

WARM-UP

1. "Would You Sign It?" Classify the statements.

1. The salary is not written in the contract.	SAFE TO SIGN	NEEDS CLARIFICATION
2. The job title is clearly stated.	SAFE TO SIGN	NEEDS CLARIFICATION
3. Working hours are not explained.	SAFE TO SIGN	NEEDS CLARIFICATION
4. The contract says when the employee starts work.	SAFE TO SIGN	NEEDS CLARIFICATION
5. The employer says, "You don't need to read it. Just sign."	SAFE TO SIGN	NEEDS CLARIFICATION
6. The employee receives a copy of the contract.	SAFE TO SIGN	NEEDS CLARIFICATION

2. Answer the questions.

- What information should you check before signing?
- Why is it important to read a contract?
- What would you ask an employer?

3. "Contract Detective" Identify pieces of information.

Junior Auto Electrician	
€650/month	
40 hours/week	
1 October	
1 year	
3 months	
electrical diagnostics and repair	



VOCABULARY

4. Legal Terminology Breakdown. Match the term with its definition.

- | | |
|---------------------|---|
| 1. employer | A. money paid for work |
| 2. employee | B. a person/company that gives someone a job |
| 3. salary | C. a person who works for an employer |
| 4. duties | D. a particular condition in a contract |
| 5. working hours | E. an initial period when the employee's work is assessed |
| 6. probation period | F. the official end of a contract |
| 7. termination | G. the time when an employee works |
| 8. clause | H. the work and responsibilities of a job |

5. Complete the Contract Vocabulary.

1. The _____ gives the employee a job. 2. The employee's _____ include repairing engines. 3. The employee receives a monthly _____. 4. The _____ explains the conditions of employment. 5. The mechanic works 40 _____ per week. 6. The first three months can be a _____ period.

READING

6. Read the text. Identify employment-contract elements.

Signing an Employee (Job) Contract

When a young technician gets a new job, one of the most important steps is signing an employment contract. A contract is an agreement between an employer and an employee. It explains the conditions of the job and the responsibilities of both sides.

Before signing a contract, an employee should read it carefully. First, the contract should identify the **employer** and the **employee**. It should also give the employee's **job title** and describe the main **duties**. For example, an auto mechanic may be responsible for vehicle inspection, maintenance, engine repair and replacing damaged parts. An auto electrician may have duties related to electrical diagnostics, batteries, wiring and electronic systems.

Another important part is **salary**. The employees should know how much money they will receive, when they will be paid and whether there are additional payments or bonuses. The contract should also explain the **working hours** and schedule. In an automotive workshop, employees may work regular hours or shifts.

The **start date** and **duration of the contract** are also important. A contract can be permanent or, in some situations, fixed-term. If there is a **probation period**, it should be clearly stated.

Employees should also look for information about holidays, workplace safety, responsibilities and the procedure for ending the employment relationship. A technician should pay particular attention to safety requirements because automotive work can involve mechanical, electrical and other workplace risks.

If a clause is unclear, the employee should ask the employer for an explanation before signing. It is better to ask a question than to sign a document that you do not understand.

Finally, both sides sign the contract. The employee should keep their copy of the signed document. A clear contract helps both the employer and employee understand their rights, duties and working conditions.

7. True or False?

1. An employment contract is an agreement between an employer and an employee.
2. Employees do not need to read a contract before signing it.
3. Job duties should be described in the contract.
4. Salary is an important contract element.
5. Working hours are not relevant to an employment contract.
6. A probation period should be clearly stated.
7. Employees should ask questions about unclear clauses.
8. The employee should keep a copy of the signed contract.



8. Contract Analysis – Find the Problem.

AUTO STAR WORKSHOP

Position: Auto Mechanic

Start date: 1 October

Salary: not specified

Working hours: as required by the employer

Duties: vehicle repair and other tasks

Contract duration: 1 year

Probation: 3 months

- What important information is missing?

- Which clause is unclear?

- What question should the employee ask?

9. Legal Language: Make It Clear.

1. "You work when necessary."

The employee will work according to the _____.

2. "You repair cars."

The employee will _____.

3. "You get money every month."

The employee will receive a monthly salary of _____.

4. "The company can finish the contract."

The contract may be terminated according to the _____.



LISTENING

10. Listen to the Podcast "Before You Sign". Choose the correct answer.

1. What should an employee check first?

- A. The colour of the workshop
- B. Job title and duties
- C. The employer's car

2. What should the employee check about salary?

- A. Amount and payment time
- B. The manager's salary
- C. The price of cars

3. Why are safety requirements important?

- A. Automotive work can involve risks.
- B. Mechanics work outside.
- C. Cars are expensive.

4. What should an employee do if a clause is unclear?

- A. Ignore it.
- B. Sign immediately.
- C. Ask for an explanation.

11. Complete the sentences.

1. Check your job _____ and duties.
2. Make sure you understand your _____.
3. Check your working _____.
4. Ask if you don't understand a _____.
5. Keep your _____ of the signed contract.

12. Put in order.

- _____ Ask questions about unclear information.
- _____ Check salary and working hours.
- _____ Check your job title and duties.
- _____ Keep a copy.
- _____ Sign the contract.

SPEAKING

13. Case Study: "The Workshop Contract".

You are offered a job as a Junior Auto Mechanic.

The employer says:

- Salary: 8,500 MDL
- Working hours: 8:00–17:00
- Working days: Monday–Friday
- Start date: 5 October
- Probation: 3 months
- Duties: vehicle inspection and repair

But the contract does **not clearly state the lunch break.**

Student A – Employee

Ask at least 3 questions.

Useful expressions:

- "Could you explain this clause?"
- "What are my working hours?"
- "When is my salary paid?"
- "How long is the probation period?"
- "Is the lunch break included?"

Student B – Employer

Answer the employee's questions clearly.

14. Role-play: "Before I Sign".

Student A:

Workshop Manager / The Employer

Clauses:

1. job title _____
2. duties _____
3. salary _____
4. working hours _____
5. start date _____
6. probation _____
7. holidays _____

Student A:

The Employee must use at least three clarification expressions:

- "Could you explain...?"
- "What does ... mean?"
- "Could you clarify...?"
- "Is it possible to...?"
- "When will I...?"



make notes



WRITING

15. Imagine that you have received an employment contract for an automotive job. Complete this email to the employer asking for clarification about two or three contract clauses.

(Subject) Contract Clarification

Dear Mr Smith,

Thank you for offering me the p_____ of Junior Auto Mechanic. I have read the e_____ c_____, but I would like to c_____ a few points. Could you please explain the working s_____ and lunch b____? I would also like to know when the monthly s_____ is paid. Finally, could you clarify the p_____ period? Thank you for your h____. I look forward to your r_____.

Best r_____,
Alex Popescu.

