

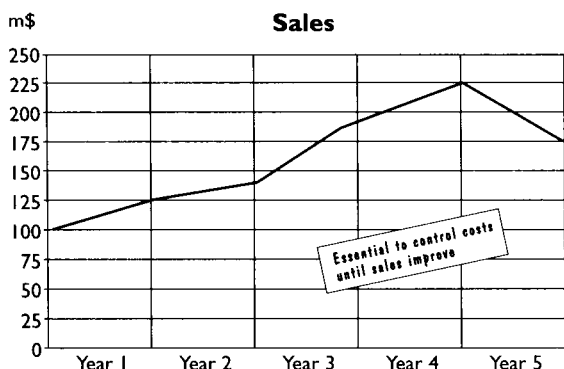


Zelman
printing

T Allen
Director of Marketing

Zelman
printing

M Bergmann
Marketing Executive



My salary
Last year: £36,000
This year: £36,000
Extras: car (Ford Probe) & health insurance
Next year: ?

Zelman sales
Five years ago: £100m
This year: £175m
Offer from Tristar Printing
£32,500 (with health insurance and a larger car).

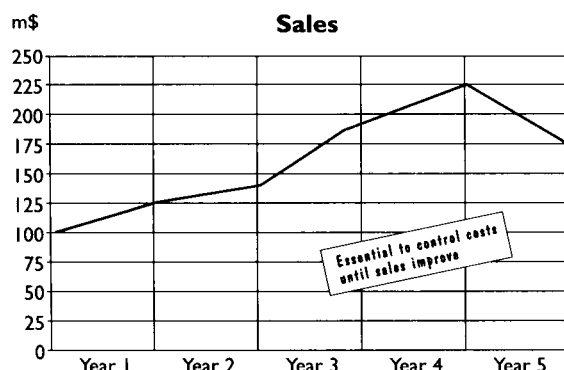
M. Bergman
(Marketing Exec),
salary: £36,000 plus car & health insurance.

Zelman
printing

N Armstrong
Director of Finance

Zelman
printing

M Aldritch
Accountant



My salary
Last year: £41,000
This year: £41,000
Extras: car (Mercedes 190) and health insurance
Next year: ?

Zelman sales
Five years ago: £100m
This year: £175m
Offer from Rocket Printing
£43,000 (with health insurance, but a smaller car).

M. Aldritch
(Accountant),
salary: £41,000 plus a car (Mercedes 190) and health insurance.

Pay rise Worksheet **23**

ACTIVITY

Pairwork: speaking

AIM

To role play two conversations about salaries: the first a negotiation between a boss and a subordinate, the second reporting what happened between peers.

GRAMMAR AND FUNCTIONS

Reported speech

VOCABULARY

accountant, director of finance, director of marketing, marketing executive, health insurance

PREPARATION

Make one copy of the worksheet for every four students in the class and cut it into four cards. Reserve the cards for Part 2 of the activity. You may find it useful to have a calculator handy for currency conversions.

TIME

25-35 minutes

PROCEDURE

PART 1 (WARM UP)

- 1 Tell the class that they are going to practise negotiating for a pay rise. Don't let this stage of the activity go on for too long. Write this dialogue on the board:

<p>A: How about 3%? B: I want more. A: Take it or leave it. B: I'll resign. A: 4%. B: OK.</p>
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- 2 Ask the class what they think of the style of the conversation (very abrupt).
- 3 Ask the students to work in pairs and to rewrite and expand the conversation to make it more conventional and professional. Circulate and monitor the work.
- 4 When most students have finished, ask a couple of pairs to act out their dialogues.

PART 2

- 5 Set up the situation: Zelman, a large printing company, has awarded no pay rises this year for 'financial reasons'. Many people are unhappy about this.
- 6 Divide the class into equal numbers of: accountants, directors of finance, directors of marketing and marketing executives. Make sure they realise that the directors of finance are the accountants' bosses and the directors of marketing are the bosses of the marketing executives.
- 7 Explain the task. The students are to role play meetings where they talk about salaries.
- 8 Give a copy of the appropriate part of the worksheet to each student.
- 9 Ask the students to work in pairs: accountants with directors of finance; directors of marketing with marketing executives
- 10 Names and jobs are given on the business cards. Ask the students to choose English first names for themselves which fit the initials given on the card.
- 11 Allow a minute or two for reading, checking vocabulary and mental preparation.
- 12 Ask the students to act out the meetings.

PART 3

- 13 Explain the second task. At lunch time people get together and chat or complain about work in the company canteen, and this is what the students are going to do.
- 14 Ask the students to work in new pairs, this time with peers (bosses or subordinates) together.
- 15 The students tell each other about the conversation they had with their bosses or subordinates.

FOLLOW-UP

Bosses and subordinates write memos to each other summarising the first conversation.