***Do you have good negotiating skills? Try this test and find out. Choose what you think is the best answer and then discuss with your partner. Finally, compare with the key after the test:***

**QUIZ: TEST YOUR NEGOTIATING SKILLS**

*1.Your negotiating partner is determined to beat you down by 5% on your original offer. Do you*:

1. say you can come down by 2% and no more?
2. say you can’t move from your original offer?
3. suggest that you have another look at the overall deal?

*2. During a meeting with negotiating partners from a different country /culture you notice that they are very silent and ask few questions; do you assume this means:*

 a) they are hostile your suggestions?

 b) they are processing the information internally?

 c) they don’t understand you?

*3. When your negotiating partners have explained their interests, you should:*

 a) go straight into an explanation of your own interests.

 b) ask questions to find out more about their needs.

 c) summarize what has been said to check that you have not misunderstood anything.

*4. Your negotiating partners say they will tell you their decision about the contract as soon as possible. Do you:*

 a) thank them and say goodbye?

 b) congratulate yourself on a successful meeting?

 c) tell them you’ll ring them in one week’s time to hear their decision?

 *5 You simply can’t reach an agreement with your negotiating partners. Should you:*

1. suggest taking a break and then have a brainstorming session to generate new solutions?
2. accept the breakdown in the negotiations?
3. accuse the other side of deliberately trying to block the negotiations?