Complete the Language for writing box with the headings below.
- Close the essay
- Describe a consequence
- Introduce a contrast
- Introduce additional information
- Introduce arguments against
- Introduce arguments in favour

**LISTENING & SPEAKING**
formal negotiations

**6a** 4.10 Listen to two conversations which include negotiation. For each, decide on the relationship between the speakers and what the negotiation is about.

b Discuss the questions with a partner.
1 Have you had to negotiate in any of the following situations?
   - at work
   - with university or college tutors
   - when you’re buying something
   - to get a better deal (e.g. from a service provider)
2 What was the subject of the negotiation?
3 Do you feel comfortable negotiating?

**7a** Complete expressions 1-7 in the Language for speaking box with the correct form of a verb from the box.

be come in come to expand have look at put (something) to

**LISTENING & SPEAKING**
negotiation (1) – formal situations

<table>
<thead>
<tr>
<th>Stating objectives of the meeting</th>
<th>Disagreeing firmly</th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m keen for us/you to <strong>do</strong> a decision today.</td>
<td>I do think we have to <strong>consider</strong> the bigger picture here...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asking for detail/clarification</th>
<th>Asking for flexibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Could you <strong>explain</strong> on that a little?</td>
<td>Do we <strong>leave</strong> any room for compromise here?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trying to take a turn</th>
<th>Expressing initial agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perhaps if I could <strong>comment</strong> here?</td>
<td>I could <strong>help</strong> that my team/group and see what they think.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refusing an offer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I’m <strong>against</strong> that’s not a possibility (because)...</td>
<td></td>
</tr>
</tbody>
</table>

**8a** TASK Discuss the questions with a partner.
1 What does the photo show?
2 What are the pros and cons of this type of development?
3 How do you think local people feel about it?

b A town is considering allowing developers to build a holiday complex at a local beach. Work in groups of four. Student A, turn to page 128. Student B, turn to page 135. Student C, turn to page 140. Student D, turn to page 141.

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**4a** TASK With a partner, choose a statement.
- Acting responsibly is too expensive for commercial enterprises.
- It’s difficult to shop responsibly when the alternatives are often a lot cheaper.
- Responsible tourism is the only way to protect the environment.

b Work together to think of two or three arguments for and against the statement.

c Make sure you have one idea per paragraph. Make a note of the vocabulary and linking expressions you want to use.

d Individually, write the introductory paragraph. Compare with your partner. What are the good points about each introduction?

**5a** Write the complete essay.

b Go back and check you have followed the ideas about structure in exercise 3b.