

Negotiating a Salary



Category: ✓ Business English

Topic: ✓ Work, Money

Media: ✓ Video

Level: ✓ B2-C1 Upper-Intermediate / Advanced

Grammar: ✓ Mixed Grammar

Learning Focus: ✓ Listening, Speaking, Vocabulary



Task 1

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

- What is the minimum hourly pay _____ in your country?
(the amount of money for an hour spent working)
- What factors are considered when someone is offered a pay _____ ?
(an increase in one's salary)
- In your current job, do you earn a _____ salary?
(the amount of money that one earns, not including any extra payments)
- What kind of jobs are typically _____ -based in your country?
(the amount of money paid to an employee for selling something)
- Does your company offer _____ -related bonuses?
(additional money granted to an employee for achieving goals or reaching benchmarks)
- In what situation can an employer make _____ from one's pay?
(money earned but withheld from a paycheck)

7. Is _____ compensation paid at a higher rate in your company?
(work performed outside the regular hours)
8. Which jobs are considered _____ / _____ in your country?
(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. | 3. |
| 2. | 4. |

What other advice can you think of?**Task 3**Fill in the blanks with the words from the **video**. Finish the sentences using your own words.

1. To ensure that your range is not **e** _____ **o** _____, you should consider
2. Providing a **s** _____ **r** _____ that you'll be comfortable
with opens up the room to
3. You need to **a** _____ why you **d** _____ that salary.
Otherwise, the employer may not
4. Giving a lower number than you want will **p** _____ the hiring manager, but you
may be

Which piece of advice do you find the most useful? Why?



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

Which pieces of advice do you consider “dos” and “don'ts”? Why?

NOTES

A series of horizontal dashed lines for writing notes.