

Working with words

Choose the correct words in *italics> in 1–10.*

- 1 They're offering people over 55 the chance to take early *retirement / redundancy*.
- 2 They've asked me to move to Sales, but it's only a *profitable / sideways* move.
- 3 Many women in my position reach a *corporate / glass* ceiling and can't progress any further.
- 4 I took a similar job but at a new company. It was a *move / change* of direction and more exciting.
- 5 One issue that contributes to job *satisfaction / security* is working in teams.
- 6 1,300 workers have been *laid off / unemployed* from a factory in Marseille.
- 7 We *relocated / redeployed* to Holland, as there were better work opportunities for my wife.
- 8 As a company, we are keen to provide opportunities for *personal development / apprenticeship* through our training programme.
- 9 John *took early retirement / was made redundant*, so he had to start looking for another job immediately.
- 10 Mark's doing an *apprenticeship / full-time employment* with a company so he'll get the training and qualifications he needs for his career.

Language at work

Complete the conditional sentences 22–26 with the correct form of the verbs in brackets.

- 22 If I ask Lisa, you _____ (ask) Tish.
- 23 But if I _____ (give) you my best people, who would I have left?
- 24 We _____ (not / have) such a large profit if foreign currency values were different.
- 25 If we decide before Friday, then everyone _____ (know) by Monday.
- 26 What _____ (you / offer) if I could pay you in cash?

Choose the correct words in *italics* in 27–30.

- 27 I won't do anything *supposing / unless* everyone wants me to.
- 28 *In case / As long as* you keep quiet about your deal, no one else will ask about a remuneration package.
- 29 *Provided that / Unless* I have use of IT support all next week, there'll be no problems with installing the new software.
- 30 *Supposing / In case* we stretch the budget, then we can take on a trainee.

Result _____ / 30 marks

Business communication

Complete 11–21 in the negotiation with expressions a–k. Write the letters in the spaces.

- | | |
|--------------------------|---------------------|
| a One option would be to | g Let's look at |
| b The areas we need to | h what I propose is |
| c you guaranteed | i That sounds like |
| d If I | j I'm happy |
| e What we need to decide | k supposing |
| f it just wouldn't work | |
-
- A ¹¹___ on today is what to include in the repatriation package. ¹²___ discuss are salaries, education for children and the request for loans to buy houses. ¹³___ what our options are. ¹⁴___ offer a basic package to everyone.
- B Sorry, but ¹⁵___ if we offered everyone the same. You have some people with no children and some with five. Then you have people already with a house and those with nowhere to live when they get back.
- A Well, ¹⁶___ we gave everyone the same salary rise as a percentage?
- B That's a good start. And then ¹⁷___ that we take each person case-by-case. So if ¹⁸___ equal pay rises, I think they'd let you bargain more easily with other incentives.
- A Good. ¹⁹___ a plan. So, a quick recap. ²⁰___ look at realistic figures for the rise, you'll spend some time looking at each individual's needs. OK?
- B ²¹___ with that. I can even talk to each of them by phone before the official meeting ...

Unit 8 Speaking test

Role cards

Copy this page and cut out the role cards for the students. Students should do both role-plays. Then use the *Speaking test results* forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Role-play 1

Student A

You need to negotiate a repatriation package with an employee returning from relocation in Sweden. Make the following offer:

- a 10% pay rise
- private education for their two children

When you negotiate the package, remember to:

- outline the main point for discussion
- put forward your proposals
- bargain and state consequences
- reach agreement
- summarize the situation

Student B

You are returning from relocation in Sweden and would like your repatriation package to include:

- a 15% pay rise
- private education for your two children
- an interest-free loan to pay off your mortgage (€40,000)

Your manager will begin the negotiation.

Role-play 2

Student A

Your manager wants you to train 15 new trainees next month. However, you have already booked time off. You will do it on certain conditions.

- The company pays for the holiday you've already booked.
- You get two weeks' extra holiday as compensation.
- You'd like paid overtime for this course (which you wouldn't normally receive).

Your manager will begin the negotiation.

Student B

You have 15 new trainees next month. You need your employee to train them. You know that he/she has booked time off. Make the following offer.

- The company pays for the holiday he/she booked and will give one week's extra holiday as compensation. (Note that you do not have the budget to pay overtime for any extra hours on this course.)

When you negotiate the package, remember to:

- outline the main point for discussion
- put forward your proposals
- bargain and state consequences
- reach agreement
- summarize the situation

Unit 8 Speaking test results

Use these forms to evaluate the students.

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
outline a point for discussion			
put forward proposals			
bargain and state consequences			
reach an agreement			
summarize the situation			

Result _____ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
outline a point for discussion			
put forward proposals			
bargain and state consequences			
reach an agreement			
summarize the situation			

Result _____ / 10 marks