

**BIZ**

**Negotiation**

Appointment  
have an ~ at 3:00  
arrange an ~  
cancel an ~

Negotiate  
propose a plan  
discuss a problem  
examine the report  
accept approve your proposal  
refuse // their offer  
reject  
decline (polite)

Terms  
agendum agenda (pl.)  
draft the first ~  
contract a draft plan  
minutes agreement  
memorandum

Contract  
Form written ~  
verbal ~

conditions terms  
Sign a ~  
cancel a ~  
be  
annul  
~ under  
~ to out

Nouns  
Negotiator at a tough ~  
Negotiation  
with ~s open start enter into  
with ~s in be  
~s on carry  
~s off break