



SALARY REVIEWS



Scan to review worksheet

Expemo code:

1CXH-K6I9-HGVJ



1

Warm up

Match these verbs with the two nouns that can complete a phrase.

- | | |
|---------------------|------------------------------------|
| 1. manage | a. an event / a workshop |
| 2. collaborate with | b. another department / a client |
| 3. organize | c. a product / a logo |
| 4. design | d. a sales presentation / training |
| 5. deliver | e. a team / a project |

Answer these questions about your job in pairs.

- What's one thing from the list in the previous exercise that you have done at work?
- What's one thing that you are doing at the moment?
- What's one thing that you want to do in the future?

2

Listening

Kim is a young designer for a sportswear company. She is having a salary review with a manager. Listen to the review and decide if the sentences are true or false.



1. Kim started working in the marketing department three years ago.
2. Kim is designing a range of men's basketball clothes.
3. Kim wants to develop a range of children's sunglasses.
4. Kim's manager thinks that Kim can have a higher salary.



Now listen again and choose the best option to complete the sentences.

1. So, I **started / had started** working here 3 years ago, in the marketing department.
2. Last year I **have delivered / delivered** some training on branding to the sales team.
3. Recently, I **organized / had organized** a marketing workshop for the design team.
4. Since last summer, I **collaborate / have collaborated** with five other departments in the company to develop an improved marketing plan.
5. Right now, I **am collaborating / collaborate** with a client to develop a new line of men's tennis clothes.
6. At the moment, I **do / am** also organizing a media event to launch this range.
7. The event is going to **take / taking** place next spring.
8. I think I **will / do** be able to manage a design team of my own, maybe in two years.
9. I would **think / like** to develop a range of children's sports shoes.





3

Language point

Kim uses a range of tenses to talk about her past, present, and future activities (PPF). Study the table below.

Then look back at the last exercise and find more time phrases to complete the table. There are two phrases in each box.

<i>time</i>	<i>time phrases</i>	<i>examples</i>	<i>form and meaning/use</i>
past	Three years ago; Last year	I started working here; I delivered some training; I organized a marketing workshop	past simple: finished past actions with a specific time reference
		I have collaborated with five other departments	present perfect: experiences and past actions with an effect on the present
present		I am collaborating with a client; I am also organizing a media event	present continuous: actions in progress at or around the time of speaking
future		The event is going to take place ; I think I will be able to manage a design team of my own; I would like to develop a range of children's sports shoes	various future forms: plans (be going to), predictions (will), hopes (would like)



4

Practice

Complete the sentences with the correct form of the verb in brackets.

1. At the moment, I (manage) _____ a team of twenty people.
2. In two years, she (be) _____ the head of the department.
3. Last year I (deliver) _____ a sales presentation to the CEO.
4. Next year I (study) _____ for a Master's in Business.
5. Recently I (deliver) _____ training to some of our partner organizations.
6. Right now, I (design) _____ a new range of eco-friendly products.
7. Since last year I (organize) _____ three workshops on environmental issues.
8. Two years ago, I (collaborate) _____ with our suppliers to reduce plastic.

5

Speaking

You are going to give a mini presentation describing your past, present, and future work activities. Use the table to make notes of time phrases and key words, as in the top example. Aim to speak for one to two minutes.

<i>time</i>	<i>time phrases</i>	<i>content</i>	<i>form and meaning/use</i>
example: past	Last summer	organized three international meetings; very challenging!	past simple

<i>time</i>	<i>time phrases</i>	<i>content</i>	<i>form and meaning/use</i>
past			past simple: finished past actions with a specific time reference
			present perfect: experiences and past actions with an effect on the present
present			present continuous: actions in progress at the time of speaking
future			various future forms: plans (be going to); predictions (will); hopes (would like)



Practice your presentation and then deliver it to a classmate.

After you listen to your classmate's presentation, ask them three questions about what they told you.

Use time phrases and tenses correctly.

Example: What was the most challenging thing about the international meetings that you organized last year?