

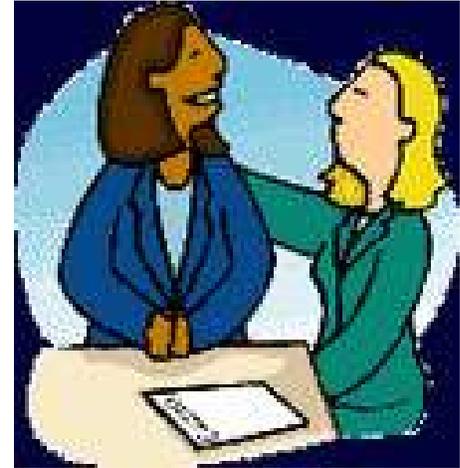
**CONVERSATION**

**Abigail:** Hi, are you free for a quick chat?

**Mark:** Sure, come in, come in. Sit down.  
What can I do for you?

**Abigail:** Okay. Well, it's a bit difficult but, I really feel that it's about time that I had a pay rise.

**Mark:** Okay and why do you feel like that?



**Abigail:** Well, I have been here now for three years and in that time I have made good progress. I really feel that I've grown in the job and I've taken on a lot more responsibility. I just think it's time that it was recognized and that my efforts were rewarded.

**Mark:** Right. So you feel that you're on a low salary for your current position and current responsibilities, do you?

**Abigail:** Yeah, I do believe that what I've contributed to the department over recent months means that I should be paid more.

**Mark:** Okay, well, what kind of rise would you be looking for?

**Abigail:** Well, you know, I think that 3% on top of the usual annual rise with inflation isn't too much to ask.

**Mark:** Three per cent... Hmm. Right, well, as you know, I can't just give you a pay rise immediately, just like that. I'll have to discuss it with the other managers here.

**Abigail:** Okay, fine. Should I put this request in writing as well? So we all have a record of this discussion?

**Mark:** Yes, that'd be a good idea. Email me and also copy it to human resources.

## USEFUL EXPRESSIONS

- it's a bit difficult but
- I have made good progress
- grown in the job
- I just think it's time that it was recognized and that my efforts were rewarded.
- I do believe that
- isn't too much to ask.



## Let's Talk

1. Have you tried requesting a pay rise to your superior? Was it easy to start the talk?
2. In your country, is it common for employees to go directly to their superiors to ask for a pay rise?
3. How often does your company give a pay rise to their employees?
4. Are you satisfied with the current salary you are receiving now? If not, why?

## Activity

You've been working in your company for 10 years now. You still haven't got a pay rise. Some of your co-workers are receiving higher salary even if they just worked their less than 10 years. Ask a pay rise to your boss.