

Negotiating a Salary

 | 30 min



Category: ✓ Business English | **Topic:** ✓ Work, Money | **Media:** ✓ Video

Level: ✓ B2-C1 Upper-Intermediate / Advanced | **Grammar:** ✓ Mixed Grammar | **Learning Focus:** ✓ Listening, Speaking, Vocabulary



Activity 1



5 min

Learning New Vocabulary and Discussion

VOCABULARY, SPEAKING

Ask the student(s) to complete task 1. Explain the vocabulary, if necessary. Next, check and discuss the answers. You can ask these additional questions.

- Is it culturally appropriate to discuss money/your salary in your country?
- Do candidates usually ask about and negotiate the salary during a job interview?
- Have you ever asked for a pay raise? What arguments did you use?
- Does a good salary guarantee job satisfaction/employee loyalty? Why (not)?
- What incentives, apart from a salary, do companies offer?



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)



Activity 2



10 min

Watching the Video
and Comprehension

LISTENING, VOCABULARY

Play the **video** of some advice on negotiating a salary. Next, ask student(s) to complete task 2. Check and discuss the answers. Then, ask these additional questions.

- What other pieces of advice can you think of?
- Is it ever ok to ask for a pay raise if you signed a contract for a specific sum of money? In what situation(s)?
- What are the circumstances when it is justified for an employer to reject a pay raise request?



Task 2

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

Getting your target salary

Dos

Don'ts

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

What other advice can you think of?

practice beforehand, talk in a positive way, don't ask for too much



Activity 3



5 min

Video Comprehension and Discussion

VOCABULARY, SPEAKING

Ask the student(s) to complete task 3. Check and discuss the answers. Play the **video** again, if necessary.

**Task 3**

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

*sample answers*

- 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*
- Providing a **salary range** that you'll be comfortable with opens up the room to *negotiate*.
- You need to **articulate** why you **deserve** that salary. Otherwise, the employer may not *see your value and consider the salary you want*.
- 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)*

**Activity 4****Practicing New Vocabulary and Discussion****VOCABULARY, SPEAKING**

10 min

Ask the student(s) to complete task 4. Explain the vocabulary, if necessary. Next, check and discuss the answers.

**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

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

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