

# Closing A Deal



*(Mr. Honda set another meeting with Mr. Chan after the first negotiation.)*

**Mr. Honda:** Good morning, Mr. Chan. Thank you for the copy of your business proposal.

**Mr. Chan:** So, that's our offer. Every detail is transparent. We think it's a fair one, with advantages on both sides.

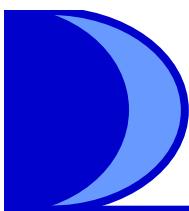
**Mr. Honda:** Yes, well, we are prepared to consider your offer Mr. Chan if you can accept some of our conditions.

**Mr. Chan:** What are the conditions? The conditions are still subjected to the Boards agreement.

**Mr. Honda:** Well, firstly, the price you're offering. As stated in the proposal, the cost of the semiconductor is \$21. Our board would like to have a concession from \$21 to \$19.50 per unit and extending the contract from one year to two years.

**Mr. Chan:** I think we could consider. That would be acceptable.

**Mr. Honda:** Another problem we may have is that of supply. Our company often needs a supply at a short notice. If we do get large orders, we need to guarantee delivery – so we need to stockpile. How would you feel about the deferred payment?



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**Mr. Chan:** You mean a loan?

**Mr. Honda:** I suppose so. Bell Trading is going to order 500 stocks of advanced semiconductors which will be paid quarterly. But for the stockpile, we would like to consider a deferred payment. We would provide security of course.

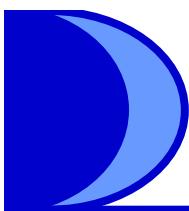
**Mr. Chan:** I think that would be acceptable. Fortunately, we have the boards approval for that.

**Mr. Honda:** Of course.

**Mr. Chan:** Then we have a deal.

## Useful Expressions:

1. We are prepared to consider your offer. - using language carefully. This statement signals the other party that there is a chance for agreement by using the word “consider”.  
= We are prepared to think about your offer.
2. If you can accept some of our conditions. – conditional, this is necessary in order to have a concession to both parties.



**3. Subjected to the Boards agreement.** - means we agree if and only if the Board agrees

= subject to the board agreement

= providing that the board agrees

= on condition that the board agrees

**4. Another problem we have is .... – use in stating problems**

= The issue is....

= The difficulty we have is...

**5. How would you feel about... - use if you think that it may be a difficult condition for the other side to accept**

= Would you be agreeable to ....

**6. That would be acceptable. – accepting suggestions**

= We can agree to that.

=We would be agreeable to that.

**7. Refusing an offer**

= That wouldn't be acceptable I'm afraid.

= I'm afraid we can't agree to that.

= We wouldn't be agreeable to that.

## Key Words:

**1. conditions – to make terms**

**2. concession – the act of giving way to the suggestions**

**3. stockpile - A supply stored for future use, usually carefully maintained**

**4. short notice – given at the shortest time**