

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.