



CONVERSATION

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

Mark: Sure, 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 I had a pay rise.

Mark: Okay and why do you feel like that?

Abigail: Well, I have been here for three years now and during this time I think I have made good progress. I really feel that I've grown in this job and I've taken on a lot more responsibility. I just think it's time 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, don't 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, how much pay rise would you like to ask?

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 a copy to Human Resources.

USEFUL EXPRESSIONS

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



LET'S TALK

1. Have you talked to your boss and requested for a pay rise?
Was it easy for you to start the talk?
2. In your culture, is it common for employees to go directly to their superior to ask for a pay rise?
3. How often does your company give employees a pay rise?
4. Are you satisfied with the current salary you are receiving? If not, why?
5. In your country, is salary the most important factor for employees to stay at work?

PRACTICE

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 than you even if they have only stayed in the company for less than 10 years. Ask your boss for a pay rise.