

Reading and Listening

Lesson 5 – B

- Topic : Salaries and Benefits
Aims : Improve Reading and Listening skills with vocabulary studies
Acquire and evaluate information
Listening to determine the subject matter of a conversation

I READING

Exercise 1 : **VOCABULARY.** Choose the one word or phrase that best complete the sentences.

Then practice using the words in your own sentence. (5 – 6 minutes)

1.Many countries are concerned about the _____ undocumented workers that have to work long hours with low pay.

- (a)explication
- (b)exploitation
- (c)exploration
- (d)experimentation

2.Ms. Stockstone decided to leave her position because she felt her willingness to work overtime and on weekends was being taken for _____ by company management.

- (a)granting
- (b)granted
- (c)a grant
- (d)to grant

3.The company announced that the health insurance premium paid by its employees would soon be _____.

- (a)risen
- (b)raising
- (c)rise
- (d)raised

4.In order to be _____ for a loan, it is usually necessary for an applicant to prove that he or she has a steady income which is likely to continue in the future.

- (a)doable
- (b)allowable
- (c)eligible
- (d)permissible

5.An annual maximum of three weeks' sick leave is allowed and paid in _____ with current company rules and regulations.

- (a)accordance
- (b)comparison
- (c)view
- (d)favor

Exercise 2 Reading Comprehension. Read the following Ad and try to answer the questions that follow.(3 – 5mins)

According to a report released last week by the Bureau of Labor, wages increased by an average of just 2.8% this year, down from 3.7% the previous year, and the second lowest rate of increase since recording began in 1955.. The lowest pay increase on record was 2.4% in 1989. The survey, conducted in September, showed an average pay hike of just \$9.75. Construction workers received the largest wage increase, averaging \$11.10, closely followed by utility employees at \$10.90, and wholesale-retail employees at \$10.80, while service sector employees received the smallest increase of just \$7.90.

Questions:

1.When was the survey carried out?

- (a)Last week
- (b)September
- (c)1955
- (d)1989

2.According to the report, what was the average rate of increase in pay for the previous year?

- (a)2.4%
- (b)2.8%
- (c)3.7%
- (d)9.7%

3.Which group of workers fared best in this year's wage hikes?

- (a)Construction workers
- (b)Utility workers
- (c)Wholesale–retail workers
- (d)Service sector employees

4.What was the average wage increase for this year?

- (a)\$7.90
- (b)\$9.75
- (c)\$10.90
- (d)\$11.10

LISTENING

Exercise 1 *Picture Description* (1 – 2 minutes)



Choose the best statement that best describes what you see in the picture.

Workers talking

- (A)
- (B)
- (C)
- (D)

Exercise 2. *Let's listen!* Read a question about the conversation and chose the best answer to each question that follows. (5 – 6 minutes)



1.What is the woman's position?

- (a)Employee
- (b)Manager
- (c)Counselor
- (d)Receptionist

2.What are the speakers mainly discussing?

- (a)The man's performance review
- (b)The woman's job duties
- (c)How to get a salary increase
- (d)What is in the man's file

3.When does this conversation take place?

- (a)At the beginning of the month
- (b)In the middle of the year
- (c)At the end of the year
- (d)In the summer

Exercise 3. *Let's complete it!* Listen again to the audio clip and fill up the missing word or phrase. (3-4 min)



- A : So in summary Michael, your review is mostly favorable. You met four of your seven _____goals, which means your bonus will total \$3,000. You got high marks for promptness and dedication, and need to improve your business _____ and time management. Do you have any questions?
- B : Yes, just a couple. What do you do with my _____ after I review it and sign it? Will you use it next year in deciding on _____ increases?
- A : Those are good questions. Your review will go into your file, which is part of your _____ employment record. It will be considered in determining salary, but it's just one factor among many. We'll also consider your overall performance since you joined the company, and any improvement made following this _____. In general, you're doing very nice work. Keep up the good work, and you shouldn't have any worries.
- B : Thank you, Ms. Donaldson. I appreciate your fairness, and I enjoy working for you.

permanent	incentive	evaluation
performance review	salary	etiquette

Exercise 1: Listening Comprehension Transcript

- (A) All three people are wearing blue coveralls.
- (B) You can see both hands on the girl.
- (C) The machine closest to the camera is a power saw.
- (D) The man on the left has glasses.

Exercise 2: Listening Comprehension Transcript

- A : So in summary Michael, your review is mostly favorable. You met four of your seven **incentive** goals, which means your bonus will total \$3,000. You got high marks for promptness and dedication, and need to improve your business **etiquette** and time management. Do you have any questions?
- B : Yes, just a couple. What do you do with my **performance review** after I review it and sign it? Will you use it next year in deciding on **salary** increases?
- A : Those are good questions. Your review will go into your file, which is part of your **permanent** employment record. It will be considered in determining salary, but it's just one factor among many. We'll also consider your overall performance since you joined the company, and any improvement made following this **evaluation**. In general, you're doing very nice work. Keep up the good work, and you shouldn't have any worries.
- B : Thank you, Ms. Donaldson. I appreciate your fairness, and I enjoy working for you.

References