

## Activity Type

Vocabulary Game:  
matching, pelmanism  
(group work)

## Focus

Vocabulary for business  
negotiations

## Aim

To review and practice  
vocabulary that is  
commonly used in  
business negotiations.

## Preparation

Make one set of  
vocabulary cards and  
definition cards for each  
group of three and cut as  
indicated.

## Level

Upper-intermediate (B2)

## Time

20 minutes

## Introduction

Here is a business negotiations vocabulary game to help students review and practice vocabulary that is commonly used in business negotiations.

## Procedure

Divide the students into groups of three.

Give each group a set of vocabulary cards and a set of definition cards.

Ask the students to shuffle the two sets of cards separately and spread them out face-down on the table in two sets.

Students then take it in turns to turn over one negotiations vocabulary card and one definition card.

If the negotiations vocabulary matches the definition, the student reads the two cards aloud, keeps the two cards and has another turn.

If the cards don't match, the student turns the cards back over, keeping them in the same place.

The game continues until all the cards have been matched.

The student with the most pairs of cards at the end of the game wins.

Afterwards, check the correct answers with the class.

Answer key

1. d, Comply: to obey or act according to an agreement
2. k, Consensus: a generally accepted decision among a group of people
3. r, Counterpart: a person on the other side of the negotiations
4. b, Trade-off: to accept something bad in order to have something good
5. g, Low-ball: to make an offer that is unfairly or unrealistically low
6. a, Leverage: the power to influence people and get the results you want

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### Procedure continued

7. t, High-ball: to make a request that is much higher than what you expect to receive
8. f, Deadlock: a complete failure to reach an agreement or settle an argument
9. q, Bargain: to try to reach an agreement with someone in order to get a lower price
10. c, Common ground: things that you agree on despite having many things you disagree on
11. n, Non-negotiable: describes something that cannot be changed through discussion
12. s, Bottom-line: the final offer someone will accept
13. p, Compensate: to provide something good to balance or reduce the bad effects of damage, loss, etc.
14. j, Concession: something that you allow or do, or allow somebody to have to end an argument or to make a situation less difficult
15. o, Demand: a very strong request for something, usually something that somebody needs
16. e, Proposal: a written formal suggestion, plan, or idea
17. m, Counterproposal: a return proposal made by someone who has rejected a proposal
18. h, Compromise: an agreement between two sides, in which each side gives up something it had wanted
19. l, Terms and conditions: rules that you must agree to when you make a contract or an official agreement
20. i, Haggle: to argue with somebody in order to reach an agreement, especially about the price of something



1. Comply

2. Consensus

3. Counterpart

4. Trade-off

5. Low-ball

6. Leverage

7. High-ball

8. Deadlock

9. Bargain

10. Common ground

11. Non-negotiable

12. Bottom-line

13. Compensate

14. Concession

15. Demand

16. Proposal

17. Counterproposal

18. Compromise

19. Terms and Conditions

20. Haggle



a. the power to influence people and get the results you want	b. to accept something bad in order to have something good
c. things that you agree on despite having many things you disagree on	d. to obey or act according to an agreement
e. a written formal suggestion, plan, or idea	f. a complete failure to reach an agreement or settle an argument
g. to make an offer that is unfairly or unrealistically low	h. an agreement between two sides, in which each side gives up something it had wanted
i. to argue with somebody in order to reach an agreement, especially about the price of something	j. something that you allow or do, or allow somebody to have to end an argument or to make a situation less difficult
k. a generally accepted decision among a group of people	l. rules that you must agree to when you make a contract or an official agreement
m. a return proposal made by someone who has rejected a proposal	n. describes something that cannot be changed through discussion
o. a very strong request for something, usually something that somebody needs	p. to provide something good to balance or reduce the bad effects of damage, loss, etc.
q. to try to reach an agreement with someone in order to get a lower price	r. a person on the other side of the negotiations
s. the final offer someone will accept	t. to make a request that is much higher than what you expect to receive