you proposing? | | |
| 7 | If the café is the success we are all ho | ping for, it will be | to both you and us. | |
| | Would that be? | | | |
| 8 | That . but I would | have to talk to my boss about it and | get back to you. | |

NEGOTIATING STYLES

Remember that negotiating styles differ not only from person to person, but also across cultures. There are many factors which may influence how your partner behaves, so be prepared for situations which might not be typical in your country. For example, when meeting business partners from Britain or the U.S.A., negotiations normally allow time for small talk at the beginning. Even in formal meetings or negotiations, it is felt that relationship-building can ensure a successful outcome.

Differences may also occur from industry to industry. IT people are usually much more relaxed in their clothing and behaviour than, for example, bankers, and this will probably be reflected in their negotiating style.

When negotiating with partners from other cultures, do your homework. Get acquainted with the customs, manners and conventions as well as some of the dos and don'ts.

After the meeting, Laura writes the following email to the head of her department. Complete the gaps with the correct form of the verbs below.

accept • differ • enable • offer • receive • reduce • suggest

| Hello Franco, | |
|---|-----|
| As you know, after1 various offers for rental premises in London, I am in the negotiation phase with the better agents. My impression is that the leasing period in London is quite standard; the terms that they have2 do not3 much. | |
| One offer was a bit different though. Rachel from Building Rental Society 4 a leasing rate partly based on our turnover at the premises. Could | |
| we ⁵ this, depending, of course, on the percentage rate itself? It | |
| would ⁶ us to ⁷ the fixed price quite considerably. | |
| Please let me know what you think. | |
| Thanks | A |
| Laura | 11. |

Look at these ways to agree or disagree with someone. Put a tick 🗸 next to the ones which mean agreement and a cross \boldsymbol{x} next to those which mean disagreement.

| a | I see it a little differently. | X | | |
|---|---|---|------|--|
| b | I share your views completely. | 1 | | |
| С | That may well be right, but | | | |
| d | We could go along with that. | | | |
| е | Up to a point we could accept that, but | | CALL | |
| f | I really can't agree with that. | | | |
| g | Yes, I'm absolutely in favour of that option. | | | |
| h | l agree. | | | |
| i | Normally we could accept that, but in this case \dots | | | |
| j | Unfortunately, I can't agree with you there. | | | |

AUDIO

Now use the expressions a-j from page 37 to respond to the following statements. Note that sometimes more than one answer is possible.

| 1 | Α | This is going to be a very big order so it's important we get everything right. |
|----------|-------------|--|
| | В | <u>h</u> . We'll do the calculations and get back to you. |
| 2 | Α | I think it's important we look at the big picture. Hopefully we can create a win-win situation. |
| | В | . It really is best for both of us if we can establish a successful long-term relationship. |
| 3 | Α | I'm sure you'll see that the increased price is not such a big issue. |
| | В | The overall price is the most important point for us. |
| 4 | Α | Let me see if I've understood. You would actually prefer to pay higher prices if we can guarantee the delivery times? |
| | В | If we can be sure that deliveries are always on time, then we can pass on some extra costs to our clients. |
| 5 | Α | You know, this is the standard practice here in Japan. |
| | В | , but in this case we think that the size of our order should convince you to |
| | D | change your standard practice. |
| Be | vin erns | change your standard practice. Brock from Car Rental International is having a second meeting with his client, Gabi stein, from Euro Insurances Ltd. Listen to the conversation and tick v the sentences ear. |
| Be | erns u h | Brock from Car Rental International is having a second meeting with his client, Gabi stein, from Euro Insurances Ltd. Listen to the conversation and tick 🗸 the sentences |
| Be yo | erns u h | Brock from Car Rental International is having a second meeting with his client, Gabi stein, from Euro Insurances Ltd. Listen to the conversation and tick v the sentences ear. We would like to create a long-term partnership. |
| yo 1 | a b a b | Brock from Car Rental International is having a second meeting with his client, Gabi stein, from Euro Insurances Ltd. Listen to the conversation and tick very the sentences ear. We would like to create a long-term partnership. A long-term partnership is best for both of us. That is certainly interesting for us. That is certainly in our best interests. But it is necessary that both parties benefit for that to work. |
| 1 2 | a b a b | Brock from Car Rental International is having a second meeting with his client, Gabi stein, from Euro Insurances Ltd. Listen to the conversation and tick very the sentences ear. We would like to create a long-term partnership. A long-term partnership is best for both of us. That is certainly interesting for us. That is certainly in our best interests. But it is necessary that both parties benefit for |
| 1 2 | a b a b | Brock from Car Rental International is having a second meeting with his client, Gabi stein, from Euro Insurances Ltd. Listen to the conversation and tick verther the sentences ear. We would like to create a long-term partnership. A long-term partnership is best for both of us. That is certainly interesting for us. That is certainly in our best interests. But it is necessary that both parties benefit for that to work. However, both parties have to benefit for that |

What are the conditions?

Would this conversation count as a legally binding agreement in your country? Why, or why not?

WIN-WIN NEGOTIATIONS

In a negotiation, both parties are looking to get the best result for their company. You can use the phrases below to show your partner that what you are offering will be good for them.

We're sure it would also be in your best interest(s).

It would be to your advantage to ...

You will be able to reduce overall costs in the long term.

Many negotiation experts have suggested that parties should look for solutions where both will benefit – this is called the 'win-win' situation. Here are some phrases which may help you achieve this.

Both parties must benefit for that to work.

That is best for both of us.

We would like to create a long-term partnership.

10 Complete Gavin's email to Gabi with words from the box. Does the email mention everything that was agreed?

appreciated • confirm • continuing • down payment • fee • opportunity • reach • summarize

| Thank you for ou | r constructive meeting y | esterday. I | 1 the opportunity to meet with |
|----------------------------------|----------------------------|-----------------------------|--|
| you again, and I | am glad we were able to |) | ² agreement. As promised, I'm writing |
| to | 3 the points w | e have discussed so | |
| We will not in- more cars in the | | the cars with right-h | and drive for Britain and Ireland if you take five |
| 2. You will take o | our special insurance offe | er for a monthly | 4. It includes the annual |
| overhaul and t | he mounting of winter t | yres. | |
| 3. You agreed to | extend the duration of t | he contract by four y | ears. |
| 4. You agreed to | make a | ⁵ of a third o | of the annual turnover within seven days of |
| signing the cor | | 05/02/04/03 | |
| 5. We will take a | dvantage of the one-day | registration laws in | Germany, and offer the cars to you as used cars. |
| | | | r overall offer by six per cent. |
| Please contact me | e to | ⁶ that you agree | with these points. I will then get our lawyers to |
| | r your consideration. | | |
| Once again, thank | you for the | 7 to wo | rk with you on this. I look forward |
| to | | ion over the next few | |
| ours sincerely | | | |

Review the phrases used in the unit as well as the ones in the box below. Then work with a partner. Use the role cards in the Partner Files or think up your own situation to negotiate and try to reach an agreement with your partner.

PARTNER FILES
Partner A File 4, p. 60
Partner B File 4, p. 62

NEGOTIATION LANGUAGE

Starting the conversation

We're very happy to be meeting you today.

We hope to come to an acceptable solution for both of us.

I'd like to discuss some of the details in the offer.

We'd like to hear your proposals before we tell you what we can offer.

Concluding your arguments

So that wraps it up.

That sums up our side then.

We are sure that you will see the benefits for your company if you take up our offer.

There you have our proposal. I'm afraid that's as far as we can go.

Finishing the conversation

That may be a possibility, but I have to discuss it with my boss.

Let me get back to you.

I'm happy we've found a solution. I'll send you an email tomorrow summarizing our agreement.

12 One word in each of the lines below does not go with the item in bold. Cross out the word that does not fit, as in the example.

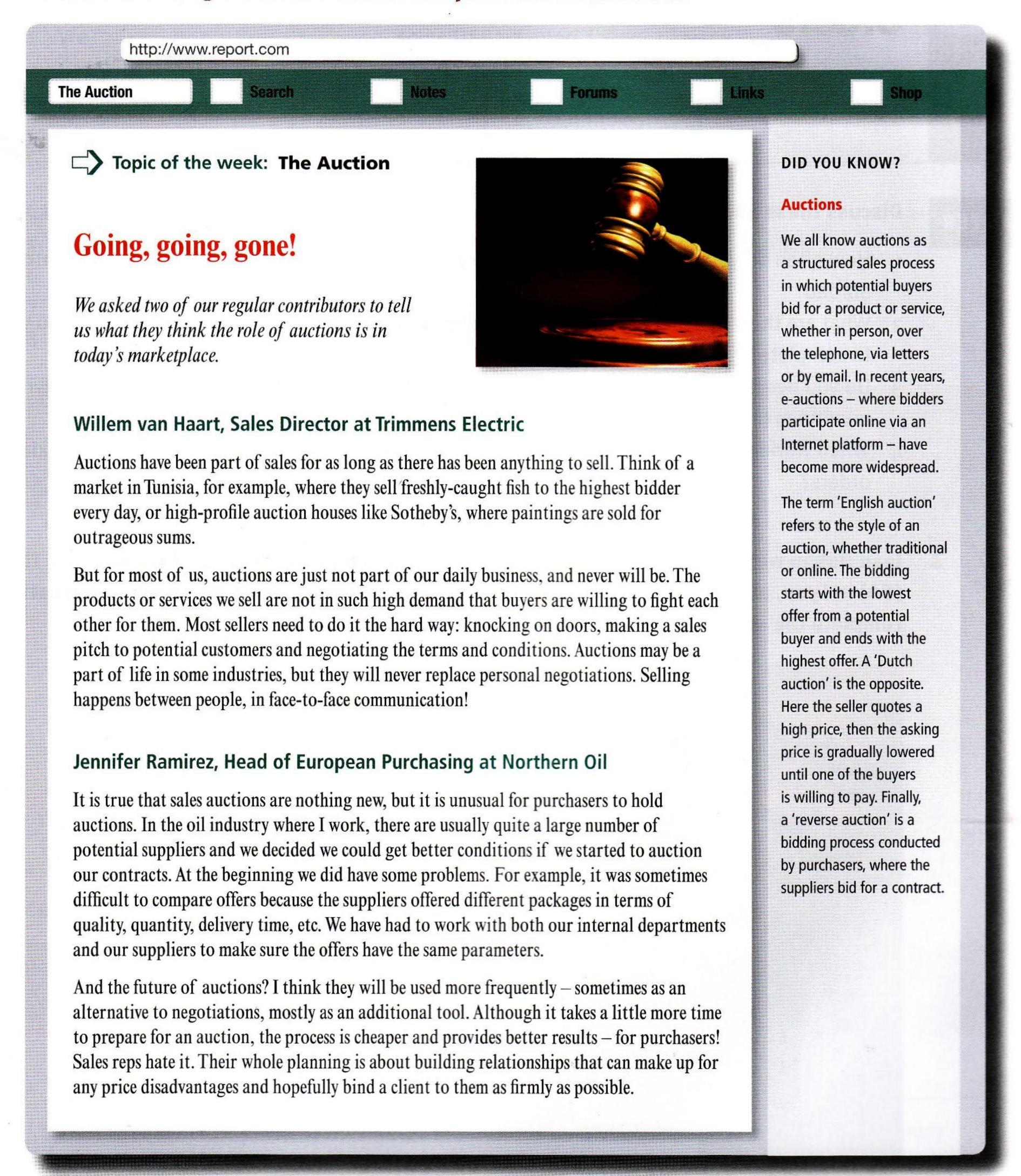
- 1 offer order negotiate get a discount
- 2 agree to guarantee reduce move up a delivery date
- 3 lower extend reduce agree to the duration of a contract
- 4 accept reconsider receive calculate an offer
- 5 reduce increase extend lower the price
- 6 **guarantee** quality delivery times a contract cheaper prices
- 7 **negotiate** the price the conditions an offer a relationship

13 Complete the table with nouns from the unit.

| VERB | NOUN | VERB | NOUN |
|--------------|------|--------------|------|
| to increase | 1 | to propose | 6 |
| to discuss | 2 | to calculate | 7 |
| to benefit | 3 | to sign | 8 |
| to differ | 4 | to reduce | 9 |
| to summarize | . 5 | to extend | , 10 |

STARTER

Do you have any experience with auctions? Do you think they can replace direct negotiations? Read the following article and discuss the questions which follow.



OVER TO YOU

- What are the advantages and disadvantages of both auctions and direct negotiations?
- Do you (or would you) prefer auctions or more direct negotiations with your business partners? Why?
- Which are more common in your line of business and why?

5

Orders

STARTER

Discuss these questions with a partner.

- 1 How often do you place/take an order? Do you mostly deal with companies in your country or abroad?
- 2 What are the steps involved in placing/taking an order for your company? What forms do you have to complete?
- 3 Do you need approval from your superiors to place/take all orders, or just for ones involving large quantities or significant amounts of money?
- 4 When working with foreign companies, what are the most difficult aspects in placing/taking orders?



Jean Duban works as a salesperson for the international telecommunications supplier TEGID (SA) in Lyon, and spends a lot of time on the phone. Listen to two of his phone conversations and complete the notes.

| | | Customer Order: from Junko Hanamu Quantity: model # model # Delivery by Friday v | XPR14:3: 250 | n |
|---|---------------------|--|--|-----------------------|
| 0 | | Need to fax | | ⁵ contract |
| | First order under t | 0 | d 6 contract 7 extension lea months | ds . |



2 Listen to the calls again and complete the sentences below.

| Ca | all 1 | |
|----|---|---|
| 1 | We | some USB adapters for our network. |
| 2 | Can you | to our office in Osaka by Friday morning? |
| | | l've got everything down right. |
| 4 | Fine. | a model contract immediately. |
| | | |
| Ca | all 2 | |
| 5 | we're | our first order under the frame contract. |
| 6 | Let me just find a pen so I can | • |
| 7 | Of course. I'll email it to you | |
| 8 | 1 | to let you know how things are going. |
| | | |
| E | EXCHANGING INFORMATION | |
| | information such as: Specifications (for material, quality, Quantity Contact person Place of delivery Delivery date Method of payment (e.g. cash on de Other terms and conditions Paperwork needed (signed order, co | livery (COD), invoice, direct debit) |
| c | omplete the sentences with word delivery • frame contract • invoi signed order • specifications | s and phrases from the box. The • method of payment • place of delivery • shipment • |
| 1 | We'd like to place our first order | n accordance with the terms and conditions of our |
| | The | will be our warehouse near Coventry. |
| 2 | We've sent the | to your factory. The is enclosed and should |
| | be paid within 30 days of | · |
| 3 | We've spoken to our production | init, and I can assure you that we will be able to meet all the |
| | . f | |

| 4 | Our charges depend on your chosen can pay for the goods on our website. | . You'll find details of how yo |
|---|---|---|
| 5 | As soon as we have received your | _ (or returned email confirmation), we will |
| | pass your order on to the production unit. | |

Work with a partner. Use the information in the Partner Files to practise handling orders. Try to use some of the phrases from the box below.

Partner A File 5, p. 61 **PARTNER FILES** Partner B File 5, p. 63

HANDLING ORDERS

Placing orders

We would like to order/have ...

We're ready to make our first order under the frame contract.

We'd like to place a call-off order for 3,000 units.

We would appreciate delivery by Friday. Can you manage it/that?

Taking orders

I'll just take/write down the details.

Let me just write this down/type in your order.

So, how many do you need exactly?

Was there anything else you'd like to order today?

Checking and confirming information

Let me just check/repeat that.

Let me make sure I've got everything down right.

Yes, that's right/correct.

Sorry. Did you say ...?

Could you say that again/repeat that, please?

- 5 Anna Long works as a purchaser at Stores International in Leeds. She has just placed an order under a new frame contract with their wholesaler Fashion Modes Plc in Milan. Look at the web order on the next page, and use the words below to complete the gaps.
 - a VAT
 - b Contact
 - c Total value of goods
 - d Delivery addresses
 - e Gross
 - f Invoice
 - g Place of delivery



50,872.50

Comments:

Please make sure that all items are accompanied by detailed delivery notes.

After completion of the order you will receive an automatic confirmation via email. Should you not receive this email within one hour, please contact our international hotline 1-800-09111959.

REFERRING TO NUMBERS ON AN ORDER

In sales and purchasing, the terms part number, item number, and article number are often used interchangeably. A more technical term is SKU, stock-keeping unit. Like the other terms above, this sequence of numbers and/or letters is used to refer to and identify a specific product for both sales and inventory purposes.

Note that the abbreviation for *number* is *no*. (or sometimes #).

AUDIO 21

You can find all the answers on the form on page 45. Across 2 USD, EUR, and GBP are examples of this. 5 The form that the supplier fills in and sends with the goods. 7 The person at the other company who you should talk to. Down 1 How the money for the goods should be paid. 2 FCMIONNATRIO: I'll send written ... 3 The building where goods are stored. 4 17.5% in the U.K. 6 How much the goods are worth. Anna now has to change her order. She calls her contact at Fashion Modes, the sales rep Roberto Branca. Listen to their conversation and decide whether the following are true 🗸 or false 🗶. 1 The online tool for changing orders doesn't work yet. 2 Anna will automatically receive an email confirming the changes. 3 Anna wants to make two changes to the order. Listen again to the conversation, and tick \checkmark the sentences and phrases you hear. 1 I need to change the order ... 2 I'll make a note of the changes.

| 3 | I'll need written confirmation as well. | |
|---|--|--|
| 4 | I'll enter the changes into the system | |
| 5 | could you please tell me the order number? | |
| 6 | Could you tell me which items are incorrect? | |

8 ... could I also ask you to add another item to the order?



Now decide which of these sentences you can use to:

| a | change | an order. | 1, |
|---|--------|-----------|----|
| | | | |

7 It ought to be Brighton, not Birmingham.

b accept a change to an order. 2,

Use sentences from exercise 8 to complete the following mini-dialogues. A What will happen now? I mean, I need some sort of confirmation. 4, and you'll automatically B Yes, of course. receive a confirmation email. A Unfortunately one of the items is incorrect, and I need to change it. Can you do that for me? B Of course. It's no problem. But first, B Of course, I can take care of that for you. What would you like to change? B Yes, of course. I'll send you an email straight away so you can see what we've changed. A I'm sorry, but I need to talk to you about some mistakes in our order number 07/345. B Yes, certainly. B Yes, of course. We're always happy to increase the order. Sometimes it can be difficult to understand numbers and figures given over the phone. Listen to the recordings and complete the missing information. 1 The order number is . Have you got that? 2 Sales have been great. So far this year we've sold a total of units. That's an increase of over last year. 3 Good news. We can save up to each quarter if we switch suppliers. 4 I'm pleased to report that this facility was able to increase output from to last quarter. 5 I have a question about one of the items you ordered. It's item number , the cable. 6 The net total for your latest order is ______. With the Dutch VAT of ______, this gives you a gross total of .

Review the phrases on page 44 for checking and confirming information. Now work with a partner. Use the information in the Partner Files to practise passing on figures over the phone.



Here are some extracts from a standard contract between Phone Europe in Sheffield and their French supplier, TEGID (SA). Match the two parts to make contract terms.

| 1 | binding | а | and regulations |
|---|------------------------------|---|-----------------|
| 2 | liable | b | of the contract |
| 3 | due | C | on arrears |
| 4 | interest | d | all rights |
| 5 | invalidate any other clauses | e | agreement |
| 6 | reserves | f | date |
| 7 | revoke | g | this contract |

revoke g this contract subject matter h for any damages

Now complete these extracts from the contract with the contract terms above.

| Thel is the del to Phone Europe. (For specifications of conditions, deli | |
|--|--|
| otherwise provided these specifications are binding to be | |
| The signature of both contracting parties constitutes a | ² for the delivery |
| of the chosen articles; call-off orders will be handled th | arough the online portal of TEGID (SA). Both |
| sides accept the general standard terms and conditions of | of TEGID (SA). |
| TEGID (SA)3 to select s | suitable logistical partners to meet scheduled |
| delivery dates. TEGID (SA) is not | ⁴ or losses incurred by the logistical |
| | |
| partners. | |
| | 'al' 14 a landar days often receipt of the |
| Phone Europe agrees to fulfil its payment obligation wi | ithin 14 calendar days after receipt of the |
| Phone Europe agrees to fulfil its payment obligation wi | ⁵ by more then ten calendar days, |
| Phone Europe agrees to fulfil its payment obligation wi articles. If the contracting party exceeds the | 5 by more then ten calendar days, 6 of four per cent above the base |
| Phone Europe agrees to fulfil its payment obligation wi | 5 by more then ten calendar days, 6 of four per cent above the base |
| Phone Europe agrees to fulfil its payment obligation wi articles. If the contracting party exceeds the | 6 of four per cent above the base e charged for each reminder. |
| Phone Europe agrees to fulfil its payment obligation wi articles. If the contracting party exceeds the | 5 by more then ten calendar days, 6 of four per cent above the base e charged for each reminder. 7 |
| articles. If the contracting party exceeds the TEGID (SA) will charge an interest rate of the European Central Bank. €10 will be An agreement clause being or becoming void does not TEGID (SA) reserves all rights to | 5 by more then ten calendar days, 6 of four per cent above the base e charged for each reminder. 7. 8 in parts or in full if Phone |
| Phone Europe agrees to fulfil its payment obligation wi articles. If the contracting party exceeds the | 5 by more then ten calendar days, 6 of four per cent above the base e charged for each reminder. 7. 8 in parts or in full if Phone |

A colleague at TEGID (SA) asks questions about the contract. Can you give an answer?

- 1 'When does Phone Europe need to pay by? And what happens if they pay late? Will they have to pay interest?'
- 2 'We can't accept this clause. If we strike it out, will they have to draw up a new contract, or is it still valid?'
- 3 'Who will actually deliver the goods? And what happens if a third party causes damage to the goods?'
- 'Under what circumstances can we get out of the contract?'

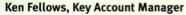
OUTPUT

Look at the following comments about using integrated business software for processing and tracking orders. Which opinion(s) do you agree with?



Judy Welsh, Head of Sales

Using electronic ordering systems is really great. Everything is so much quicker and easier. I remember when we used to send orders by fax. First you had to type up the order, then print it out, and pray the fax machine was working. Now everything is done by computer. It's wonderful.



Working with online ordering systems is a pain. They are so complicated and much too detailed. Plus, I prefer to deal with real people rather than websites, emails, and paper, anyway. It makes business more fun and it is also faster.



Lee Park, Buyer

What really gets on my nerves are websites where I place an order and then I don't get any response, nothing - no message, no email - telling me that the order is actually being processed. That's when I reach for the phone or write an email of my own so I can make sure that my order has really been received.

Anna Jones, Sales Rep

Electronic tools should be just that: tools. They are just there to make life easier and shouldn't be used to do the things people can do better. If you blame the tool when things go wrong, then you just aren't doing your job right.



OVER TO YOU

- Have you ever used an integrated business system to handle orders? What do you think the advantages and disadvantages are?
- Have you ever encountered any problems with an automated system for placing or taking an order? Describe what happened. How do you think this type of problem can be avoided?



Customer care

| ST | | | - | |
|----|---|---|---|---|
| | ч | ĸ | | Ň |

| and purchasing. Tick v the ones which you have p other problems to the lists? | |
|---|--|
| What salespeople complain about: | |
| Orders are often cancelled at the last moment. | |
| Customers sometimes pay late (or not at all). | |
| Customers often send incomplete order forms. | |
| * | |
| What purchasers complain about: | |
| There are often delays in delivery. | |
| The wrong goods are sometimes sent. | |
| The quality of the product is often not as we expect. | |
| | |

Work with a partner. Choose a problem from the lists above. Imagine somebody is complaining to you about it. How might you respond?



1 Two customers are making complaints. Listen to these extracts from the phone calls and complete the table.

| | Problem | Solution |
|--------|---------|--|
| Call 1 | | |
| | | |
| | | |
| | | <u> </u> |
| Call 2 | | |
| | | and the second s |
| | | |
| | | |

Match the two parts to make sentences from the dialogues. Then listen again to check your answers.

- 1 There seems to be a
- 2 Sorry, but I need something
- 3 Can you manage delivery
- 4 I can confirm that
- 5 I'm afraid that
- 6 Somebody should have
- 7 I'll personally get
- 8 Can you confirm that

- a more specific so I can tell our customers.
- b it's still not working correctly.
- c mistake with the shipment.
- d someone will be here by noon?
- e fixed the problem yesterday.
- f by Friday?
- g on to the service unit immediately ...
- h you'll receive the sensors first thing Friday morning.

COMPLAINING EFFECTIVELY

When making a complaint, it is helpful to use the following three-step approach:

- 1 Describe the problem.
- 2 State your request clearly (what, when, how, who).
- 3 Confirm agreements.

We use certain words and phrases in English to make a complaint less aggressive and personal:

I'm afraid (that) there is a problem with ...

There appears/seems to be a mistake/mix-up ...

Unfortunately, we have a slight problem with ...

We can also use sentences with should have to explain exactly what went wrong:

Somebody **should have fixed** the problem yesterday. The shipment should have been sent to Shanghai, not Seoul.

We should have received the delivery last week.





- Listen to the phone calls in exercise 1 again (or look at the transcripts on pages 74-75.) Do the speakers follow the three-step approach above when making their complaints? Find examples.
- Put the words in the right order to make sentences used to make complaints. Note that in each case there is one word you do not need.
 - 1 the invoice with there's I'm afraid a problem that seems
 - 2 appears I'm this delay will afraid cause problems us
 - 3 haven't received already shipment We the yet
 - 4 to shipment should The been sent Moscow received have
 - 5 should Unfortunately is still the program not working
 - 6 for can understand this I is frustrating slight you that
 - 7 you confirm that here unfortunately someone will be tomorrow? Can
 - 8 technicians could yesterday Your should have fixed it
 - 9 mistake to be Unfortunately manage seems a the order with there

4 Linda Matthews, a purchaser at Logistics International, is ringing Alena Novák, a sales rep at Paper 4 U in Prague. Listen to their conversation and take notes. What is the problem and what action will Alena take to fix the problem?

| | sten again to the t | lialogue between Linda and Alena and complete the sentences. |
|-------------------------------------|--|--|
| 1 | Right, I | |
| 2 | I realize this is | so I'll see to it immediately. |
| 3 | | you a few questions first? |
| 4 | What | by 'the wrong paper'? |
| 5 | | with Production and arrange a special delivery |
| 6 | ľ | the shipment is at your location no later than 10 a.m. tomorrow. |
| 7 | | make sure you get the right paper tomorrow. |
| | | |
| w | hich of the above : | sentences can be used to: |
| a | | nave understood the client's situation? |
| b | | |
| c suggest solutions to the problem? | | |
| | | d |
| | OMPLAINT MANAGEM | ENT WITH CASH |
| | When dealing with co | omplaints, it is helpful to follow a four-step approach: |
| 1000 | (Note that we someti I'm sorry to hear t | we understood the client's situation and can see why he or she is angry or frustrated. mes say sorry even though something is not our fault.) that. / I understand your situation. |
| | A al. familia al atable at | be frustrating for you. |
| | problem. | the problem and find out what the customer has already tried to do to solve the |
| | problem. Could you tell me | |
| | problem. Could you tell me May I ask if you've Serve your client by You will get the m | f the problem and find out what the customer has already tried to do to solve the exactly which item was damaged? |

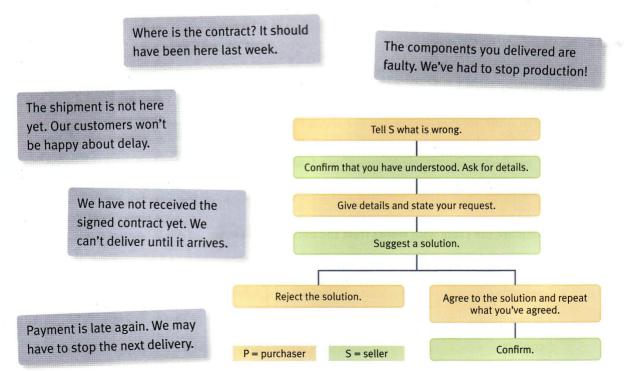
Change these sentences so that they fit the CASH approach to customer care. Use the prompts in brackets.

- 1 Is that really such a problem for you? (understand) I understand that is a problem for you.
- 2 I guess that must be difficult. (realize)
- 3 What's the problem? (exactly)
- 4 Is that all right with you? (convenient)
- 5 So I think you'll get it next week. (make sure)
- 6 Someone will sort it out immediately. (I personally)
- 7 You'll hear from us soon about the discount. (I/on Friday)

Complete the sentences with will ('ll) and verbs from the box.

| 1 | I <u>'ll see to</u> | _ it immediately. | confirm • deliver • fax • |
|---|---------------------|---|------------------------------|
| 2 | 1 | you get the shipment on time. | make sure • receive • see to |
| 3 | We | the order to your offices by Friday. | |
| 4 | 1 | you the order form straight away. | |
| 5 | I | the details and our agreement in writin | g. |
| 6 | You | the right goods tomorrow at the late | est. |

8 Work with a partner. Use a situation below or think of your own situation. Then use the flowchart to make dialogues. Use the phrases in the unit so far to make and respond to the complaints.



| | nissing from the order. as agreed to pay compensa | ation. | |
|---|---|----------------------------|---------------------------------|
| Client data: | | Shipment data: | |
| Client (company, department): | Logistics International, Central Purchasing Dept., | Type of article: | Notebook NB 1005511 |
| Representative (surname, first name): | Matthews, Linda | Number of items: | thirty |
| Address: | 64 Clyde Road, Glasgow, Scotland | Order number: | NB1005511 |
| Email address: | linda.matthews@logint.com | Frame contract: | LIGFC 25230 of 10 February 2009 |
| Telephone number: | + 44 (0) 342 04 57 68 | Shipment tracking | LI 342-4IFG |
| Fax number: | + 44 (0) 342 04 57 69 | number: | |
| ype of request: | THE SHOULD PROPERTY. | | |
| Information abou | t scheduled shipment | Shipment behind sche | dule |
| ☑ Delivery of wrong article | | Article missing | |
| | not fully functioning | | |
| Defective article | | | |
| Documents incomOther requests: | ipiete | | |
| | | <u> </u> | |
| Description: | | | |
| 'as agreed', but there | o weeks ago with Ms Ineke de Br was no written confirmation of ed in the order mentioned above. | the delivery date. We shou | |

10 Complete the table with words from the online form above.

| VERB | NOUN | VERB | NOUN |
|------------|------|---------|------|
| describe | 1 | inform | 4 |
| compensate | 2 | deliver | 5 |
| confirm | 3 | ship | 6 |

Now use the correct form of words from the table to complete the sentences.

| 1 | Their website is full of useful easy to find. | Everything I wanted to know was available and |
|---|---|---|
| 2 | We have | the order by special air courier. You will receive it in the morning. |
| 3 | Can you please | that in writing? |
| 4 | Could you | _ exactly what you have received? |
| 5 | I'm afraid we are unable to _ | that model until next week. |
| 6 | The frame contract provides | if the goods are not here on time. |

11 Ineke de Bruin of Instant Solutions has written the following email to Linda Matthews. What phrases does Ineke de Bruin use to:

- 1 apologize?
- 2 show that she understands her customer's situation?
- 3 explain what caused the problem?
- 4 state what will be done to fix the problem?
- 5 offer another benefit to her customer?
- 6 apologize again?



Dear Linda,

Please accept my apologies for the late delivery of your notebooks. I very much regret the frustration and problems this has caused you.

Please be assured that we are doing everything to make sure that the missing notebooks arrive as soon as possible. The delay was caused by unexpected computer problems in our production department, which have since been resolved. The missing items will be delivered by special courier to your offices in Glasgow by Thursday at the latest.

Since this has happened for the second time and also as a sign of goodwill, I would like to offer you a free maintenance check of the PCs you have leased from us for your offices in Warsaw.

Again I regret the inconvenience and hope that we will be able to continue to do business together.

Should there be any further difficulties, please contact me directly so that I can personally take care of any problems.

Best regards,

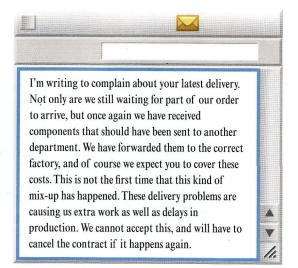
Ineke de Bruin

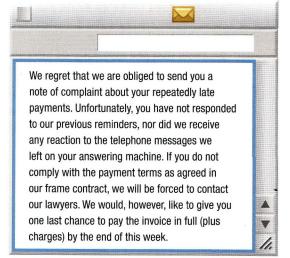
PS: I'll call you on Friday to make sure everything is as it should be.

12 Choose the most suitable word to complete these sentences.

- 1 | apologize/regret/explain | the inconvenience and hope that we will be able to do business together.
- 2 If you do not comply/obey/follow with the delivery terms as agreed, we will be sorry/forced/happy to find another supplier.
- 3 Please be assured/happy/satisfied that we are doing everything we can to fix the problem.
- 4 We will be made/forced/required to ask for compensation in this case.
- 5 We are writing to definitely/completely/formally complain about the situation.
- 6 Should there be any further difficulties, please inform me directly/first/quickly.

Work with a partner. Read the following complaints, and discuss how you would deal with them. Then choose one and write a response. Try to use the phrases you have learned in this unit.





Work with a partner. Use the information in the Partner Files and language from the unit to make and respond to complaints.

PARTNER FILES
Partner A File 7, p. 61
Partner B File 7, p. 63

LETTERS OF COMPLAINT AND APOLOGY

Making complaints

I'm writing to you to complain about ...
I am writing in reference to the above order.
Unfortunately, ...

Talking about consequences

We expect you to cover these costs.

We expect compensation for the inconvenience caused.

We cannot accept this and will have to cancel our contract if it happens again.

If you do not comply with the delivery terms as agreed in our frame contract, we will be forced to contact our lawyers.

Offering apologies

Please accept my apologies for ...

Please be assured that we are doing everything ... I (very much) regret the inconvenience we have caused.

Referring to future action

We will, of course, cover the extra costs/reimburse you/arrange for a new shipment ...

As a sign of goodwill, I would like to offer ...

OUTPUT

Read the following transcript from a speech which Cristina Pimenta, a senior sales rep at an international coffee-producing company, gave at her company's annual sales conference. Do you agree with the points she makes? Why, or why not?

+++ News and views from the annual sales conference +++



Cristina Pimenta

Our figures show that we are excellent at convincing new clients of the quality of our products. Yet figures for retaining clients - especially those very critical clients in Southern Europe – are ... well ... poor. We lose too many customers, and we all know what that means: winning a new client is much harder and a lot more expensive than keeping an existing one.

So our goal for the coming year is to improve the quality of our after-sales services. For that purpose we have developed three guiding principles.

1 We solve our clients' problems!

That means we try to understand their business needs. We find out what their problems are. We actively search for solutions. We surprise them. We think from the point of view of their clients - what they expect or will expect, what they want and how our partners can meet those expectations. If we can do that, our clients will love us and our products.

2 We search for the 'WE'!

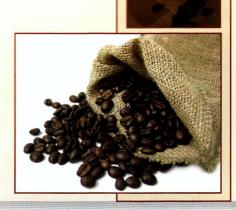
This is what we should always look for. Whenever our clients think 'we', they are satisfied with our products and services. It means they are not looking for alternative suppliers. 'We' is the key signal for the quality of our relationship.

3 We turn our clients into winners.

When they win, we win. It's as simple as that. Our clients want to be winners and they want to be seen as winners. So we need to help all our partners look good - in the eyes of their customers, their partners, their bosses, their colleagues as well as in the public eye. We need to help them to publicize their success.



'After the game is before the game', a soccer expert once said. So, after the sale is before the sale. Let's put that into practice.



OVER TO YOU

- Give one good example and one bad example of complaint management which you have experienced.
- When you make a complaint, what kind of response do you expect? How is it different from the response you actually get? Give some examples.
- Discuss several ways in which companies can improve their after-sales service.

Test yourself!

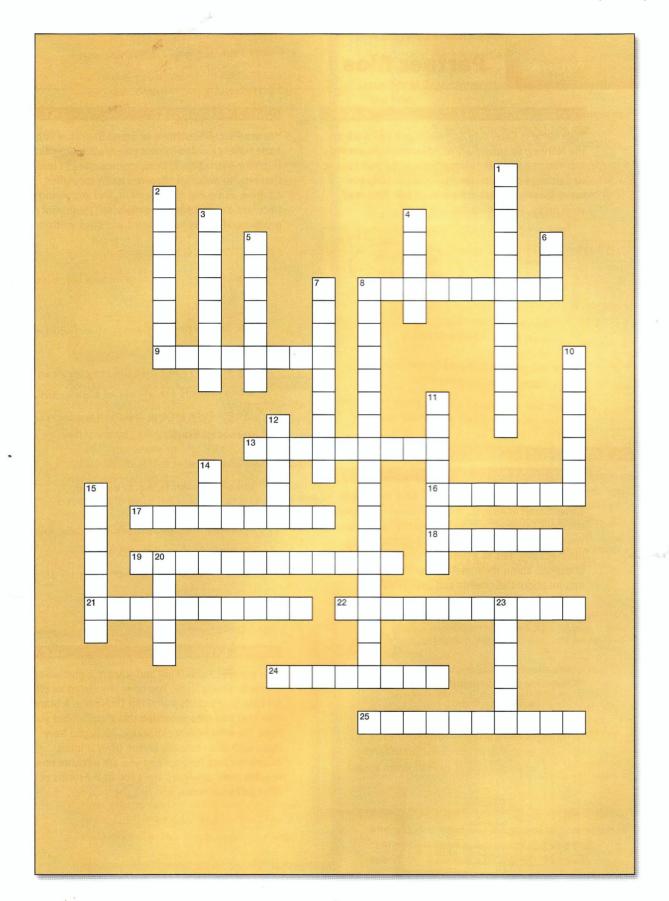
See how much sales and purchasing vocabulary you have learned. Use the clues to complete the crossword puzzle.

Across

- 8 To suggest an option which you believe to be good.
- 9 The amount of money that a company receives in a year from the sales of its goods.
- An event where people who work in the same industry can meet. (2 words -5, 4)
- 16 When you say you are sorry, you make an
- 17 When two parties say yes: to reach an
- 18 A formal offer to supply goods at a particular price.
- 19 When an arrangement is definite, you often get written
- 21 General terms and
- 22 The other companies in your industry which perform the same functions.
- 24 The company which provides you with the goods you need to do your business.
- 25 Asking suppliers to make bids: ... to bid.

Down

- 1 A small bit of thick paper with your name, the name of your company, and your contact details. (2 words 8, 4)
- 2 A reduction in the price of something.
- 3 To describe when the goods will arrive: ... date.
- 4 This is how much you have to pay.
- 5 An event where goods are sold to the highest bidder.
- 6 To make an offer, normally in a tender scenario.
- 7 Those costs which are fixed, regardless of how much you sell.
- 8 RFP is the short form of this phrase. (3 words 7, 3, 8)
- 10 What you have to pay if you do something wrong.
- Similar to a guarantee, where the seller promises to repair or replace the product if there is a problem.
- 12 The basic contract under which all future dealings take place: ... contract.
- 14 The amount of money you have to pay for a particular service.
- 15 A list of the goods you have bought which says how much you have to pay.
- 20 To request goods from a supplier.
- 23 A sales team often has to sell a certain amount of goods, that is their sales



7

Partner A

Partner files

UNIT 1, EXERCISE 12

FILE 01

Your name is Kate/Kyle Gorresdal and you work at the Norwegian subsidiary of International Garments Inc. You need to talk to somebody in the purchasing department at HQ in Florence who can help you order some give-aways for a trade fair. First read your notes. Then make the call.

We need:

No decision yet on budget!

500 pens 300 pencils

- all with our company logo
- delivery in 4 months
- must fit the modern design of the stand
- the colouring should be the same as the company logo
- We need good quality pens the ones we gave away last year were horrible!

UNIT 2, EXERCISE 10

FILE 02

You are Leslie Sorenson and you work for Deyhle Travel GmbH in Austria. You offer travel management solutions for small and medium-sized companies. You are at your stand at the international fair business.org. Talk to a potential new client and ask questions about their business and background. Inquire about their needs and specifications.

We offer travel management solutions for your company! - scheduling flights - handling visas - booking accommodation - arranging international conferences - organizing client entertainment abroad

Regional Sales Director Europe

Deyhle Travel GmbH | Hofgasse | 21077 Graz

Telephone: (43) 0316686739 | Fax: (43) 0316686724

www.deyhle.com | l.soerensen@deyhle.com

UNIT 3, EXERCISE 12

FILE 03

You are Petra/Peter Nolte of Bread Basket, a large-scale bakery located in your country. You are going to phone Marie/Mario Stoll, a purchaser at Clever Catering, to make an offer. You know they offer catering and event management, and you would like to create a contact and hopefully sell them your new products. Here are some notes you have written:

What we sell: bread, rolls and biscuits

Ourstrengths

- We have a range of production facilities worldwide.
- · We also have our own delivery services.
- · Our products are always of high quality.
- We produce locally, thus the products are much fresher.

Our objectives

- Sell new products, e.g. bread and biscuits.
- · Provide other specific products, e.g. for people with diabetes.
- · Possible trial period either in the US or in the Middle East.

UNIT 4, EXERCISE 11

FILE 04

Your name is Paula/Paul and you are a purchaser in Hanse Business Bank. You have requested an offer for New Year's cards from Print Unlimited. A branch manager had recommended this supplier, but you think the offer is very expensive. Also, you have dealt with this company before (they printed business cards for you) and you are not sure how reliable their deliveries are. Look at the terms of the offer and your notes, and ring the supplier.

New Year's cards - offer from Print Unlimited

- 10,000 cards per annum need 6,000 cards only
- · five-year contract only prepared to sign twoyear contract, then perhaps extend
- a selection of three designs to can we have choose from each year 4 or 5 designs?
- delivery to central headquarters OK, but would prefer delivery to six regional by 1 December branches, not just HQ
- · 2,500 high-quality cards need 1,000 only, with envelopes
- initial price offer: €1.50 - price too high: per standard card and €3.00 max price is €1.00 standard, per premium card. €2.00 premium (€2.50 with envelopes)

Important: Require penalty for late delivery (2% reduction in price?)

UNIT 5, EXERCISE 4

FILE 05

You are Joseph/Josephine Peters, a buyer at the Fifth Season Hotel in Manchester, Yours is a first class hotel and you are looking for furniture for the six suites that are reserved for VIPs. You need topquality furniture that reflects your hotel's minimalist and functional design.

You want to place the following order under a frame contract with Martha/Martin Beston at Executive Furniture Inc. in Brussels.

Use the notes below to make a phone call.

Furniture needed (for each of six suites)

| sofa/armchair Tuscan yellow | 1/4 |
|-----------------------------|-----|
| coffee table | 1 |
| desk/chair | 1/1 |
| dining table/chairs | 1/6 |
| sideboard | 1 |
| double bed | 1 |
| bedside tables | 2 |
| wardrobes | 2 |

Wood - Ahorn maple? (MA250R)

Note: goods receiving is closed 12-2 p.m. Gerald Smith will sign for goods. Mobile 0176-245 07 33 Delivery date: middle of next month, not later!!

UNIT 5, EXERCISE 11

FILE 06

First look at the information below and add two of your own figures to lines 4 and 5. Then call your partner and take turns passing on the information you have.

Note: Try to talk about the figures in full sentences (i.e. don't just dictate the numbers) and use language for checking and confirming information.

| Tel | l your partner: |
|-----|---|
| 1 | rise in transport costs of about \$350,000 (US) |
| 2 | increase in prices for raw materials 9.6% (during the last quarter of the year) |
| 3 | delivery problems with article no. HJP50-TT15 |
| 4 | |
| 5 | |
| Tal | ke notes: |
| 6 | |
| 7 | |
| 8 | • |
| 9 | |
| 10 | |

UNIT 6, EXERCISE 14

FILE 07

You work in the purchasing department of Illuminate Inc., a British company which produces lamps. You have received an email from your boss informing you about problems with one of your suppliers, a company in Madrid that supplies all types of promotional material. Read the email below from your boss, then ring the supplier to discuss the problems.

I saw the email from Cards 'n More where they just confirmed the shipment 'as agreed'. We don't have written confirmation of the date! Please note this for next time.

Now the pens have arrived – in the wrong colour. They also have our old company logo, not the new one. This is the second time that we've had problems with this supplier. Last time the product (name tags) was right, but we got the shipment a week late, almost too late for the conference where we needed them! And they sent a bill for additional charges.

Call them and get them to fix the problem. Also, insist on a ten per cent reduction on the total price - for both shipments!

After the conversation, you should receive an email confirming what was agreed. Make sure that everything is correct, and respond by email.

Partner B

Partner files

UNIT 1, EXERCISE 12

FILE 01

Your name is Maria/Marco Arcoletti, senior purchaser in the central purchasing department of International Garments Inc., located at the company headquarters in Florence. You are about to receive a call from Kate/Kyle Gorresdal (one of the Norwegian sales representatives). Take the call and find out what she/he wants.

| To: (Branch Name or Department) | |
|---------------------------------|-------------------------|
| Global Purchasing Department | From: |
| Area 4.5 Marketing Articles | Team: |
| Headquarters, Group No. P 4.5 | Branch No.: NOR 25/01 |
| | Internal Telephone no.: |
| | Date: |
| Requisition | |
| Description and business case | |
| | |
| | |
| | |
| | |

UNIT 2, EXERCISE 10

FILE 02

Your name is Pat Thacker and you work in the Purchasing Department of Aircraft Maintenance Inc., Liverpool. Your company's sales representatives travel internationally and you are opening a new production site in Shanghai later this year. You want to outsource travel management, and are visiting the stand of Deyhle (an Austrian-based company) at the international fair *business.org*. Do they have the experience in the regions you are looking at? Are they able to handle your worldwide business from Austria?



UNIT 3, EXERCISE 12

FILE 03

You are Marie/Mario Stoll, chief purchaser for Clever Catering in Denmark, a company which offers catering and event management in Europe. You are now branching out into the Middle East and are looking for new suppliers to satisfy the demands of your customers. You are going to receive a phone call from one of your suppliers, Petra/Peter Nolte at Bread Basket, a large-scale bakery which supplies high-quality products. Look at the notes you have written and take the call.

Objectives

- · We are looking for a supplier of bread and cookies for our canteens. We need a broad range of dietary specifications: diabetes patients in some of the hospitals we deliver to.
- Requirements: consistent quality level;
 17,000 rolls in the first year and about
 15,000 biscuits in the first year.
 Guaranteed right of return for unused bread, rolls or cookies.
- · Possibility: test products first on the European market?

UNIT 4, EXERCISE 11

FILE 04

You are a sales rep at Print Unlimited. You have already done business with Hanse Business Bank (they ordered business cards from a colleague of yours) but that was a few months ago. As you are also their client (you have all your accounts with them), your branch advisor has passed your name on to the purchasing department. They are looking for a new supplier of New Year's cards. Look at these points from your offer and the comments you've added, and take the phone call.

Offer for Hanse Business Bank

- · 10.000 cards per annum
- · five-year contract - standard
- · a selection of three designs to choose from each year - standard
- · delivery to central headquarters by 1 December
- 2,500 high-quality cards
- can go down a • (initial price offer) €1.50 per standard card and bit: 1.30 standard, €3.00 per premium card. 2.50 premium (without envelopes), 2.70 (with envelopes)

Need to mention that we use recycled paper only (due to contracts with own suppliers)

UNIT 5. EXERCISE 4

You are Martha/Martin Beston and work in the sales department at Executive Furniture Inc. in Brussels. A client is going to call you, and place an order for hotel furniture. Take down the information. Look at your notes below before taking the call.

Specifications (colour and quality of upholstery, type of wood, style?) Contact person? Will he or she be there to sign for the goods? Important: need signed order before order goes to factory!!

UNIT 5, EXERCISE 11

First look at the information below and add two of your own figures to lines 9 and 10. Then call your partner and take turns passing on the information you have.

Note: Try to talk about the figures in full sentences (i.e. do not just dictate the numbers) and use language for checking and confirming information.

| Take n | otes: |
|--------|-------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

Tell your partner:

- 6 decrease in production: 12.6% (over last year)
- 7 question about order no. ATE669/13YG
- 8 Total price for order: €3.562.52 (including VAT)
- 9
- 10

UNIT 6, EXERCISE 14

FILE 07

You work in the sales department of Cards 'n More, a large supplier of promotional material located in Madrid. This is only your fourth week on the job and your company seems to be going through a crisis. You have received a number of emails and phone messages - both from production and from one of your customers, a British company called Illuminate Inc. Read through the messages below. Then get ready to answer the phone when somebody from Illuminate Inc. calls to complain about a problem.

From: Melina Meriopolos (Production)

To: All sales reps

Re: Recent mix-ups

Dear colleagues in sales

I am sorry to inform you that we have recently had quite a few problems fulfilling orders correctly. This was due to our new online ordering system, which was installed last week. It took a while to get it running correctly, but I am happy to say that everything is now working fine so we should have no more problems in this area.

Please note that we are currently in a rather difficult situation with regard to the seasonal rush of orders. As you know, this is the time of the year when we have to process the most orders, and we are having trouble meeting the demand.

Please make sure that:

- a) clients understand this situation and
- b) you do not agree to any delivery time under four weeks.

Melina

Note from controlling:

Illuminate Inc. still has not paid their bill for the 200 watches with their new company logo they ordered last month.

After the call, write an email confirming the solutions you have agreed.

Answer key

UNIT 1

page 5

1 Carol works in sales, Dong-Sun in purchasing.

page 6

Carol: 1, 2, 4-11

Dong-Sun: 2, 3, 5, 6, 8–10, 12

- 2 1 d to fill in order forms
 - 2 c market research
 - 3 f to draw up tenders
 - 4 a to negotiate contracts
 - 5 e delivery date
 - 6 b to handle complaints

page 7

- 3 key account manager sales representative 1 senior purchaser 4 supply chain manager 2
- **4** 1 f 5 c 2 g 6 e 8 3 b 7 d 8 a

page 8

6 They discuss: 2.1, 2.2 and 2.4.

page 9

- 1 sales targets
- 2 increase the sales volume
- 3 specific goals
- 4 ahead of
- 5 improving sales
- 6 sales promotion
- 7 look into; exceed our budget
- 8 corporate clients
- 7 1 are ... on 5 exceed/be above 2 were ... below 6 reach 3 have ... set 7 are ... above
 - 4 revise

page 10

- 8 1 sales volume 5 sales meeting 2 sales force 6 sales figures 3 sales tax 7 sales promotion 4 sales targets 8 salesperson
- 9 (suggested answers)
 - 1 Company credit cards for all flight personnel
 - 2 John Murphy

page 11

- 1 Correct.
- 2 Correct.
- 3 Incorrect. There are suppliers but Dong-Sun wants to offer a better service than just fulfilling John's specific order.
- 4 Correct.
- 5 Incorrect. Dong-Sun will assess and compare the offers.
- 6 Incorrect. John does not complain.
- 10 1agreement6purchase2assessment7request3to compare8to solve4competition9specification5complaint10supplier
- 11 1 comparing 5 assess 2 competition 6 requests 3 suppliers 7 solution
 - 4 specifications

UNIT 2

page 13

Starter (suggested answers)

P: a, d, i S: f, g, h P+S: b, c, e, j

1 1 False 2 True 3 True

- 2 1 And I'm Brigitte. Brigitte Dupont. Pleased to meet you.
 - 2 Well, I found it very interesting. ... yours was definitely one of the more relevant for me.
 - 3 Can I ask which company you are with?
 - 4 *I'm* a senior purchaser at Air South, responsible for engine parts.
 - 5 Do you think that our MRO services may be of interest to you?
 - 6 Well, if you have time next week, perhaps you'd be interested in meeting after the trade fair is over.
 - 7 Could you give me your card?
 - 8 *In the meantime*, would you like to look at our new catalogue?
- 3 (suggested answers)
 - 1 Could you tell me your name, please?
 - 2 Can I ask what business you are in?
 - 3 Would you be interested in meeting next week?
 - 4 Could you just wait a minute while I get my diary?
 - 5 Could you give me your business card/contact information?
 - 6 Don't you work at HT Electronics?
 - 7 Would you like to meet later to discuss the details?
 - 8 Would you like to put your name on our mailing list?

page 15

| 4 | 1 | С | 4 b |
|---|---|---|-----|
| | 2 | е | 5 f |
| | 3 | а | 6 d |

page 16

6 They talk about:

Brussels, sports, work, intercultural differences, beer.

| 1.0 | | | |
|-----|---|---|---|
| 1 | a | 4 | a |
| 2 | b | 5 | a |
| 3 | b | 6 | |

page 17

- What do you think of the trade fair so far?
 - 2 Have you ever been to Wimbledon?
 - Are you planning to stay the whole week?
 - 4 How is the weather in Chicago at the moment?
 - Do you think fairs are different in other countries?
 - 6 Have you had a chance to look around Brussels?

| 1 | d | D | 4 | С | Α |
|---|---|-----|---|---|---|
| 2 | b | E | 5 | | |
| 3 | a | B/D | 6 | e | F |

page 18

| 11 1 | pleasure | 5 | like |
|-------------|-------------|---|---------|
| 2 | appreciated | 6 | suggest |
| 3 | additional | 7 | arrange |
| 4 | attached | 8 | Kind |

page 19

| 12 1 | g | 5 a | |
|-------------------|---|-----|--|
| 2 | | 6 f | |
| 3 | b | 7 e | |
| 2 7 .0 | d | * | |

page 20

- 13 1 It was good to meet you and I also enjoyed your visit at our stand.
 - 2 Thank you very much for the invitation and the opportunity to meet.
 - 3 We would like to hear more about ...
 - 4 Could you provide some information as to the following ...
 - 5 Would 3 April at 11 a.m. in our offices be convenient?
 - 6 I would like to confirm the meeting ...
 - 7 I look forward to seeing you in Bremen.
 - 8 Thank you for your help. Looking forward to seeing you on 3 April.

UNIT 3

page 23

| 1 | 1 | С | 5 | f |
|---|---|---|---|---|
| | 2 | g | 6 | b |
| | 3 | e | 7 | a |
| | 4 | d | | |

- 2 a Marco is trying to sell their new variety of sparkling red wine, Rosso frizzante.
 - b Ines says that she would be happy to meet Marco, and also tells him about the invitations to tender.
 - Marco will send her some bottles of the new wine.

page 24

- 1 are promoting; might be interested
- 2 in finding out
- are convinced; international recognition
- 4 in your new brochure; on your website
- may be of interest
- 6 in a position to offer
- 7 you'll be impressed

| 3 | 1 | C | 4 | b |
|---|---|---|---|---|
| | 2 | d | 5 | e |
| | 3 | f | 6 | a |

- special rates
- 2 to promote our new product
- 3 high-quality
- 4 be of interest
- 5 to place an order
- 6 put out a tender

page 25

4 (suggested answer)

Yes, Marco followed the AIDA approach with the following statements:

A: Well, this month we are promoting some of our products in Europe ...

I: ... did you hear that that we won an international award in Rome last month?

D: ... we are always looking for new high-quality wines.

A: Just let me have our experts look at the Rosso frizzante first ...

| 5 | 1 | S | 6 P |
|---|---|---------|-------------------|
| | 2 | Р | 7 P |
| | 3 | S | 8 S |
| | 4 | S | 9 P |
| | 5 | S | 10 S |
| | а | 3, 5 | c 2,9 |
| | b | 1, 4, 8 | d 6, 7, 10 |

page 27

| 7 | 1 | Service | 5 | Delivery |
|---|---|---------------|---|----------|
| | 2 | Bidding | 6 | Warrant |
| | 3 | Specification | 7 | Shippin |
| | 4 | Budget | ā | |

| 8 | 1 | g | 5 | C |
|---|---|---|---|---|
| | 2 | е | 6 | b |
| | 3 | f | 7 | C |
| | 4 | a | | |

| 9 | 1 | d |
|---|---|---|
| | 2 | g |
| | 3 | f |
| | 4 | C |
| | 5 | e |
| | 6 | a |
| | 7 | b |

page 29

- 1 participate
- 5 trust
- 2 fulfil
- 6 prevent
- 3 recommend
- 7 require
- 4 assure
- 10 (suggested answers)
 - 2 Product availability must be ten years (not five years).
 - 3 We want clear bottles (not green).
 - 4 We want medium-dry prosecco (not dry).

page 30

- **11** They discuss the colour of the bottles, the price and the availability.
 - 1 Do you mean
 - 2 Yes, I see your point.
 - 3 if I understand you correctly
 - 4 That's correct
 - 5 Could you be more specific?
 - 6 Right.
 - 7 So, vou'll get back to me
 - 8 I see.
 - 9 right

UNIT 4

page 32

Starter (suggested answers)

- i Be honest and trustworthy.
- j Look for weaknesses in your opponent's arguments.

page 33

- 1 (suggested answer)
 - b They are negotiating specific parts of the offer.
 - 2 price
- 5 5
- 3 additional
- 6 costs
- 4 five
- 7 limit
- 2 1 duration
- 4 discount
- 2 fee
- 5 terms and conditions
- 3 interim
- 6 calculation

page 34

- a duration
- d terms and conditions
- b discounts
- e fees
- c calculations
- f interim
- **3 a** speaker 3

b speaker 2, 4 **c** speaker 1, 5

page 35

- 4 1 leased; would receive
 - 2 increased; could lower
 - 3 agree; will need
 - 4 agreed; would be able to
 - 5 buy; receive
 - 6 extended; would you reduce
 - 7 is; will send

page 36

6 a False: she has no problem with the price. Her main objection is the long leasing period.

- b False. Rachel is willing to reduce the leasing period but would have to ask more for the property. There does not seem to be much competition for the property at the moment.
- c True.
- 1 in the ballpark
- 2 enables us; best interests
- 3 understand
- 4 could accept
- may have a point
- 6 not with you
- 7 beneficial; acceptable
- 8 may be a possibility

page 37

- 7 1 receiving
 - 2 offered
 - 3 differ
 - 4 suggested
 - 5 accept
 - 6 enable
 - 7 reduce

| 8 | С | X | g 🗸 |
|---|---|---|-----|
| | d | 1 | h 🗸 |
| | e | X | i 🗶 |
| | f | X | į X |

page 38

(suggested answers)

- 2 b: I share your views completely. / h: I agree.
- 3 j: Unfortunately I can't agree with you there. / a: I see it a little differently. / f: I really can't agree with that.
- 4 g: Yes, I'm absolutely in favour of that option.
- 5 e: Up to a point we could accept that / i: Normally we could accept that
- **9** 1 a
- 3 b 4 a
- 2 b 4

Yes, they've managed to reach agreement. (See email on page 39 for a summary of the conditions.)

page 39

- 10 Yes, everything was mentioned.
 - 1 appreciated
- 5 down payment
- 2 reach
- 6 confirm
- 3 summarize 4 fee
- 7 opportunity8 continuing

- 12 The following words do not fit:
 - 2 reduce
 - 3 lower
 - 4 calculate
 - 5 extend
 - 6 a contract
- 7 a relationship .
- 13 1 increase
- 6 proposal
- 2 discussion
- 7 calculation
- 3 benefit
- 8 signature
- 4 difference 5 summary
- 9 reduction 10 extension

UNIT 5

page 42

- 1 1 Tokyo
- 2 400
- model 6 frame
- 3 XPQ12
- 13,000 8 two
- 4 Osaka

page 43

2 Call 1

- 1 would like to order
- 2 manage delivery
- 3 just make sure
- 4 I'll fax you

Call 2

- 5 ready to place
- 6 write this down
- straight away
- 8 'll be in touch
- 3 1 frame contract; place of delivery
 - 2 shipment; invoice; delivery
 - 3 specifications
 - 4 method of payment
 - 5 signed order

page 44/45

- 5 1 b 2 f
 - 3 d 7 e
 - 4 g

page 46

6 Across Down 2 currency 1 payment terms

- 5 delivery note 2 confirmation 7 contact 3 warehouse
 - 4 VAT 6 value
- 7 1 True.
 - 2 True.
 - 3 False. Anna wants to make three changes (two corrections and one addition).

5 C 6 a

- 8 All except 2 and 6 are in the dialogue.
 - a: 1, 3, 7, 8
 - b: 2, 4, 5, 6

page 47

- (suggested answers)
 - 1 I'll enter the changes into the system
 - 2 could you please tell me the order number?
 - 3 I need to change the order.
 - 4 I'll need written confirmation as well.
 - Could you tell me which items are incorrect?
 - 6 Could I also ask you to add another item to the order?
- 10 1 82\55WR60
 - 2 a total of 136,587; 13% (or per cent)
 - 3 £18,500
 - 4 850,000; 1.9 million
 - 5 item number (or item no.) 17YTE-38R; 3.8 mm
 - 6 €128,876.78; 19%; €153,363.37

page 48

| 2 1 | e | 5 | a |
|------------|---|---|---|
| 2 | h | 6 | d |
| 3 | f | 7 | g |
| 4 | C | 8 | b |

- 1 subject matter of the contract
- 2 binding agreement
- 3 reserves all rights
- 4 liable for any damages
- due date
- 6 interest on arrears
- 7 invalidate any other clauses and regulations
- 8 revoke this contract

page 49

- 13 (model answers)
 - 1 They need to pay within fourteen days of receiving the articles. If they pay late, they have to pay four per cent interest.
 - The contract is not invalid if one clause is deleted.
 - 3 We can select a third party to deliver the goods but, in this case, the third party is responsible for any damages.
 - We can get out of the contract if Phone Europe breaks any of the clauses.

UNIT 6

page 50

1 Call 1

Problem: They ordered ten sensors of one model, but got twenty of another. Response: The supplier will deliver the correct

sensors by Friday.

Call 2

Problem: Computer network is not working. Response: Production will send a technician by noon.

| 1 | C | 5 b |
|----|---|-----|
| 2 | a | 6 e |
| 3 | f | 7 g |
| 1. | | 8 4 |

- 2 Yes, the speakers follow the three-step approach when making their complaints.
- 3 1 I'm afraid that there's a problem with the invoice.
 - 2 I'm afraid this delay will cause us problems.
 - 3 We haven't received the shipment yet.
 - The shipment should have been sent to Moscow.
 - Unfortunately the program is still not working.
 - I can understand that this is frustrating for you.
 - Can you confirm that someone will be here
 - Your technicians should have fixed it yesterday.
 - Unfortunately there seems to be a mistake with the order.

page 52

4 Problem: Wrong paper shipped (wrong watermark

Solution: Correct paper will be sent by special delivery the next day

- 5 1 understand your situation
 - 2 a priority for you
 - 3 May I just ask
 - 4 exactly do you mean
 - 'll speak directly
 - 6 'll make sure
 - 7 personally
 - a 1, 2

b 3,4

d 6,7

page 53

- 6 (suggested answers)
 - 2 I realize that must be difficult.
 - 3 What exactly is the problem?
 - 4 Would that be/Is that convenient for you?
 - I'll make sure you get it next week.
 - 6 I will personally sort it out immediately.
 - 7 I'll get back to you on Friday about the discount.
- 7 2 'll make sure
- 'll confirm
- 'll deliver
- 'll receive
- 4 'll fax

page 54

- 9 1 False. There is a frame contract: LIGFC 25230 of 10 February 2009.
 - 2 True.
 - 3 False. The delivery date was not confirmed.

 - False. Linda asks for compensation, but Ineke de Bruin has not yet responded.
- 10 a description
 - b compensation
 - c confirmation
 - d information
 - e delivery
 - shipment

page 55

- 1 information
- 4 describe
- 2 shipped
- 5 deliver
- 3 confirm
- 6 compensation
- 11 1 Please accept my apologies ...
 - 2 I very much regret the frustration and problems this has caused you.
 - 3 The delay was caused by ...
 - 4 The missing items will be delivered by special courier ...
 - I would like to offer you ...
 - Again I regret the inconvenience ...

page 56

- 12 1 regret
 - 2 comply; forced
 - 3 assured
 - forced
 - formally
 - 6 directly

13 (suggested answers)

Email 1

Please accept my apologies for the incorrect delivery. I realize that this must be very frustrating for you. Please be assured that we are doing everything we can do here to fix this problem, so that this situation will not happen again.

We will of course cover the extra costs. As a sign of our goodwill, we would also like to offer you a ten per cent discount on your next order.

Once again, I regret the inconvenience we have caused. If you have any further requests, please speak to me directly, and I will personally handle the situation.

Email 2

Please accept my apologies for the recent late payments. We have meanwhile installed a new system to handle invoices, so I can assure you that this kind of delay will not happen again. Regarding your messages, there must have been a mix-up, which I will sort out here.

I will personally make sure that the invoice plus charges is paid before the end of this week.

pages 58/59

Test yourself!

Across

- recommend
- turnover 9
- trade fair 13
- apology 16
- agreement 17
- tender
- confirmation
- conditions
- 22 competitors
- 24 supplier
- invitation
- 5 6 bid

Down

3

4

price

overheads

1 business card

discount

delivery

auction

- request for proposal
- penalty 10
- 11 warranty
- 12 frame
- fee 14
- 15 invoice
- order
- 23 target

Transcripts

UNIT 1, EXERCISE 1

Well, first of all, I am constantly telephoning people and writing emails. You have to maintain contact with your clients if you want to succeed. This means that I also often visit them to present our products or to make offers. I go to a lot of trade fairs too, both to look for new contacts and to keep in touch with old clients. One thing I find quite difficult is negotiating contracts, you know, agreeing the terms and conditions of the sale. That can sometimes be tricky. And of course handling complaints is not my favourite task either, although I try to see complaints as an opportunity to improve my relationship with the customer.

In the office I spend a lot of time doing market research the tools we have nowadays are excellent – and also looking at tenders that we may want to make a bid for. I also need to liaise with various internal departments, especially R & D and our production department. Close contact with them is important for making sure our company delivers the service that our customers are looking for.

Dong-Sun

A lot of my work involves writing and checking written information. We have to fill in order forms, deal with the correspondence and invoices we get, and check the details, like delivery dates and so on. I spend a lot of time collecting and comparing offers from suppliers, which means quite a lot of analysis work. And of course I have to write lots of emails - most of these are in English - and also draw up tenders and invitations to bid. Doing market research also means we have to write lots of reports for other departments in our company.

But the job isn't only a lot of paperwork; I also get out to meet people. I enjoy visiting trade fairs, for example, as it is a chance to look at the new products on the market and meet with the suppliers directly. I am also often involved in negotiations with our suppliers. For this we need to liaise closely with the business unit which has placed the order. Our department is basically responsible for making sure that our colleagues have everything they need to do their jobs.

UNIT 1. EXERCISE 6



James

So, what about the sales meeting last week? Carol How did it go?

> It was very good, actually. They're still working on the minutes but Iris asked me to

fill you in on the main points. Good. Carol

Well, first of all, Chin-Sun has revised our James sales targets.

Oh, really? So how do they look now? Carol

lames Well, the targets are quite challenging, actually. She wants to increase the sales volume by ten per cent overall. I think she's under pressure from management.

Carol Yes, maybe you're right.

James

There are also some specific goals for the various regions. For example, there are going to be two new facilities: one in Dubai and one in Beijing. Apparently, we are planning to make a big push in these areas, and management thinks the time is right.

Carol Maybe it's the right attitude to have at the moment. It would be nice to really enhance our image internationally. It certainly means we'll be ahead of our new targets, if it all works out, that is.

So, what else? India is going extremely well James and most of the other areas are only just below target. The only problem is, as you know, our South American business.

Right. Did Chin-Sun present my ideas for Carol

improving sales there?

Yes, she did. Headquarters agreed that we lames should offer more scheduled flights and also start selling charter flights for some clients. It won't be easy to turn the situation around, apparently, but it is possible.

Carol We will also need a sales promotion specifically for the region, perhaps something like an early booking discount. I'll look into that, although I'm afraid it might

exceed our budget. Maybe, but you're right, we should look into it. We definitely need to pull in more orders

OK. I could also contact the corporate clients Carol in my area and present our new offers to them. That way we'll bring in new orders, I'm

Good idea. I'll do the same. Oh, look at the James time. I'm sorry but I've got to run. Perhaps we can talk more later.

OK, no problem. Thanks a lot, James. See Carol you later.

Bye. James

UNIT 1, EXERCISE 9

John

lames

Interflights. Hello.

Dong-Sun Hello. It's Kim Dong-Sun from purchasing here. Could I speak to John Murphy, please?

Speaking. Hi, Dong-Sun. Iohn

Ah, good morning, John. Do you have a Dong-Sun moment to talk about your request for company credit cards?

John

Ah, yes. Right. Thanks for getting back to me. No problem. So, I understand you want all Dong-Sun flight personnel to be able to draw cash in

foreign locations.

Yes, that's right. Is there a problem? I typed John all the specifications into the system yesterday. Are there no suppliers for that

kind of service?

Dong-Sun No, that's not it. As you know we have some new policies here. We want to offer a better service than just fulfilling your specific order. It is our goal to solve your problems by what we purchase. So could you help me understand the reason for the order? I understand the crews need to stay overnight a lot and in some places they need some cash.

John That's right. Our people fly to different places around the world. Sometimes they might also have a stop-over where they need cash for a drink or a paper or even local transportation.

Dong-Sun OK, in that case there could be a number of solutions. We could provide them with special debit cards. Or we could give our partner hotels the facility to pay a limited amount of cash to our crew and then claim this back from us.

John Interesting. I must admit I hadn't thought of that option.

Dong-Sun OK, what I'll do then is contact a couple of possible suppliers and arrange to get some offers. We can then compare them to see which gives us the best solution. Also, I can talk to different kinds of suppliers - not just for the credit card solution – thereby increasing the competition. It should mean we can find an even cheaper solution.

John Sounds good. Is there anything you need from me?

Not at the moment. Thanks for your time. Dong-Sun Bve. John.

Right, talk to you later, then. John

UNIT 1, EXERCISE 11

So I wanted to update you all on the situation with the various offers purchasing has received for credit cards for the international flight crew. Dong-Sun's team is currently comparing these offers. The competition is very tough at the moment, which is of course good for us. Not all suppliers were able to meet our specifications, so they were able to exclude some offers straight away. They will have to assess the rest very carefully and perhaps put in some requests for more information. But the people in our purchasing department are very thorough, and I'm sure they will find the best solution for us.

UNIT 2, EXERCISE 1

Brigitte Donald Brigitte

Donald

Hello, uh, Mr Adams. Do you have a minute? Yes, certainly. But please call me Donald. And I'm Brigitte. Brigitte Dupont. Pleased to

meet you. Pleased to meet you too, Brigitte. So, how did you like the presentation?

Brigitte Well, I found it very interesting. I've listened to many presentations this week, as you can imagine, and yours was definitely one of the more relevant for me.

That's good to hear. I tried to give a good Donald overview of our range of products. Can I ask which company you are with?

Brigitte Of course. I'm a senior purchaser at Air South, responsible for engine parts.

Air South, right. That's very interesting. Do Donald you think that our MRO services may be of

interest to you?

Brigitte Well, that's why I wanted to talk to you. We're actually looking for new partners at the moment. I would need more details about what you can offer, of course.

Donald Yes, I can understand that. This is perhaps not the best place to discuss details, though. Doesn't Air South have an office here in Brussels?

Yes, that's right. I'm actually based here in Brigitte Brussels, although I'm quite often on the road.

Donald I see. Well, if you have time next week, perhaps you'd be interested in meeting after the trade fair is over. I'd really like to hear more about your company and could give you a more detailed presentation of what we offer.

Brigitte Yes, that's a good idea. Next week would work well. Then some of my colleagues could be there too.

Right. Could you give me your card? Then I Donald can ring you on Friday to set up an appointment for next week.

Brigitte Good. And meanwhile I'll speak to my colleagues and see what time is best for us. So, here you are.

And here's mine. Great, Brigitte, I'll ring you Donald as soon as the fair is over.

Brigitte Good, I'm looking forward to hearing from

Donald In the meantime, would you like to look at our new catalogue? It has short descriptions of all the new products we're launching.

Thanks. I've already taken one. It was nice to Brigitte meet you, Donald. Goodbye.

Donald Good bye, Brigitte. Talk to you soon.

UNIT 2, EXERCISE 6

Brendan Rainer

Sorry, is this seat taken? No, no. Please, feel free.

Brendan Thanks.

Nice pub, isn't it? It reminds me very much of Rainer

Brendan Yes, me too. Is that where you're from? No, I'm from Germany, but I often go to Rainer England on business.

Brendan Really? I'm actually from Liverpool, and this sort of pub makes me feel right at home.

Rainer Yes, I can imagine. Have you had a chance to look around Brussels while you've been

here?

Brendan Well, yes, a little. I think it's a nice place to have a fair, don't you?

Rainer Yes, I like coming here a lot. There are quite a few of these comfortable pubs with very good beer and live football matches on TV. Um ... are you interested in football?

Brendan Yes, I am actually. Liverpool's my team. Rainer That makes sense. And Werder Bremen's Marco But, first of all, did you hear that we won an mine. Bremen's my hometown. international award in Rome last month? Of course. By the way, I'm Brendan - Brendan Ines Yes, I did, actually. Congratulations. Brendan Johnson. I'm with Aircraft Maintenance Inc., Marco Thank you. We were very pleased. I mean, we in Liverpool. are convinced of the quality of our products, That's a coincidence. I'm also in the airline of course, but it's quite nice to receive Rainer international recognition. The award we won industry. Rainer Noack's my name. I'm a buyer at Low Cost Flights International in was for our new variety of sparkling red wine, Bremen. Rosso frizzante. Have you heard of it? Yes, I saw it mentioned in your new brochure **Rrendan** Nice to meet you. So, how's your fair so far? Ines Good. I've been trying to find new suppliers and I read something on your website. Rainer for special overhauls so I've been guite busy. Marco Great. It's an exciting product, isn't it? Do you I know what you mean. You know, there think this wine may be of interest to you and Brendan certainly are a lot of German companies here. your clients? It always amazes me how much in-depth Ines Well, as you know, Marco, we are always looking for new high-quality wines. But I'm information German business people provide not sure we're really looking for this type of at these fairs. They always seem to get right wine. It may be a little too, let me say, exotic, down to business. True. We Germans want to deliver solid data, for our customers. Rainer Yes, I can understand your point. I admit it is with lots of facts and specifications. We don't Marco want to waste time on a lot of unessential an unusual wine, but we're very confident that people will enjoy it, and it is perfect for talk. Brendan That's interesting. For me the 'unessential the forthcoming spring and summer seasons. talk' is often the most interesting. I see trade Ines Hmm. You have a point. By the way, Marco, fairs as a place to get to know people, to we will be putting out tenders soon for the next season, so your call is just in time. make contacts, and not just to discuss the specifications of a particular product. You That's great. We will definitely want to put in Marco can always talk about details and the nittya bid. You know, Ines, I can tell you now that we are in a position to offer you special rates gritty later. for your first order, but I would prefer to Rainer Yes, I see your point. So, you're looking for suppliers. May I ask if come to your office and discuss the details Brendan you already have some information about my with you. Then I could also tell you about company? some of our other products. I'd be happy to meet you, Marco. Just let me Rainer No. I don't think I do. Ines You know, you might be interested in our have our experts look at the Rosso frizzante Brendan first and, if we are still interested, we could brochure. Will you be staying at the fair long? Yes, till Friday. meet after that. Rainer That would be great. I will send some bottles Good. Perhaps I could come by your stand Marco Brendan today for them to check. Perhaps we could some time and I could brief you on our products. I think we could have what you're meet in about two weeks. Is that enough time? looking for. That sounds fine. How about tomorrow Ines It should be. I'll give you a call when we're Rainer afternoon? Thanks. I look forward to hearing from you. Brendan That sounds great. Marco Here's my business card, and I'll just write And I'm sure you'll be impressed with this Rainer down our stand number. At around 3 p.m., wine, Ines. OK, Marco. Thanks for the call. Bye now. Ines That sounds good. Now, tell me, what's your Marco Goodbye. Brendan favourite Belgian beer? ...

10

UNIT 3. EXERCISE 2

Clever Catering, Purchasing Department. Ines Ines Stoll speaking. Marco Good morning, Ines. It's Marco Falcone of Vino Rubinetto here. Do you have a moment? Yes, of course, Marco. It's nice to hear from Ines you. How have you been? Fine, but busy. You know how it is. Marco Yes, sometimes it all seems to come at once. Ines Anyway, what can I do for you? Well, this month we are promoting some of Marco our new products in Europe, and we thought Clever Catering might be interested. Yes, of course. We're always interested in Ines

finding out what's new.

UNIT 3, EXERCISE 11

we requested.

Marco, I'm afraid there are some differences Ines between your offer and what we asked for in the RFP. Do you mean clear bottles versus green? Marco Yes, that's one of the differences. You know, Ines we just don't like the idea of starting with green bottles and changing to clear, as you suggested in your offer. Yes, I see your point. Well, I have some good Marco news on that. We've spoken to our supplier again and it seems they can deliver the clear bottles earlier than expected. So, if I understand you correctly, you will be Ines able to supply both wines in clear bottles as

Marco That's correct, yes. Well, that's good. OK. The next thing is the Ines price. The price? Could you be more specific? Marco Well, especially for the sparkling red it's quite Ines high, and definitely not within our budget. Marco Well, I did give you a range of prices depending on the quantity purchased ... Ines Right. ... and 26 euros really is a good price. Marco Remember, it's a high-quality wine and quite unique. But I'll see what I can do. So, you'll get back to me on that? Ines Marco Yes. Ines Good. OK. Next there's the availability. Excuse me, the what? I didn't catch that. Marco Availability. We need wines that are available Ines for at least ten years. Marco I see. And in our offer we said five years, right?

UNIT 4, EXERCISE 1

That's correct.

problem is that ...

Ines

Marco

Hello Gabi. Good to see you again. Gavin Gabi You too, Gavin. How was your journey? You drove down from Hamburg this morning, didn't you? Gavin Yes, that's right. Everything was fine. The

German highways really are excellent if there are no traffic jams of course. You're lucky you missed the rush-hour traffic Gabi

Well, that's a bit more complicated. The

- that's the worst. Can I offer you tea or coffee?

Gavin Tea, please. ... Thank you.

And here's sugar and milk if you need it. OK, Gabi let's get started, shall we? I'd first like to summarize what's happened so far, if that's all right?

Yes, good idea.

Gavin Gabi

Right, well, as you know, we've decided to lease a new fleet of cars for our management. You've seen our specifications, and I've received your offer.

Gavin Yes, and what is your reaction?

Well, in general, it seems fairly competitive, Gabi but we feel the overall price is too high. You know, we've received an alternative offer with almost the same terms and conditions, and

for a very good price.

Gavin Can I ask what they're offering? Gabi

Well, one major point is that if we leased from them, we would receive all the types of cars that we need, without any additional fees for special cases. For example, they would not charge us extra for the four or five cars with right-hand drive that we need for Britain and Ireland.

Right. I see. Maybe we could do something Gavin there. How about this? If you took just five more cars in that region, we could lower our offer by five per cent.

Gabi How is that possible?

Gavin With a higher number of cars, we could pass our tax advantage on to you.

Gabi OK, sounds good. But if we do that, if we order five more cars, we will also need a reduction in the overhead costs for repairs and maintenance.

Gavin What you have in our offer is already a very competitive fixed price for each repair.

Gabi Yes, well, but I was thinking, if you gave me the annual overhauls plus the mounting of winter tyres free of charge, we could shift these costs so that they come under the budget for leasing more cars in the UK.

Aha, if I had known of that possibility, I would Gavin have offered you our special repair insurance. You see, when you pay the monthly fee for repair insurance, we cover all costs for inspections and repairs due to wear and tear. With the additional winter package, everything would be covered.

Gabi That sounds very good. I will obviously have to do the calculations again. There is just one last thing. If we extended the duration of the contract by another four years, would you provide us with another five per cent discount on the overall price?

Gavin Hmm, five per cent sounds a little high. I would say four per cent is the limit there, but let me get back to you. In the meantime, I'll send you the conditions for the insurance and an interim summary of our agreements by the end of this week.

Gabi That will be fine. I'll call you early next week, and let you know how the calculations work

Gavin Good. Hopefully we'll be able to sign the contract next week. Meanwhile, Gabi, I had a question about something else ...

UNIT 4, EXERCISE 3

A The product is exactly what you're looking for, isn't

B Yes, we're happy with the product, but the price you offered is a little high at the moment. Is there any way you could reduce the price, say with a discount?

A Well, if you bought another 10,000, we would reconsider our offer.

A We could think about the delivery dates, perhaps? B What do you mean?

A Well, maybe we can agree to order the items in the next few weeks if you think you can come down a bit on the price.

B We will certainly reduce our price if you buy before the end of the month.

A We obviously want to create long-term relationships with our customers.

B Yes, but I'm sure you agree that we also need some benefits for the relationship to continue. Can you guarantee us cheaper prices if we continue to order from you?

A Certainly. Our clients always get discounts when they stay with us over time.

- A We've really gone down to the lowest possible price now, I'm afraid.
 - B But it's still not as good as the offer in terms of the service provided. And we've already discussed the fact that the repair costs, for example, will really be very minimal.
 - A That is correct. Of course we're convinced of the quality as well, so I'll include repair costs in our offer if you accept the price as it is.
- - A We've been mostly happy with the product so far but, of course, we are always looking at our options. So, in this case, in order to continue ordering from you, we would need these small changes to the contract.
 - B But we're not sure that this will still be profitable for us if we agree to these changes.
 - A I'm sorry, but we really have no choice. We could only extend the contract if you agreed to all the terms.

UNIT 4, EXERCISE 6

Laura

So, as you know, I'd like to discuss some of the terms in the offer you sent.

Rachel Laura

Yes, what is your overall impression? Well, compared to the other offers we've received so far, it's certainly in the ball park. But, as I said, we need to discuss some of the

details.

Rachel Laura

OK, where would you like to start? Perhaps with the leasing period. It is very

Rachel

Yes, I agree. That enables us to offer you a better price, which I'm sure is in your best

interests, isn't it?

Laura

Normally it is, yes, but unfortunately not in this case. You see, the maximum leasing period was fixed by our board of directors.

Rachel

Ah, I understand your difficulty. However, the period we are offering is the standard term here in London. If you want to differ from that, we will have to increase the leasing

Laura

Normally we could accept that, but I think we also need to consider that the building has been empty for the past three months and there seem to be no other interested parties.

Rachel

You may have a point there, but the leasing period is an extremely important factor in setting our price. Maybe we could set a dynamic rate, based on your turnover at

these premises.

I'm sorry. I'm not with you. What exactly are Laura

you proposing?

Rachel

Laura

Well. we could fix a basic rate that is lower than our current offer. But then we would receive a percentage of your turnover. If the café is the success we're all hoping for, it will be beneficial to both you and us. Would that be acceptable?

That may be a possibility, but I would have to talk to my boss about it and get back to you. On the next point, ...

UNIT 4, EXERCISE 9

Gavin

The way I understand the situation at the moment is that you are generally happy with all the terms of the contract; it's just the price which remains a problem.

Gabi That's right, Gavin. We would like to create a long-term partnership. That is certainly in our best interests. But in order to start that, we

really need a lower price.

Gavin I can understand the price issue is important for you, Gabi, and we are also looking at becoming your long-term partner here. However, both parties have to benefit for that to work. Don't you agree?

Yes, of course. But what can you offer us in Gabi

relation to the price?

Gavin Well, we can reduce the total price by five per cent if we receive a down payment of at least a third of the annual turnover within seven days of signing the contract.

Gabi You know, Gavin, that we expected six per

cent, not just five per cent.

Unfortunately we really can't go any further Gavin with the overall price.

Yet you are still above the other offers, if that Gabi

is your last word.

Hmm. There is one last possibility. So far we Gavin have not talked about one-day registration.

That means we would register the car formally under German law and deregister it

the next day. Thus we could offer them to you as used cars at a lower price.

Is that because you would then receive state Gabi

subsidies? Yes, that's right. That should enable us to Gavin

offer you the six per cent you need.

Well, it sounds fine to me. I'll check it Gabi internally and get back to you, but I don't see

a problem at the moment.

All right, I guess that's it, then. All other Gavin details will have to be dealt with on the basis of our standard terms and conditions.

Agreed?

That should be fine. I'll check with our Gabi lawyers and confirm it for you as well. Thanks. I'm happy we've found a solution, Gavin

Gabi. I'll send you an email tomorrow summarizing our agreement. Then our lawyers can draft the contract.

UNIT 5, EXERCISE 1



Call 1

lean

Jean TEGID, Jean Duban speaking. Hello, Jean. It's Junko from JapanCom in Junko

Tokyo. How are you this morning? Oh fine, Junko, thanks. And yourself? lean Junko Not bad. At least the sun is shining today.

Yes, here too – a nice improvement. So, what can I do for you today?

We would like to order some USB adapters Junko for our network - both the XPR14 and XPQ12

models.

Jean OK. Let me just write this down. So, model number XPR14: how many do you need?

We need 400. And then for model XPO12. lunko 250. Can you manage delivery to our office in Osaka by Friday morning? Jean Yes, of course. That's no problem. So, let me just make sure I've got everything down right. So, that's model XPR14, 400 units, and XPQ12, 250 units, to be delivered by Friday morning to Osaka. Yes, that's right. lunko Fine. I'll fax you a model contract lean immediately. As soon as we get that back with your signature, we can send off the shipment. Junko OK. That sounds fine. Thanks, Jean. lean My pleasure, Junko. Bye. Junko Bye. Call 2 Phone Europe. Alex Beck speaking. Alex Hello, Alex. It's Jean Duban at TEGID in Lyon. lean I've just received your message. Alex Hi, Jean, Yes, thanks for getting back to me. As I said in my message, we are ready to place our first order under the frame contract. That's great, Alex. Let me just find a pen so I Jean can write this down. OK, go ahead. OK, we'd like to have 13,000 extension leads. Alex lean Sorry, Alex. Did you say 13,000 or 30,000? Thirteen. One three. Alex lean OK, 13,000. Yes, that will be fine. Obviously we need to talk about the delivery date. If I remember correctly, we promised we would deliver that quantity within two months.

Alex Yes, that's correct.

Good. I know our production unit is ready so Jean I'll pass the order on to them. But you will email us the form as required, right?

Of course. I'll email it to you straight away. Alex That's great, Alex. I'll be in touch to let you Jean know how things are going.

Thanks, Jean. Have a nice day.

Jean You too, Alex. Bye.

UNIT 5, EXERCISE 7

Alex

Roberto

Anna

Roberto

Fashion Mode. Roberto Branca speaking. How can I help you?

Hello, Roberto. Anna from Stores Anna International in Leeds here. How are you? Roberto

Hi, Anna. I'm fine, thanks. You too, I hope. So, I saw your first order two days ago.

Yes, that's actually why I'm calling. I need to Anna change the order, but I'm not sure if the online tool for doing that is ready yet.

Sorry, Anna. Unfortunately that's right. It Roberto should be available next week as soon as all the features of your client access have been installed. But it's no problem. I can type the

changes into the system here.

OK, thanks. But I'll need written confirmation

Yes, of course. I'll enter the changes into the system and the software will automatically

generate a confirmation email. Would that be OK?

Anna Oh, absolutely,

Roberto So, first, could you please tell me the order number?

Anna Yes, it's WCooo1-128ih.

Roberto OK, one moment. Right, here it is. So, what do you need changed?

First, I have two corrections. One is the place Anna of delivery for item number seven. It ought to be Brighton, not Birmingham.

Brighton. OK, I've got that. And the second Roberto

change?

The women's T-shirts should be light green, Anna

not light blue.

Roberto Right. That's article number six - I've changed that to light green.

Anna Wonderful. And finally, could I also ask you to add another item to the order?

Roberto Certainly.

Can we have 2000 women's jeans, black ... Anna Roberto Black, did you say? Not blue like those for

the men?

Anna No. no. black is correct. That's model number IM-15K. They should be delivered on 9

November to Leeds.

Roberto OK. Is there anything else I can do for you? Anna No, that's all for now. Thanks, Roberto. Roberto My pleasure. And as I said, you should be

able to do this kind of thing online by the end of next week. And if it still doesn't work then, iust let me know.

Anna Great, Roberto, I really appreciate it. Thanks again. Bye.

UNIT 5, EXERCISE 10

1 The order number is 82\55WR60. Have you got that?

2 The sales have been great. So far this year we've sold a total of 136,587 units. That's an increase of 13 per cent over last year.

3 Good news. We can save up to £18,500 each quarter if we switch suppliers.

4 I'm pleased to report that this facility was able to increase its output from 850,000 to 1.9 million last quarter.

5 I have a question about one of the items you ordered. It's item number 17YTE-38R, the 3.8 mm cable.

6 The net total for your latest order is €128,876.78. With the Dutch VAT of 19%, this gives you a gross total of €153,363.37.

UNIT 6, EXERCISE 1



Call 1

Seller

Buyer There seems to be a mistake with the shipment.

Seller Oh, sorry to hear that. What exactly is the problem?

Well, we placed an order for ten sensors, Buyer model number TZ20, but instead we have

received twenty TZ10 sensors. I'm afraid this delay is going to cause us problems. Yes, I can understand. We will of course send

the correct models as soon as possible. Buver Sorry, but I need something more specific so I can tell our customers. Can you manage

delivery by Friday? That would be our

absolute deadline.

Seller Yes, of course. I can confirm that you will receive the sensors first thing Friday

morning.

Call 2

Customer We called you vesterday morning about the network you installed. I'm afraid that it's still not working correctly.

Oh, that's strange. I asked our service team Sales to send a technician to take care of it immediately. Somebody should have fixed the problem yesterday.

Well, I haven't seen any technicians, and I Customer must say I'm getting rather annoyed. Our mail order unit still can't access the system, and it's costing us money.

I realize this must be frustrating for you. How Sales can I best help you?

I need someone here by noon or else we will Customer have to consider switching to a different system.

By noon? That should be no problem. I'll Sales personally get on to the service unit immediately and make sure they take care

Customer Can you confirm that someone will be here by noon? We can't afford any more delays.

Yes, I understand. I can assure you that the Sales technician will be on your premises before twelve o'clock.

Customer OK, thanks.

UNIT 6, EXERCISE 4

25

Alena Hello. Alena Novák speaking.

Hello, Alena. It's Linda Matthews at Logistics Linda International here.

Hello Linda. How are things in Glasgow? Alena Well, not so good. Unfortunately, there's a Linda problem with the latest shipment.

Oh, I'm sorry, Linda. What seems to be the Alena problem?

Linda We ordered your special premium paper for our copiers and printers a week ago, but we've received the wrong paper, and we have some very urgent orders coming up.

Right, I understand your situation. Of course Alena you can't send out your material with the wrong paper.

Linda No we can't, and our deadlines are

approaching.

OK, Linda, I realize this is a priority for you so Alena I'll see to it immediately. May I just ask you a few questions first?

Linda Yes, sure.

What exactly do you mean by the wrong Alena paper? I mean, is it the thickness, the size, the colour, or the quality?

Actually, the major problem is that the paper Linda has a watermark that's not ours. Also, the paper's standard white instead of cream white as ordered.

Right, and can I just ask one more thing? Alena I see from my documents that you also ordered shipments of standard white paper. Is that correct?

Yes, that's used for internal documents. But Linda we ordered the other type of paper last week. Alena Of course. There must have been a mix-up. I'll speak directly with Production and arrange a special delivery to you by 10 a.m. tomorrow. Would that suit you?

That's fine. I think we can wait until then. Linda Can you guarantee that delivery time?

Alena Yes, absolutely!

We really can't afford any more problems. Linda I understand. I'll make sure the shipment is Alena at your location no later than 10 a.m. tomorrow. I'll also fax you a copy of the original order. Could you please fax it back to me immediately with your signature for confirmation?

Yes, that's no problem. Linda

Alena Thanks, Linda. I'm really sorry about this and I'll personally make sure you get the right paper tomorrow.

Linda Thanks, Alena. Bye. Bye, Linda. Alena

A-Z word list

| | Translation | | | Translation |
|--|-------------|---|---|-------------|
| A in accordance with [In ə'kə:dəns wið] to achieve [ə'tʃi:v] acquainted, to get ~ with [get ə'kweintid wið] apology [ə'pɒlədʒi] appointment [ə'pɔintmənt] to appreciate [ə'pri:ʃieɪt] approval [ə'pru:v] to approve [ə'pru:v] assessment [ə'sesmənt] to assure [ə'ʃəə] to attach [ə'tætʃ] | | | to enable [ɪ'neɪbl] to enhance [ɪn'nɑːns] to establish [ɪ'stæblɪ]] to exclude [ɪk'skluːd] executive board [ɪg'zekjətɪv bɔːd] expertise [ˌekspɜː'tiːz] to exploit [ɪk'spləɪt] to extend a contract [ɪkˌstend ə 'kɒntrækt] facility [fə'sɪləti] faulty ['fɔːlti] | |
| attention [ə'tenʃn] B batch [bætʃ] benefit ['benɪfɪt] bid [bɪd] board of directors | | | to file a tender [fail ə 'tendə] to fix a meeting [,fiks ə 'mittɪŋ] fixed-price basis [,fikst prais 'beisiz] | |
| [,bɔ:d əv də'rektəz] to build a relationship [,bɪld ə rɪ'leɪʃnʃɪp] C calculation [,kælkju'leɪʃn] call-off ['kɒl ɒf] | | | flow [fləʊ] frame contract ['freɪm kɒntrækt] franchising company [,fræntʃaɪzɪŋ 'kʌmpəni] | |
| cautious, to be ~ [bi 'kɔ:ʃəs challenging ['tʃælɪndʒɪŋ] circumstance ['sɜ:kəmstəns] to collect [kə'lekt] commercial [kə'mɜ:ʃl] commitment [kə'mɪtmənt] to compare [kəm'peə] | | G | to get out of [get 'aut ov] to get the go-ahead [get ðə ,gəu ə'hed] goal [gəul] gross [grəus] guarantee [,gærən'ti:] | |
| compensation [ˌkɒmpənˈseɪʃn] competitor [kəmˈpetɪtə] concession [kənˈseʃn] condition [kənˈdɪʃn] to confirm [kənˈfɜːm] | | Н | to handle a complaint [,hændl ə kəm'pleɪnt] headquarters [,hed'kwɔ:təz] in-depth information | |
| consistent [kən'sıstənt] convention [kən'venʃn] to convince [kən'vɪns] to cooperate [kəu'vpəəreɪt] correspondence [,korɪ'spondəns] counterpart ['kaontəpaːt] customer service [,kʌstəmə 'sɜːvɪs] | | V | [In dep\theta \text{Info} \text{Imfo} | |
| to deal with ['di:l wið] designed, to be ~ to [bi dr'zamd tə] desire [dr'zarə] | | | to liaise with [li'eɪz wɪð] logistics [lə'dʒɪstɪks] | |
| distributor [dɪˈstrɪbjətə] to draft [drɑ:ft] draft (version) [ˈdrɑ:ft vɜ:ʃn] to draw up [ˌdrɔ: 'ʌp] | | M | to maintain [meɪn'teɪn] to make sure [ˌmeɪk 'ʃvə] to manage ['mænɪdʒ] manners ['mænəz] market research [ˌmoɪkɪt rɪ'sɜːtʃ] to move up [ˌmuːv 'ʌp] | |

| | 4 | Transtation |
|---------------|---|-------------|
| N | to negotiate [nɪˈɡəʊʃieɪt] | |
| IN | to number crunch | |
| | [ˈnʌmbə krʌntʃ] | |
| , | | |
| 0 | objective [əbˈdʒektɪv] | |
| | offer [ˈɒfə] | |
| | to operate ['ppəreɪt] | |
| | overall [auvaral] | |
| | to overhear ['əuvəhed] | |
| | to overnear [,aova maj | |
| Р | to paraphrase ['pærəfreiz] | |
| WAS ASSESSED. | to pass on to [,pais 'pn tə] | |
| | penalty ['penlti] | |
| | performance level | |
| | [pəˈfɔːməns levl] | |
| | pitch [pɪtʃ] | |
| | to place an order | |
| | [,pleɪs ən 'ɔːdə] pre-screening [priː'skri:nɪŋ] | |
| | to prevent [pri'vent] | |
| | price tag ['prais tæg] | |
| | procedure [prəˈsiːdʒə] | |
| | procurement [prəˈkjuəmənt] | |
| | profitability [ˌprofitəˈbiləti] | \\ |
| | <pre>project team ['prod3ekt ti:m]</pre> | |
| | to promote [prəˈməut] | |
| | promotion [prəˈməʊʃn] | |
| | to prompt [prompt] provision [prəˈvɪʒn] | * |
| | to publicize ['pʌblɪsaɪz] | |
| | to keepings [keepings] | |
| Q | quarter ['kwɔ:tə] | |
| - Tal | | |
| R | ranking [ˈræŋkɪŋ] | |
| | rapport [ræ'pɔ:] | |
| | rate [rest] | |
| | to reconsider [,ri:kən'sɪdə] to refer to [rɪ'fɜ: tə] | |
| | to reimburse [ˌri:ɪmˈbɜ:s] | , |
| | requirement [rɪˈkwaɪəmənt] | |
| | requisition [,rekwi'sisn] | |
| | to resolve [rɪˈzɒlv] | |
| | responsibility | |
| | [rɪˌspɒnsəˈbɪləti] | |
| | retailer ['ri:te:lə] | |
| | to retain [rɪˈteɪn] | |
| S | to sample ['sa:mpl] | |
| | schedule ['ʃedju:l] | |
| | to see to ['si: tə] | |
| | service ['sɜːvɪs] | |
| | to set up a meeting | |
| | [set Ap ə 'mi:tɪŋ] | |
| | shipment ['fipment] | |
| | to sign for ['saɪn fə] sign of goodwill | |
| | [sain or goodwitt] | |
| | to source [soss] | , |
| | to submit a tender | |
| | [səb,mit ə 'tendə] | |
| | specialist ['spefəlist] | |
| | specification [ˌspesɪfɪ'keɪ∫n] | |
| | stock market ['stok markit] | |

Translation

| | Hanstation |
|---|------------|
| strategic account [strə,ti:dʒɪk əˈkaunt] to streamline [ˈstri:mlaɪn] structure [ˈstrʌktʃə] sub-contractor [,sʌbkənˈtræktə] supplier [səˈplaɪə] supply chain [səˈplaɪ tʃeɪn] | |
| to switch [switf] | |
| target ['tɑ:gɪt] to tend to ['tend tə] tender ['tendə] terms and conditions [,tɜ:mz ənd kən'dɪʃnz] thorough ['θʌrə] tough [tʌf] to track [træk] trial period [,traɪəl 'pɪəriəd] | |
| vague [veɪg] vendor ['vendə] volume ['volju:m] | |
| warranty ['wprənti] win-win [,win 'win] to wrap it up [ræp it 'Ap] | |

Useful phrases and vocabulary

TALKING ABOUT YOUR JOB

Describing your company/department

I work in the sales/purchasing department of a small/medium-sized/large company called ...
We develop/make/produce/sell/...
Our department is divided into ...
We need to liaise/work closely with ...

We also are more actively involved in ...

My team/group makes sure that ...

Describing your responsibilities

My team is responsible for ...
I am in charge of ...
My main responsibility is ...
A lot of our/my work involves ...
We have to/need to ...
I spend a lot of time ...
My job also includes ...

BEING POLITE

Asking indirect questions

Can I ask which company you are with? Doesn't your company have an office here? Don't you work at HT Electronics?

Using would/could

Could you tell me your name (again), please?
Could you give me your business card / contact information?

Would you like to look at our new catalogue? Would you be interested in meeting next week? I could come to your office next week.

TELEPHONING LANGUAGE

Saying who you are

This is Adam Brown from XYZ Ltd. It's David Dietrich from purchasing here. Hi Sarah. It's Frank here.

Getting through to the right person

Could you put me through to your purchasing department, please?
Could/Can I speak to John Murphy, please?
I'd like to speak to Jill, please.
I'd like to speak to somebody in your sales/purchasing department, please.
Is Michelle there at the moment?

ESTABLISHING CONTACT AT A TRADE FAIR

Greetings and introductions

Good morning/afternoon.
Hello. My name is ...
Please call me ...
May/Can I introduce myself?
Nice/Pleased to meet you (too).

Moving on to business

How did you like the presentation?
What do you think of ...?
Have you found anything of interest?
What line of business are you in?
Let me give you/Here's my (business) card.

Arranging to follow-up

Would it be possible to arrange/fix/set up a meeting? Could I come to see you?
Could I call you in the next few days?
Perhaps I could send you some information.
Would you be interested in meeting after the fair?
Could you send me your price lists?
I'll send you an email/give you a call next week.

SMALL TALK

Starting a conversation

Is this your first time here/in Belgium? What do you think of Brussels/the fair? Are you interested in football/films/winter sports? The weather here has just been fantastic/horrible.

Keeping the conversation going

Are you interested in any particular sport?

- Yes, I'm really into snowboarding. How about you?

Have you been to Liverpool before?

 Yes, I've been there many times, actually. I really like the atmosphere, and the people are friendly.

Moving on to business

So, are you looking for suppliers?
Right, should we get down to business?

EMAILS

Salutations and closes

Dear Mr, Mrs, Ms
Dear Bob
Hello/Hi Bob
Regards/Sincerely
Best wishes/Kind regards
All the best/Best

Opening sentence

It was nice to meet you at the conference last week. I'm writing to tell/ask you about ... / Just wanted to get in touch to ...

Hope you had a nice weekend.

How are things going?

Requesting information

Could you send me some details about ...? I would also like to take the opportunity to find out more about ...

Would you mind answering the following questions to help us with our preparation?

We would like to hear more about ...

Making or confirming an appointment

How about Thursday at 4 p.m?

Would 3 April at 11 a.m. at our offices be convenient for

I would like to confirm the meeting for 3 April at 11 a.m.

Concluding

Please feel free to contact me again. I look forward to seeing you in London. Looking forward to seeing you on 3 April.

ACTIVE LISTENING

Back-channeling - showing that you are really listening

Mmmh, good. Yeah, OK. Ah ah. I see. Right.

Prompting - asking for more information

Interesting. Could you tell me more about that? Yes, could you give me some more details? Would you be able to provide more specific information?

Paraphrasing - making sure you have understood

So you'd like ..., but only if Is that right? So, if I understand you correctly, you need ... Sorry, did you say ...

Confirming - saying that you have understood

That's correct, yes. That's right. Yes, I see your point. So, you'll get back to me on that.

AGREEING AND DISAGREEING

Agreeing

I share your views completely. We could go along with that. Yes, I'm absolutely in favour of that option. I agree.

Disagreeing

I see it a little differently. That may well be right, but ... Up to a point we could accept that, but ... I really can't agree with that. Normally we could accept that, but in this case ... Unfortunately, I can't agree with you there.

TALKING ABOUT A PRODUCT

Asking if your partner is interested

Would you be interested in trying our ...? Perhaps I can tempt you to sample our ...? Do you think your company might be interested in ...? Do you think this may be of interest to you and your clients?

Showing interest

That sounds interesting. That would certainly be of interest to us. That might be exactly what we are looking for. Could you send me a sample/give me some more information?

Being cautious

Well, maybe. But I would need to know more about ... I'm not so sure.

I don't think that's really what we're looking for. That (really) depends on your conditions/price.

Saying you are not interested

I'm sorry but ...

Unfortunately we're not looking for that at the moment. Thanks, but we already have a supplier for that product. No, thanks. We're not interested in that at this stage.

NEGOTIATING

Starting the conversation

We're very happy to be meeting you today. We hope to come to an acceptable solution for both/all

I'd like to discuss some of the details in the offer. We'd like to hear your proposals before we tell you what we can offer.

Concluding your arguments

We are sure that you will see the benefits for your company if you take up our offer.

There you have our proposal. I'm afraid that's as far as we can go.

So that wraps it up.

That sums up our side then.

Finishing the conversation

That may be a possibility but I have to discuss it with my boss.

Let me get back to you.

I'm happy we've found a solution. I'll send you an email tomorrow summarizing our agreement.

HANDLING ORDERS

Placing orders

We would like to order/have ...

We're ready to make our first order under the frame

We'd like to place a call-off order for ... We would appreciate delivery by Friday. Can you manage it/that?

Taking orders

I'll just take/write down the details. Let me just write this down/type in your order. So, how many do you need exactly? Was there anything else you'd like to order today?

Checking and confirming information

Let me just check/repeat that. Let me make sure I've got everything down right. Yes, that's right/correct. Sorry, David. Did you say ...? Could you say that again/repeat that, please?

COMPLAINING

I'm afraid (that) there is a problem with ... There appears/seems to be a mistake/mix-up ... Unfortunately, we have a slight problem with ...

COMPLAINT MANAGEMENT WITH CASH

Confirming you have understood the client's situation

I'm sorry to hear that. / I understand your situation. I realize this must be frustrating for you.

Asking for the details of the problem

Could you tell me exactly which item was damaged? May I ask if you've tried to use the tracking facility on our website?

Serving your client by suggesting solutions

You will get the missing shipment within 24 hours. I'll get back to you first thing tomorrow morning about compensation.

Helping your client by confirming your commitments

I'll see to it immediately and personally make sure you get compensation.

Are we agreed that you'll fax me a copy of the invoice and I'll send you the missing items today?

LETTERS OF COMPLAINT AND APOLOGY

Making complaints

I'm writing to you to complain about ... I am writing in reference to the above order. Unfortunately, ...

Talking about consequences

We expect you to cover these costs.

We expect compensation for the inconvenience caused. We cannot accept this and will have to cancel our contract if it happens again.

If you do not comply with the delivery terms as agreed in our frame contract, we will be forced to contact our lawyers.

Offering apologies

Please accept my apologies for ... Please be assured that we are doing everything ... I (very much) regret the inconvenience we have caused.

Referring to future action

We will, of course, cover the extra costs/reimburse you/arrange for a new shipment ... As a sign of goodwill, I would like to offer ...

Translation

USEFUL VERBS (IN CONTEXT)

| | | Hanstation |
|-------------------------|--|------------|
| to build a relationship | It is vital to build a good relationship with those you do | |
| | business with. | |
| to convince | I will need some more information before you can convince | |
| | me to buy. | |
| to file/submit a tender | The closing date for filing the tender is Friday. | |
| to fulfil | I'm afraid your product doesn't seem to fulfil our requirements. | |
| to handle a complaint | It is important to handle complaints well if we want to keep | |
| | our clients. | |
| to make sure | We must always make sure we listen to our clients' needs. | |
| to negotiate | I am sure we will be able to negotiate terms that are beneficial | |
| | to us both/all of us. | |
| to place an order | I placed an order last month and it's still not arrived. | |
| to present | Today I want to present our latest product to you. | |
| to reimburse | We would like to reimburse you for the cost of replacing the | |
| | faulty product. | |
| to set up a meeting | We should set up a meeting to discuss your product further. | |
| | | |

English for Sales & Purchasing

EXPRESS SERIES

English for Sales & Purchasing is part of the EXPRESS SERIES. It is the ideal quick course for business professionals who need to communicate confidently and effectively in English in the area of sales and purchasing. It can be used to supplement a regular coursebook, on its own — as a stand-alone intensive specialist course, or for self-study. With English for Sales & Purchasing you'll be prepared for your next negotiation — whichever side you are on.

Key Features of the Book

- A broad range of material targeting different areas of sales and purchasing
- Realistic listening extracts presenting language in context
- Stimulating role-plays
- Authentic documents and correspondence
- STARTER section at the beginning of each unit with warm-up and awareness-raising activities
- OUTPUT section at the end of each unit with topics for discussion and reflection
- Appendix including an answer key, transcript, A–Z wordlist, and a glossary of useful phrases and vocabulary

Key Features of the MultiROM

- Realistic listening extracts
- Interactive exercises to practise the language of sales and purchasing





