

## NEGOTIATIONS Vocabulary

<b>Agent</b>	Person or company that acts for another and provides a specified service
<b>Agreement</b>	Arrangement between two or more people or companies
<b>Bargain price</b>	Reduced price
<b>Bedrock price</b>	lowest possible price
<b>Commitment</b>	Engagement or undertaking; to commit oneself
<b>Condition</b>	A stipulation or requirement which must be fulfilled
<b>Contract</b>	Written agreement between two or more parties
<b>Counter-offer</b>	Offer made in response to an offer by the other party
<b>Counter-productive</b>	Having the opposite effect to that intended
<b>Deal</b>	A business transaction
<b>Discount</b>	Reduction in price
<b>Estimate</b>	Approximate calculation of the cost
<b>Facilities</b>	Equipment (e.g. parking facilities)
<b>Feasible</b>	Possible, something that can be done
<b>Figure out</b>	Find a solution; estimate the cost
<b>Know-how</b>	Practical knowledge or skill
<b>Joint Venture</b>	A way of entering a foreign market by joining with a foreign company to manufacture or market a product or service.
<b>Negotiate</b>	Discuss a business deal or contract in order to reach an agreement
<b>Point out</b>	Draw attention to something (e.g. the advantages of your proposal)
<b>Proposal</b>	Course of action, or plan, put forward for consideration; to make a proposal
<b>Quote</b>	Give an estimated price (a quotation)
<b>Range</b>	A selection of products sold by a company
<b>Rebate</b>	Reduction or discount
<b>Supply</b>	Provide customers with goods or services
<b>Supplier</b>	Person or company that supplies goods or services
<b>Tender</b>	An offer, in writing, to execute work or supply goods at a fixed price
<b>Turnkey</b>	Describes equipment ready for use or operation (e.g. plant or factory)
<b>Underestimate</b>	Make too low an estimate of something (cost, danger, difficulty)
<b>Work out</b>	Calculate (e.g. the price of something); find a solution