

UNIT 16 – Negotiating a lease

- Getting started

Discuss these questions in small groups.

Would it be useful to know and how can you prepare before negotiating:

- Your salary at job interview
- A lease on office space for your company
- A production target for your factory with the CEO?

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Listening – you will hear five people on training course talking about their experiences of negotiating business agreements. Listen and write down

- Which type of negotiation each of them mentions
- What problem arose during the negotiation using the following vocabulary:
 - **Compromise**
 - **The bottom line**
 - **Sticking point**
 - **Bargaining point**
 - **Deadlock**
 - **Horse-trading**
 - **Constraints**
 - **Leverage**

UNIT 16 – Negotiating a lease

Reading: Negotiating your office lease

Read the following legal advice about leasing office space.
Do you agree/disagree with the advice? State your opinion.

What issues should a company consider before negotiating to lease office space?

What types of negotiation are you familiar with?
Distributive negotiation / Integrative negotiation

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Role play: negotiating an agreement for leasing office space in the centre of Belgrade. You should work in negotiating teams of two or three and take the roles of either landlords or leasers.

Writing: write an email to your colleagues summarising what you agreed in your negotiations.

*Dear colleagues,
I am writing to inform you about the results...*