BUSINESS ENGLISH VOCABULARY

Negotiations

Word	Meaning
agent	Person or company that acts for another and provides a specified service.
agreement	Arrangement between two or more people or companies.
bargain price	Reduced price
bedrock price	Lowest possible price.
commitment	Engagement or undertaking; to commit oneself.
compromise	Each party gives up certain demands in order to reach an agreement.
condition	A stipulation or requirement which must be fulfilled.
contract	Written agreement between two or more parties.
counter-offer	Offer made in response to an offer by the other party.
counter-productive	Having the opposite effect to that intended.
deal	A business transaction.
discount	Reduction in price.
estimate	Approximate calculation of the cost.
facilities	Equipment (e.g. parking facilities).
feasible	Possible, something that can be done.
figure out	Find a solution; estimate the cost.
know-how	Practical knowledge or skill.
joint venture	A way of entering a foreign market by joining with a foreign company to manufacture or market a product or service.
negotiate	Discuss a business deal in order to reach an agreement.
point out	Draw attention to something (e.g. the advantages of your proposal).
proposal	Course of action, or plan, put forward for consideration; to make a proposal.
quote	Give an estimated price (a quotation).
range	A selection of products sold by a company.
rebate	Reduction or discount.
supply	Provide customers with goods or services.
supplier	Person or company that supplies goods or services.
tender	A written offer to execute work or supply goods at a fixed price

turnkey	Equipment ready for use or operation (e.g. a plant or factory).
underestimate	Make too low an estimate of something (cost, danger, difficulty).
work out	Calculate (e.g. price of something); find a solution.