

## Meetings and negotiations prepositions and articles

*Choose one of the sentences below and read it out to your partner with a blank instead of an article (a/ an/ some/ any) or preposition and see if they can guess it. If they get it wrong, give them another example with the same missing word from the list below (if there is one).*

I can't compromise on this point  
That is my last word on this matter  
I'm going to have to insist  
This is a matter of principle  
I'm standing firm on this  
I don't think we're making any progress here  
I don't think there's anything more to say  
I'm really not in a position to be able to do that  
That doesn't seem like a serious offer  
Unfortunately, I'm unable to accept that  
I was hoping for something considerably better  
I'm sorry, but we're not very happy with this offer  
I understood that a discount was available  
I'm not really very satisfied with that offer  
We would find this somewhat difficult to agree to  
Let's try to find a middle way  
I'm willing to be flexible  
Under duress...  
I might be willing to concede on that point  
I think we've found some common ground  
I think I can see a way out of this  
As long as you do your part, I'm willing to consider that  
That's a bit high  
I'm not willing to haggle  
I'm going to stand my ground  
I'll think about it  
I'll get back to you on that  
That wouldn't go down well at head office  
Shall we start by introducing ourselves?  
First of all, may I introduce myself? My name is George Gatsby, and I am the regional director of sales for Asia and the Middle East.  
Welcome to Jansen Electronics.  
It's a great pleasure to welcome you to our Boston office today.  
Let me begin by welcoming you to our new offices.  
Well, I guess that about wraps it up.  
Do you think we could have that in writing by the end of the week?  
Great. I'll get my secretary to fix the next meeting for as soon as possible.  
Can I just go over what we've discussed again?  
Okay. So, the goods will arrive by Friday as we agreed.  
Have I missed anything out?  
Were there any final questions before we finish?  
I look forward to doing business with you again soon.  
Would anyone like a drink before we begin?  
Did you have a good journey?  
Thank you for coming all this way on such a cold morning.  
I'd like to start by setting out the basic facts.  
Our main aim today is to find a way to cut costs.  
Right, let's get down to business shall we?  
Can we start by hearing your initial offer?  
Can I begin by explaining our position?  
Can I suggest we start by clarifying the situation?  
To sum up, the supplies will be at a 2.5% discount as compared to the last order.  
Did you have anything to add?