

GlobalEnglish Check-In

Instructor: Ask the students how their studies are going with GlobalEnglish. Ask if they have any questions about the grammar, expressions, vocabulary, or pronunciation in their studies. If students have product or technical questions, refer to the supplement provided for help.

Do you have any questions about your GlobalEnglish assignment? Ask your teacher.

Learning Objectives

Instructor: Go over the Language Objectives with the students. Read the sample sentences to the class. Ask the students if they have any questions.

At the end of this lesson, you will be able to

- **Use vocabulary and expressions related to contracts**

***Article** 12 of the contract states that the agreement is **up for renewal** this year.*

*If they won't meet our demand for **exclusivity**, we will find another manufacturer.*

- **Use question words in clauses.**

*He wants to know **how** much you are willing to spend.*

*Can you tell me **why** they rejected the proposal?*

1. Warm Up Activity – elements of a contract negotiation

Instructor: Go over the vocabulary in the Important Language section. Then, ask students to talk about contract negotiations they have been in. These negotiations can be work-related or from their personal lives.

Think about the following:

provisions terms and condition exclusivity

arbitration up for renewal articles (of contract) dispute

2. Speaking Activity

Instructor: Refer students to the Important Language section and make sure they understand how to form a question-word clause. Then, ask student what they need to know before signing a contract. They should generate question-word clauses (e.g., "You need to know how much money is involved"; "You should ask how long the contract is for."). Write sample sentences on the board.

3. Group Discussion – renewing your contract

Instructor: Put students into groups of four and divide them into a distributor team and a manufacturer team. Provide each side the secret information for their role (see below) and have them negotiate the renewal of a distributor contract. The easiest way to provide the students with the information is to photocopy the paragraphs below and cut them out for the appropriate groups.

Your teacher will divide you into groups. In each group there will be manufacturers and distributors. Your teacher will give each group some secret information. You will need the information to do the simulation.

Manufacturer Information: You are a manufacturer of copper wire. Your distributor is currently buying copper wire from you at \$2,000 per ton and re-selling it for \$2,500 per ton in California and Oregon. The contract is up for renewal. You are willing to give the distributor exclusive distribution rights throughout the entire western United States, but you want the distributor to pay \$2,100 per ton for the wire if possible. If the distributor is willing to make "same day" delivery on all wire orders you will allow them to sell the wire for around \$2,700 per ton. Make the best deal you can, and compare your results with the other manufacturer teams.

Distributor Information: You are a distributor of copper wire. The manufacturer is currently allowing you to buy copper wire at a discounted rate of \$2,000 per ton, and you are re-selling it for \$2,500 per ton. You would like to make a slightly higher profit, if possible, and gain exclusive rights to the entire American market. You are willing make "same day" delivery on all wire orders if you can sell it at a higher price. Try to get the right to sell it for \$2,800 per ton.

Make the best deal you can, and compare your results with the other distributor teams

Teacher Note: Compare the results of each group. Which teams seemed satisfied by the results?

4. Writing Activity

Instructor: Tell the students to write a summary of your negotiations from Activity 3.

Write a summary of your negotiations from Activity 2. What did you discuss? What was the result? What could you have done that would have improved the negotiations?

Example:

I was in the distributor group. We reached an excellent agreement, but the negotiations were rather convoluted. We had numerous problems with communication. The information was complex and we misunderstood the other side's position at first. In the future, I would recommend.....

5. Resources

Instructor: Tell the students that they can go to the following section of the GlobalEnglish service for more practice on grammar, expressions, and vocabulary from this lesson. Also tell them the tip for using GlobalEnglish that is included.

**Business English Course 8 Assignment 4:
Question-Word clauses**

Tips for Using GlobalEnglish

My Progress

Go to My Progress to get feedback about your strengths and weaknesses. You can also find your latest test scores there.

Important Language

Instructor: Point out to the students that the vocabulary and expressions are included for reference.

Vocabulary

terms and conditions

provisions

exclusivity

arbitration

up for renewal

dispute

articles (of contract)

Expressions – Using Question-word Clauses

- Both sides have a better understanding of what the stakes are.
- We need to know why the price is so high.
- We need to know when the contract will be signed.
- We should ask who else is bidding.
- I don't know where we're meeting for the negotiation..
- They don't know how to bargain effectively.