

Raincoats: Additional Notes

Use Language of Meetings, and pretend your counterpart is not a member of your class but a businessperson. Use all the appropriate expressions. This will be especially difficult to remember in the heat of negotiations.

Figures and conditions in the guidelines can not be changed.

Class 2 (Info gathering) and Class 4 (Selling):

- We will do these classes together with Mr. MacPherson's students. Let's show them how real professionals speak and behave.
- We will meet in Mr. MacPherson's classroom. Be seated with your team 5 minutes before the class begins.
- Use a separate sheet of paper for writing notes of information which you get from business counterparts. You might want to get initials from your counterpart, so you can show it later in case of dispute.
- Make sure that your counterpart is giving you correct information. (One seller team last year mistakenly gave *their* cost as a price, with no markup, which ultimately caused the buyer to cancel the order and end up with nothing.)
- SELLERS: Don't oversell. Ensure that your whole team knows the *total* number of coats that your team can sell. For example, if the number for latest delivery is 15,000 (in your guidelines), that means your team as a whole cannot supply more than that. Your whole team will go to jail and you will all have to give your cell phones and mp3 players to Mr. H if you oversell.
- BUYERS: Don't let the seller oversell!