What is Negotiating and Bargaining?

Worksheet

Negotiating and bargaining is the art of exchanging offers and counter-offers to reach a mutually acceptable deal. Success comes from understanding both sides' priorities and finding creative compromises.

Questions

1. The main goal of win-win negotiation is…

A) One side wins everything
B) Both sides get something they want
C) Compromise means everyone loses
D) Seller always gets the best deal

2. What should you do BEFORE negotiating?

A) Make a wild first offer
B) Research the market and know your BATNA
C) Demand what you want immediately
D) Never reveal your bottom line

3. If the other party rejects your first offer, you should…

A) Walk away immediately
B) Listen to their concern and make a counter-offer
C) Stick to your number exactly
D) Give in completely

4. What's a 'trade-off' in negotiation?

A) Giving up everything
B) Exchanging something less important to you for something more important to them
C) A sign you failed
D) The final offer

5. A job seeker negotiates salary with an employer offering $60,000.

6. A customer wants to buy a used car listed at $15,000.

7. Two business partners divide profit shares (50-50 vs. 60-40).

8. Define: What is negotiating and bargaining?

9. Define: What's the key to successful negotiation?

10. Define: Win-win negotiation means…

Answer Key

1. B) Both sides get something they want — Win-win means both parties achieve their core objectives and feel respected.
2. B) Research the market and know your BATNA — BATNA (Best Alternative to Negotiated Agreement) gives you strength and clarity.
3. B) Listen to their concern and make a counter-offer — A counter-offer keeps dialogue open and moves toward agreement.
4. B) Exchanging something less important to you for something more important to them — Trade-offs let each side win on what matters most to them.
5. Seeker's initial ask: 75,000. Employer counters:62,000. After discussing role responsibility and market rates, they agree on $68,000. Both sides feel heard.
6. Customer offers 12,000 based on mileage and repairs needed. Seller counters14,500. After negotiating trade-in value and warranty, they settle at $13,500. Both gain value.
7. Partner A suggests 60-40 based on capital invested. Partner B counters 50-50 based on sweat equity. They agree on 55-45 with profit-sharing conditions. Both feel the split is fair.
8. The process of reaching a mutually acceptable agreement through discussion, compromise, and strategic offers.
9. Understanding the other party's priorities and finding creative solutions where both sides gain.
10. Both parties achieve their core goals; the relationship stays strong and the agreement lasts.