



## Task 1

Fill in the blanks with the correct words. The definitions are given to you. Next, answer the questions about yourself.

1. What is the minimum hourly pay **rate** in your country? **student's idea(s)** (the amount of money for an hour spent working)
2. What factors are considered when someone is offered a pay **raise**? **student's idea(s)** (an increase in one's salary)
3. In your current job, do you earn a **base** salary? **student's idea(s)** (the amount of money that one earns, not including any extra payments)
4. What kind of jobs are typically **commission**-based in your country? **student's idea(s)** (the amount of money paid to an employee for selling something)
5. Does your company offer **performance**-related bonuses? **student's idea(s)** (additional money granted to an employee for achieving goals or reaching benchmarks)
6. In what situation can an employer make **deductions** from one's pay? **student's idea(s)** (money earned but withheld from a paycheck)
7. Is **overtime** compensation paid at a higher rate in your company? **student's idea(s)** (work performed outside the regular hours)
8. Which jobs are considered **underpaid** / **overpaid** in your country? **student's idea(s)** (compensated too little/much for their work)



## Task 2

Watch the video. Complete the list with your own words.

### Getting your target salary

Dos

Don'ts

- |  |  |
|--|--|
| 1. <b>conduct thorough research</b>      | 3. <b>give just one number</b>                         |
| 2. <b>prepare to explain your answer</b> | 4. <b>lie if you're not comfortable with the offer</b> |

What other advice can you think of? **practice beforehand, talk in a positive way, don't ask for too much**



## Task 3

Fill in the blanks with the words from the video. Finish the sentences using your own words.

### sample answers

1. To ensure that your range is not **entirely off**, you should consider **your skill set, level of experience, job responsibilities, the current climate in the job market**
2. Providing a **salary range** that you'll be comfortable with opens up the room to **negotiate**.
3. You need to **articulate** why you **deserve** that salary. Otherwise, the employer may not **see your value and consider the salary you want**.
4. Giving a lower number than you want will **please** the hiring manager, but you may be **wasting your time going further in the interview process**.

Which piece of advice do you find the most useful? Why? **student's idea(s)**



## Task 4

Fill in the blanks with the correct words from the box. Change the form, if necessary. Who is the advice addressed to? Write E (employee), M (manager), or B (both).

add / flexible / keep / lieu / make / offer / out of / picture / play / review / weigh

1. Ask if the number is **flexible** at all. **B**
2. **Play** it cool even if your request is rejected. **E**
3. Always take some time to **review** the offer. **E**
4. Offer some perks in **lieu** of a pay raise. **M**
5. Show how your work **offers** added value to the company. **E**
6. Suggest that a higher salary might be in the **picture** before the meeting. **M**
7. Clearly say that the number is **out** of your range. **M**
8. Say that you're **weighing** other offers. **E**
9. Talk about the benefits that the company **adds** along with the pay. **M**
10. Be prepared to **make** a counteroffer. **B**
11. **Keep** more options in your back pocket. **B**

Which pieces of advice do you consider "dos" and "don'ts"? Why? **student's idea(s)**