

NEGOTIATING AND COMPROMISING

B2-C1 | Conversation practice examples for reaching a balanced agreement

Conversation: Agreeing on a delivery schedule

Supplier	We can deliver everything by the fifteenth, but we'd need an extra week if you change the specifications.
Buyer	Our installers start on the twelfth. Would you be open to sending the fittings before the larger units?
Supplier	We could, although two deliveries would cost more than one.
Buyer	One possible compromise would be to send just the fittings on the tenth and everything else on the fifteenth.
Supplier	That would avoid hiring a second large vehicle. Could your team unload the first delivery themselves?
Buyer	If we arrange the unloading, would you be willing to keep the delivery charge the same?
Supplier	Yes, provided someone is there between eight and ten. We can't have the driver waiting.
Buyer	That seems reasonable, provided that you confirm the time the day before. I'll make sure the team is ready.

Key phrases: Would you be open to / One possible compromise would be / If we / would you be willing to / That seems reasonable, provided that

Conversation: Sharing access to a rehearsal room

Musician	We need the room for three evenings before the performance. Two hours each time won't be enough.
Coordinator	Another group has booked those evenings too. How would you feel about one longer session on Sunday instead?
Musician	Sunday would help, but we still need a short sound check during the week.
Coordinator	Perhaps we could balance this by giving you four hours on Sunday and an hour on Wednesday.
Musician	That might work. Could the Wednesday hour start at six rather than five? Our drummer finishes work late.
Coordinator	I'll ask the other group. Could we agree to keep the Sunday booking either way, while I check Wednesday?
Musician	Yes. We'd rather know what we have than leave everything undecided.
Coordinator	Good. I'll send the confirmed times tomorrow so both groups can plan around them.

Key phrases: How would you feel about / Perhaps we could balance this by / Could we agree to

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Negotiate a delivery plan when timing and cost matter to different people. Agree on conditions.

Prompt 2: Share a limited space with another group. Balance session length, availability and a fair allocation.