

(3.11.2020) Consulting (continued): vocabulary revision and wiki group project

1. We are going to begin this class with some vocabulary revision.

- Please refer to the **Consultants pdf file** and do **Ex. B + C, p. 47**.
- **Quiz 1:** write your solutions in the quiz boxes. Do not write any numbers or complete sentences. Be careful as I have put the two exercises in one quiz.

2. Negotiations

- One of the basic terms and strategies in negotiations is **making concessions**. Please look this phrase up if you are not sure of its meaning.
- **Ex. A, p. 78:** read about negotiating styles and decide individually on the most effective one.
- To revise the language of negotiations, please do **Ex. B, p. 78** and enter your solutions in **Quiz 2: write the letters only, do not write any numbers, commas or complete phrases**.
- **Listen to Tracks 45 and 46** and pay attention to the issues indicated in **Ex. D, p. 78**. As you listen, refer to **Ex. E, p. 79** and see how this typical language of negotiations was used in the conversations.
- **Listen to both tracks twice.**

In this class and next, I would like you to work on a wiki group project combining consulting and negotiations.

- I have attached 5 wikis. Please, split into groups of four. Each group should further split into two pairs.
- Choose a wiki to record your work. Write your names at the top of your wiki page.
- You will find the project details below.

3. Case study: New market opportunities, pp. 80-81

- **The project begins with individual work.**
- Please, study the **Background notes, p. 80**. Take individual notes of the situation key facts to make your subsequent work easier.
 - a. The consulting company is
 - b. The prospective buyer of African networks is
 - c. What are the details of the African market?
 - d. Why is South Africa an attractive business partner?
- The two parties of the consulting contract meet to discuss their cooperation. You will find the meeting main points in **the agenda, p. 81**. Make sure all the points are clear to you.
- **Now, get into groups and then pairs. Decide which side you represent as a pair: Heitinga or Bajaj-tel.**
- In pairs: **Heitinga** representatives carefully read all the notes on **p. 154 and 155**. **Bajaj-tel** representatives carefully read all the notes on **p. 161 and 162**.
- Decide what exactly you want to achieve in the negotiations and how far you can move with your concessions in the context of:
 - a. the timescale of the project (=its length),
 - b. the deliverables: immediate (within the nearest period of time; it is up to you to set this length) and long-term,
 - c. consultancy fees,
 - d. the team (what rank employees will be involved in the project: senior only or both senior and junior).

• **The wiki is meant to record your negotiations and conclusions. You can organize collecting your ideas there in any way you want.**

• **The consultants start the wiki page.**

• Please, present your offer to the Bajaj-tel representatives. Make sure that both of you have something to say at this stage.

• To make sure you understand my idea, this is how I imagine this wiki to look:

Marcin: (says=writes what he has to say at this stage)

Zuzanna: (does the same)

• The Bajaj-tel representatives continue this conversation by reacting to the offer and already beginning to negotiate the best terms of contract.

• **Please, use the language of negotiations we did in Ex. E, p. 79.**

• Please, do not make this conversation excessively long. Write constructive sentences and to the point.

• Make sure that everybody has equal and fair input into this project.

• I really hope this wiki will work. It probably looks like lots of work and writing, but what I would like you to do is to express your own ideas with the language of negotiations.

• **The last part of the wiki should be a short report with your decision.**

• Please put it into this format:

This report is to present the outcome of negotiations between the representatives of ... and ... , held in (place) on (date).

The following terms of contract have been agreed on. (bullet them below in concise sentences)

• **I will grade you for this work on:**

a. the language of negotiations used

b. the logic and variety of the achieved results

c. the quality of grammar and spelling so please refer to a dictionary.

4. The deadline for the wiki is: 16.11.2020, time: 22.00.

The deadline for the other work of today is: 8.11.2020, time: 22.00.