WRITING A CONTRACT

I. Evocation.

1. Task: share with your knowledge and experience.

- Have you ever met the term "a contract"? Give examples when such agreement is required.
- Explain when the Sale Contracts, the Rental Contracts and the Employment Contracts should be concluded.

2. Task: agree or disagree with the following statements, give arguments.

- A Contract of employment isn't so significant document; the process of employment should be informal.

- Trade unions can't solve problems with employers because they lack powers.

II. Realization.

3. Task: learn the new vocabulary through definitions; make up collocations and phrases of your own.

Commencement	[kəˈmensmənt] n. the beginning of something.	
Wage	[ˈweidʒ] n. salary, payment, earnings; just recompense.	
Dismissal	[disˈmisl] n. the act of removing someone from employment or office.	
Unfairly	[ʌnˈfeəli] adv. in a manner that is not in accordance with the principles of equality and justice.	
Hire	[ˈhaiə] v. employ (someone) for money.	
Bargain	[ˈbɑ:gin] n. an agreement between two or more people or groups as to what each will do for the other.	
Negotiation	[nigəuʃiˈeiʃən] n. discussion aimed at reaching an agreement.	
Grievance	['gri:vəns] n. an official statement of a complaint over something believed to be wrong or unfair.	

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4. Task: while reading the text underline the collocations with the new words, give phrasal equivalents in your native language.

An employment contract is an agreement between an employer and an employee at the commencement of the period of employment and stating the exact nature of their business relationship, specifically what compensation the employee will receive in exchange for specific work performed.

An employer's duty is to provide written particulars of employment with an employee. It allows the employee to know concretely what to expect and is expected in terms of wages, holiday rights, notice in the event of dismissal, job description and so on. An employer may not legally offer a contract in which the employer pays the worker less than a minimum wage. An employee may not, for instance, agree to a contract which allows an employer to dismiss them unfairly.

There are two ways of termination. According to the employment contract an employee have the right to leave the job and such decision is called voluntary termination. Such an action is commonly known as "resignation", or "giving notice". Involuntary termination refers to the employee's departure at the hands of the employer. Some terminations occur as a result of mutual agreement between the employer and employee.

There are differing classifications of workers within a company. Some are full-time and permanent and receive a guaranteed salary, while others are hired for short term contracts or work as temps (temporary workers) or consultants.

Employees can be organized into trade unions; they represent most of the available work force in a single organization. The Universal Declaration of Human Rights identifies the ability to organize trade unions as a fundamental human right.

A collective agreement or bargaining is a labor contract between an employer and one or more unions. Collective bargaining consists of the process of negotiation between representatives of a union and employers in respect of the terms and conditions of employment of workers, such as wages, hours of work, working conditions and grievance-procedures, and about the rights and responsibilities of trade unions.

5. Task: say whether the following statements are **TRUE** or **FALSE**; find reasons for your answers in the text.

1. Trade unions have powers to conclude a collective agreement on behalf of the employees.	**TRUE FALSE**
2. Collective bargaining is a process of negotiation between the representatives of local power and trade unions.	**TRUE FALSE**
3. An applicant should be employed only on a full-time work as provided for by the law.	**TRUE FALSE**
4. The monthly wage of an employee shall not be less than a minimum wage established by law.	**TRUE FALSE**
5. Trade unions may represent employees in individual and collective disputes with an employer.	**TRUE FALSE**
6. The particulars of an employment agreement should be done only in oral form.	**TRUE FALSE**

6. Task: explain the meaning of the following words according to the text.

► **trade union** ► **full-time work** ► **termination** ► **contract of employment**

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7. Task: match the words and word combinations with the definitions.

1. collective bargaining	**a.** payment by employers for some part of the cost of injuries.
2. family leave	**b.** association of workers for the purpose of improving their economic status and working conditions through collective bargaining with employers.
3. labour law	**c.** an arrangement by which people work at home using a computer and telephone, transmitting work material to a business office by means of a modem and telephone lines.
4. pension	**d.** social policy permitting workers to take a specified amount of time off from the job to attend to pressing family needs.
5. telecommuting	**e.** procedure whereby an employer or employers agree to discuss the conditions of work.
6. union	**f.** periodic payments to one who has retired from work because of age or disability.
7. workers' compensation	**g.** legislation dealing with human beings in their capacity as workers or wage earners.

8. Task: choose the correct variant.

1. I work in a small service station in Chișinău. I ..... 20 Leis an hour.
2. It's not a lot, but it's more than the.....wage.
3. My brother works in an auto salon and his.....is 6.000 Leis a month.
4. His firm also provides him with a good.....package.
5. When he is 63 he will be able to give up work and live on his..... .

9. Task: divide the words according to the meaning.

END		FINISH	
WORK		HIRING	
REDUNDANCY		OCCUPATION	
ARRANGEMENT		FEE	
COMPETITOR		DEAL	
BARGAIN		JOB-SEEKER	
CLOSING		FIRING	
SERVICE		POSITION	
DISCHARGE		CANCELLATION	
STOPPING		LABOR	
JOB-HUNTER		INTERVIEWEE	
NOTICE		AGREEMENT	
CONCLUSION		WAGES	
PROFESSION		TERMINATION	
EARNINGS		PAYMENT	
QUIT		ENDING	
STIPEND		INCOME	
JOB		APPLICANT	

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10. The extract below is a skeleton contract of employment for a full-time employee. The key words/phrases from each section have been removed.

Task: complete the text using the words/phrases from the box.

Date of commencement	duties and responsibilities	grievance	commencing salary	position
holiday entitlement	notice	pension	probation period	sickness pay	terms and conditions

1. You have been appointed to the_____ of a Head Manager assistant.
2. Your_____ will be detailed in the labor contract.
3. The_____ of your service with this organization is 1st January 2018.
4. Your specific_____ are contained in the collective agreement negotiated by this organization.
5. Confirmation of your appointment will be finally decided after your 3 months'_____.
6. Your _____ is 4000 Leis per month, paid monthly.
7. When you retire you will receive _____entitlement.
8. Your annual_____ is 25 days.
9. The maximum period of _____ to which you are entitled is 3 months.
10. Your position with regard to_____ is set out in the labor contract.
11. If you have a _____ relating to your employment, you should refer to the complaint procedure outlined in the collective agreement.

III. Reflection & Extension.

11. Task: complete the **SAMPLE EMPLOYMENT CONTRACT** with the topical vocabulary of the lesson.

Date of signing the Contract: 25th February, 20_____.

The contract is being prepared by and is being signed between an employer under the name DAAC-Hermes and an employee named, Mr. John Petroff, as on the date of signing the contract mentioned.

The contract records that the Auto Diller Company under the name DAAC-Hermes is 1)_____ Mr. John Petroff as an employee for the position of Sales Manager. The employment contract holds for a year from the date of joining.

The Employee agrees that he will at all times faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the 2)_____required of his position.

The employee's 3) _____ is 3000 Leis per month, paid 4) _____. The mentioned 5) _____may be review with regard to personal professional achievements. Annual 6)_____ is 25 days. 3 month is the minimum period of 7) _____ to which the employee is entitled.

It is understood and agreed that the first ninety days of employment shall constitute a 8)_____during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

The Employee may at any time 9)_____this agreement and his employment by giving not less than two weeks written 10)_____to the Employer.

Date of joining: 1st March 20_____.

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