Прикладная информатика 1 курс заочное Деловой иностранный язык

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| **Дата (кол-во часов)** | **Тема занятия** | **Задание** |
| 25.05.20 (К-2 ч)  Зачет | **Unit 6.Negotiations** | Составить 10 правил по проведению переговоров  Выполнить тест |

Test

*1.Fill in the blanks.*

Negotiation is a process used to reach … . Each … engaged in the negotiating generally has some input. Although this process is usually not outlined by … , it can be a very … legal tool. It can also be the cause of several types of legal … because the agreements reached by this process are often contractual.

It is common for … to have differing views and desires. Although there are many occasions when … can persist without adverse effects, there are also many occasions when reaching an agreement is …. In these instances, negotiation is commonly used.

This process usually requires the active .. of all the parties involved. Negotiating is essentially the same as bargaining. All parties may have to …, but the goal of each party is generally to have the outcome as much in his or her favor as possible.

There are .. areas of law where negotiating is a common tactic. An example of how this process is used in criminal law can be seen during the plea bargaining …. A plea bargain is an agreement that is reached when there are differing …about how the criminal charges against an individual should be handled. Negotiating does not have to be … to two parties, and this is an instance where it often is not. In many cases, the defense, the prosecution, and the judge are involved. The outcome is that charges are often reduced, changed, or dismissed.

*2.Make up 10 questions.*

*3. Translate the sentences.*

### 1. Preparation

Before any negotiation takes place, a decision needs to be taken as to when and where a meeting will take place to discuss the problem and who will attend.  Setting a limited time-scale can also be helpful to prevent the disagreement continuing.

### 2. Discussion

During this stage, individuals or members of each side put forward the case as they see it, i.e. their understanding of the situation.

### 3. Negotiate Towards a Win-Win Outcome

This stage focuses on what is termed a 'win-win' outcome where both sides feel they have gained something positive through the process of negotiation and both sides feel their point of view has been taken into consideration.

### 4. Agreement

Agreement can be achieved once understanding of both sides’ viewpoints and interests have been considered.

### 5.Informal Negotiation

There are times when there is a need to negotiate more informally.  At such times, when a difference of opinion arises, it might not be possible or appropriate to go through the stages set out above in a formal manner.

**Nevertheless, remembering the key points in the stages of formal negotiation may be very helpful in a variety of informal situations.**