Reading and Listening Lesson 5 - B

Topic: Salaries and Benefits

(d)favor

Aims : Improve Reading and Listening skills with vocabulary studies

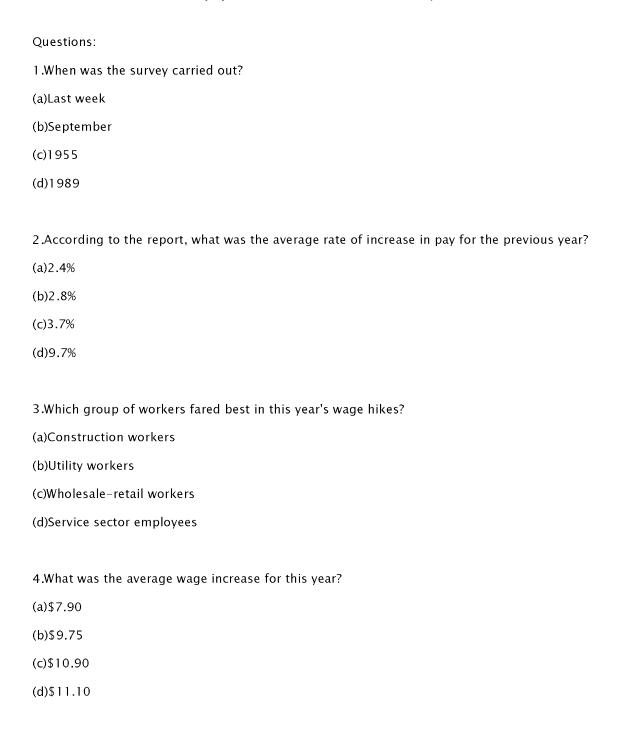
Acquire and evaluate information

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 sh
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

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.



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Exercise I *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)

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Α	:	So in summary Michael, your review is mostly favorable. You met four of your
		sevengoals, 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?
В	=	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?
Α	:	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.
В	-	Thank you, Ms. Donaldson. I appreciate your fairness, and I enjoy working for
		you.

incentive

salary

permanent

performance review

evaluation

etiquette

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.



