

## Useful Phrases to Show a Position

### Agreement

I believe you are correct.<sup>1</sup>  
I think you are correct.  
This is true.  
You are correct.  
I agree with you.  
We are in agreement.  
Fundamentally, you are correct.  
This is accurate. You are accurate.

### Disagreement

This is not true.  
You are incorrect.  
You are wrong.  
This is false.  
You do not have all of the facts. You do not have all the facts.  
The evidence proves otherwise.  
I see your point, but I see differently.  
I see your point, but I cannot concur.  
I see your point, but I disagree.  
I see why you may think this is true, but it is not.  
Let me assure you that your facts are groundless/baseless.  
Your position lacks a foundation.

### Ambivalence (not choosing a specific view)

I understand your position, but I have yet to establish my own.  
At this point I am uncertain.

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<sup>1</sup>Many use the word "right" instead of correct. I prefer to use the word "correct." However, "right" is acceptable.

The issue is not clear yet.

I have yet to make a decision.

The issue still needs to be determined.

The evidence is inconclusive.

I am ambivalent.

Your position is clear. I am still evaluating mine.

### Request

We are interested in....

Can you.....

Please....

If at all possible.... If possible....

It would be of great assistance if...

We are dependent on you to.....

The next stage depends on you....

### Refusal

I will not...

We cannot...

We will not be able to fulfill your request.

At this point, we must refuse your request. Perhaps in the future we may be able to oblige.

Your request is unacceptable and, thus, must be denied.

For the moment, we are denying your request.

We do not accept your terms.

We refute your answer.

### Acceptance

It would be our pleasure to meet your request.

Since it is also in our best interest, we would be happy to meet your request.

In order to forward our mutual goal, we will meet your request.

We accept.

Once you make the changes we have requested, we can agree to your request.

Make these changes and we will agree.

### Negotiate

The issue has yet to be resolved, and we are still open to negotiate it.

Our position is different than yours. However, I suggest we look for a compromise.

Perhaps it is best to negotiate this issue.

We see the issue differently. With that, we are open to hear your terms.

Our position states..... What is yours? We may be interested in bargaining.

What is your best offer?

Interestingly, we do have common grounds.

What is your counter offer?

We may be willing to hear your concession.

I suggest we refer the parties to a mediator to close this issue.

We are looking for a win-win situation.