

4

lesson

Welcome to CreativMedia

compensation [kɒmpən'seɪʃn] to compensate ['kɒmpənsət]	
What kind of compensation do you usually expect for a job?	<i>The form of compensation I most often expect for a job is monetary compensation.</i>
How much are you typically compensated for working overtime?	<i>In my company, I am usually compensated “time and a half” for overtime.</i>
In which situations can I ask to receive compensation?	<i>I can ask to receive compensation for things I bought for the company, or for petrol when I travel for business.</i>
What can compensate for poor choices?	<i>Flowers or a box of chocolate can sometimes compensate for poor choices.</i>
If your boss told you to go buy a dog, and he didn't give you any money, would you expect him to compensate you for it afterwards?	<i>Yes, if my boss told me to go buy a dog and didn't give me any money, I would expect him to compensate me for it afterwards.</i>
Why should you expect compensation in this situation?	<i>I should expect such compensation because I don't think the dog is mine but that the dog will be used for some company business.</i>
to terminate ['tɜ:mɪneɪt] termination [tɜ:mɪ'neɪʃn]	
Why might some jobs end in termination?	<i>Some jobs might end in termination due to the laziness or poor quality of the employee's work, or embezzlement.</i>
Could you be terminated for making a small mistake?	<i>Yes, you could be terminated for making a small mistake if it happens many times over.</i>
Where does your bus/tram/subway home terminate?	<i>My bus home terminates at the Main Train Station.</i>
If you were a boss, and one of your employees gave you the flu, would you terminate him?	<i>No, if I were a boss and one of my employees gave me the flu, I don't think I could legally terminate him.</i>

maternity leave [mə'tɜ:nəti li:v]	
How long is maternity leave in your country?	<i>Maternity leave in my country is three years long.</i>
Do you think maternity leave in your country is too long/short? Why?	<i>No, I don't think maternity leave in my country is too long because raising a child is probably the most important thing a parent can do.</i>
What would you do if you were refused maternity leave?	<i>If I were refused maternity leave, I would quit.</i>
Why do we have maternity leave?	<i>We have maternity leave because the first few months and years after the baby's birth are the most important in their life.</i>
letterhead ['letəhed]	
Why is it important to use a company's letterhead?	<i>It's important to use a company's letterhead because it looks more official.</i>
How often do you make a document with your company's letterhead? What?	<i>I make a document with my company's letterhead every day. It is usually a proposal for a customer.</i>
What can you normally find on a company letterhead?	<i>On a company letterhead you can usually find the name and address of the company and perhaps the phone number as well.</i>
If a company's letterhead were spelled wrong, would it seem strange to you?	<i>Yes, if a company's letterhead were spelled wrong, it would seem strange. I would think that it was forged.</i>
(to turn in your) resignation [reziɡ'neiʃn] to resign [ri'zain]	
What reasons would you turn in your resignation for?	<i>I would turn in my resignation if I got offered a better job or if the job I had was unpleasant.</i>
If you loved your job, but hated your colleagues, would you resign? Why?	<i>No, if I loved my job but hated my colleagues, I wouldn't resign because I don't have to talk to my colleagues that much, just the customers.</i>
If you wanted to quit your job, would you resign or make them fire you?	<i>If I wanted to quit my job, I would probably just resign. It is better to not burn bridges.</i>
If your boss were absolutely horrible, would you look forward to the day when you could turn in your resignation?	<i>Yes, if my boss were absolutely horrible, I would look forward to the day when I could turn in my resignation.</i>

vouchers ['vaʊtʃəz]	
What kinds of places can you use food vouchers?	<i>You can use food vouchers at supermarkets and some restaurants.</i>
Why do some companies give out food vouchers?	<i>Some companies give out food vouchers because they are a benefit to their employees and are not taxed.</i>
Could you survive completely on vouchers? Why or why not?	<i>I wouldn't be able to survive completely on vouchers because they don't accept vouchers everywhere.</i>
Is it legal to sell your food vouchers on the Internet?	<i>I don't think it is legal to sell your food vouchers on the Internet.</i>
annual ['ænjʊəl] annually ['ænjʊəli]	
Should companies offer their employees a bonus annually?	<i>Yes, companies should offer their employees a bonus annually.</i>
Do you have an annual Christmas party at work?	<i>No, we don't have an annual Christmas party at work.</i>
Is there an annual festival/event in your town you like going to?	<i>There is an annual event in my town I like going to. It is the marathon.</i>
How many times annually do you visit your car mechanic?	<i>I visit my car mechanic twice annually.</i>
eligible ['elɪdʒəbl]	
After how long can you become eligible for company benefits?	<i>You can usually become eligible for company benefits after working there for three months.</i>
When are people eligible for retirement?	<i>Both men and women are eligible for retirement at 67.</i>
How can you become eligible to be president in your country?	<i>You can become eligible to be president in my country if you are over 40 years old, if you were born in this country and have lived here for the last 5 years.</i>
If I were a member of a club for several years, would I be eligible for special benefits?	<i>Yes, if you were a member of a club for several years, you should be eligible for special benefits if they offer them.</i>

<p>in advance [əd'vɑ:ns] to advance advanced [əd'vɑ:nst]</p>	
<p>How long in advance should you notify your manager of a holiday you want to take?</p> <p>What should a business do in order to advance?</p> <p>Does your company use advanced technology at work? What kind?</p> <p>What kinds of places should you make a reservation for in advance? Why?</p> <p>How do people become advanced at sports?</p> <p>Is Morse code an advanced form of communication?</p>	<p><i>I should notify my manager one month in advance of a holiday I want to take.</i></p> <p><i>In order to advance a business should invest in marketing and advertising.</i></p> <p><i>Yes, my company does use advanced technology at work. We use a special kind of programming for clients.</i></p> <p><i>You should make a reservation at a popular restaurant in advance otherwise it will be full and you won't be able to find a free table.</i></p> <p><i>People become advanced at sports by practice, practice, and more practice.</i></p> <p><i>No, Morse code isn't an advanced form of communication.</i></p>
<p>probationary period [prə'beɪʃnəri 'prɪəriəd]</p>	
<p>How long is the typical probationary period in your country?</p> <p>Do you think the probationary period is too short? Why? Why not?</p> <p>Why doesn't the president have a probationary period?</p> <p>Should prisoners be given a probationary period once they get to a prison?</p>	<p><i>The typical probationary period in my country is three months.</i></p> <p><i>No, I don't think the probationary period is too short because three months gives you enough time to get to know if it will really work out in the new position.</i></p> <p><i>The president doesn't have a probationary period because he has already proven himself before he takes the position.</i></p> <p><i>No, prisoners shouldn't be given a probationary period once they get to a prison. It doesn't matter if they like it there or not.</i></p>



read your book and listen to the CD at home



Exercise 4.1

Discuss these questions.

What is a contract?

Why are contracts necessary at times?

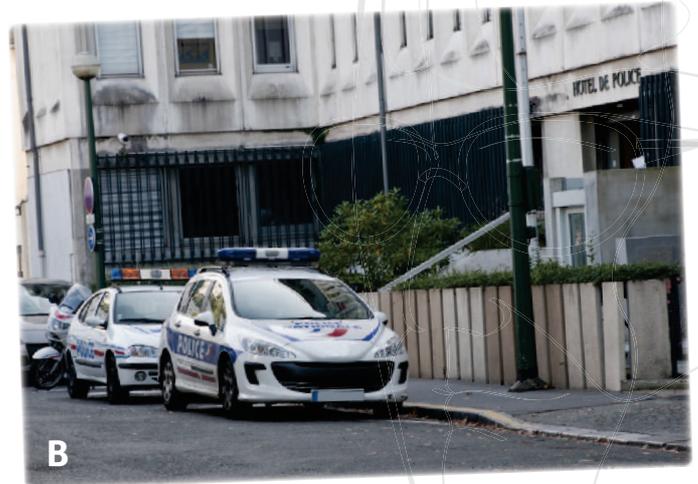
In these specific situations:

- Employee and Employer
- Client and Supplier/Buyer and Seller
- Tenant and Landlord



Exercise 4.2

In the following pictures, you see items, which contracts were written for or places contracts were written at. Decide if it is an item or a place and discuss what was written in the contract and why.



Be creative.



Exercise 4.3

From the list, choose the three most important things to YOU that should be on a contract. Explain your reasons.

- Payment and Payment Procedure
- Job description and duties
- Sanctions, Penalties, and Bonuses
- Termination
- Vacation
- How many hours per week/month
- Length of lunch break
- Name of company
- Getting injured at work/Insurance policy
- Dress code
- Eating and Drinking Rules
(*where and when*)



Exercise 4.4

**Let's have a look at the contract Matt has been given.
Read through the contract quickly and answer these following questions in pairs.**

1. What is a "sign-on bonus"?
2. Would everyone be happy to receive restaurant vouchers as an annual bonus? Why not?
3. How long must an employee work before he is eligible for health insurance? Why do you think so?
4. What is a "probationary period" and what is its purpose?
5. When can the employer terminate the employee "with cause"? What does it mean?
6. Do you think eight weeks advance notice is too much/too little time before your resignation? Explain your reason.
7. What are the conditions for holiday days that you do not use up? Why would it be like this?
8. What is the process you must go through before you can go on holiday?
9. What is a letterhead and why is it important to be used when I am ill?
10. What do you think would be a "serious crime"? Why is this poorly written?
11. Why can't employees take holiday for more than 10 working days at the same time without the employer's consent?
12. Some countries offer a few weeks for maternity leave, some offer a few years. How could this law be a problem for foreigners living in a foreign country?

Compensation and Benefits

- *The Employee, during the term of his employment, will be paid a base salary of \$__ monthly.*
- *The management will review your salary at least annually and may increase it at any time for any reason, although your salary may not be decreased at any time.*
- *You will receive a sign-on bonus in the amount of four (4) months salary.*
- *You will be eligible to receive an annual bonus for each fiscal year ending during your employment, which may be paid in a combination of cash and restaurant vouchers.*
- *The Employer's plan for health insurance states that any employee must work 40 hours per week for 12 weeks before receiving this benefit.*

Termination of Employment

- *It is understood and agreed that the first ninety (90) days of employment will be a probationary period when the Employer can terminate the Employee's employment, for any reason without notice, with or without cause.*
- *The Employee may turn in his resignation at any time by providing the Employer with at least eight (8) weeks advance notice to resign.*
- *The Employee gives the Employer reason to terminate the Employee "with cause" under this paragraph:*
 1. *Employee is charged with a serious crime.*
 2. *Employee uses illegal drugs or legal drugs without his superior's knowledge.*

Taking Leave

- *The holiday year is from 1st January – 31st December and your twenty (20) days of vacation must be taken during this period. Payment will not be made for any unused holiday and these cannot be taken into the next vacation period.*
- *Vacation must be agreed on with the Employer at least four weeks in advance. You cannot take more than 10 working days at the same time without the Employer's written consent.*
- *If you are ill and unable to attend work you should inform your Employer as soon as possible, and always bring a signed doctor's note on his personal letterhead.*
- *The employee is allowed maternity leave in the amount as stated by the country of residence of the employee.*



Do the exercises on
the Internet platform!



Exercise 4.5

Look back for a minute at the contract. Close your book and try explaining the contract using these words:

*sign-on bonus, annual review, with or without cause, serious crime,
20 days, personal letterhead*

Now Student B, do the same but with these words:

*decrease salary, annual bonus, probationary period, turn in resignation,
employer's written consent, maternity leave*



Exercise 4.6

Matt has been asked to sit down with the HR and discuss policy and ethics before he is to start. Matt doesn't know what to expect from this.

- Explain to him what it actually is
- What things can he probably expect to see (company needs, principles, professional competence, employee rules and behavior)?
- Just to be sure he understands, go ahead and tell him a few things he's sure not to find (lunch menu, tax reports of his favorite baseball team, etc.).

Notes