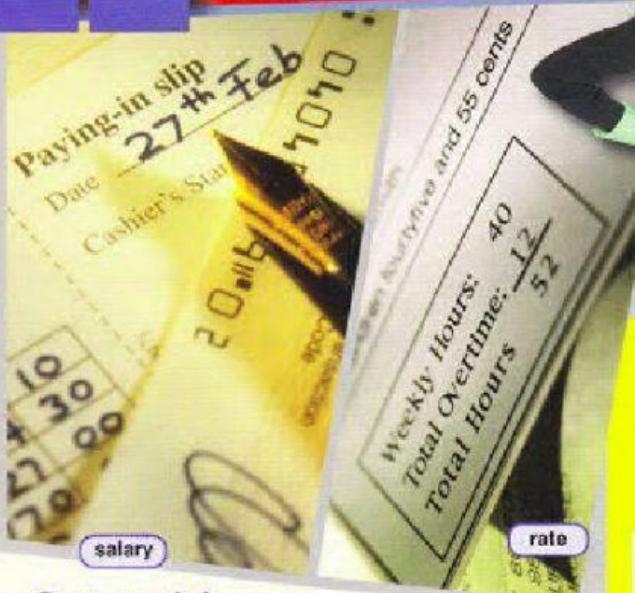


11

Pay and benefits



Get ready!

1 Before you read the passage, talk about these questions.

- 1 What kinds of jobs pay the highest and lowest salaries?
- 2 Do you think the most difficult jobs always get the highest wages?

Reading

2 Listen and read this pay guide for new employees. Then, choose the correct answers. How can an employee earn more money?

- 1 What is the purpose of the guide?
 - A to explain the parts of a pay review
 - B to describe an available job position
 - C to compare salesmen and new employee pay
 - D to inform employees of ways to earn more money



Pay Information

All new employees start at **minimum wage**. This means you **earn** \$7 per hour from 9am to 5pm. But this is not your entire **salary**. There are many ways to earn more than this.

There is extra pay for evenings and weekends. **Overtime** is 1.5 times the normal **rate**: \$10.50 per hour.

We offer a **commission** of 2% on any sales over \$50. The commission rises to 3% on sales over \$500. Our best sales people can **double** their basic salary with commission!

Every six months there is a **pay review**. In a pay review we sit down together and talk about your **performance**. All employees who perform well get a **raise**. So, show us what you can do!

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

1	__ double	4	__ salary
2	__ commission	5	__ minimum wage

2 Employees earn twice as much money by
 A working overtime
 B making commission
 C earning pay raises
 D completing pay reviews

3 What is discussed at a pay review?
 A increasing an employee's work hours
 B an employee's overtime opportunities
 C how well an employee is working
 D an employee's level of commission

3 earn 6 performance
 A to receive something in exchange for work
 B a set amount of money an employee will earn per month or year
 C the lowest rate of pay that is usually provided to new employees
 D a percentage of the profit of a sale given to the employee who arranged the sale
 E the act of doing a particular task or job
 F to multiply by two

5 Fill in the blanks with the correct words and phrases from the word bank.

WORD BANK

overtime rate raise pay review

- Ellen requested to work _____.
- Carl has his yearly _____ later today.
- Keith was happy to earn a _____.
- This _____ of pay for this job is too low.

Listening

6 Listen to a conversation between two employees. Mark the following statements as true (T) or false (F).

- The woman asks for a pay raise.
- The man denies the woman's request.
- The woman can work extra hours on weekends.

Speaking

7 With a partner, act out the roles below, based on the dialogue from Task 6. Then switch roles.

USE LANGUAGE SUCH AS:

Can you do me a favor?

\$7 an hour isn't much.

I need all the hours I can get.

Student A: You want to earn more money. Talk to Student B about:

- current rate of pay
- extra shifts
- overtime

Student B: Answer Student A's questions about increasing pay. Make up a name for the weekend manager.

6  Listen again and complete the conversation.

Employee 1: Hi John. Can you do me a favor?
 Employee 2: Maybe. What is it?
 Employee 1: Well, I'm making 1 _____.
 And \$7 an hour isn't much.
 Employee 2: Yeah, that's hard. I remember what it was like before my 2 _____.
 Employee 1: So I'm hoping to earn some 3 _____.
 Can I take one of your 4 _____.
 Employee 2: Oh, sorry. I need all the hours I can get. But I know they need help on 5 _____.
 Employee 1: I didn't know that. How can I 6 _____?
 Employee 2: Just talk to Mary, the weekend manager.



Writing

7 Make notes about the different ways to increase your salary based on the conversation from Task 7 and the pay guide for employees.

Overtime Hours Request

Name: _____

Current rate of pay: _____

Overtime rate of pay: _____

Reason for Request: _____

When you would like extra hours: _____

25



YOU!
 DID
 IT!