

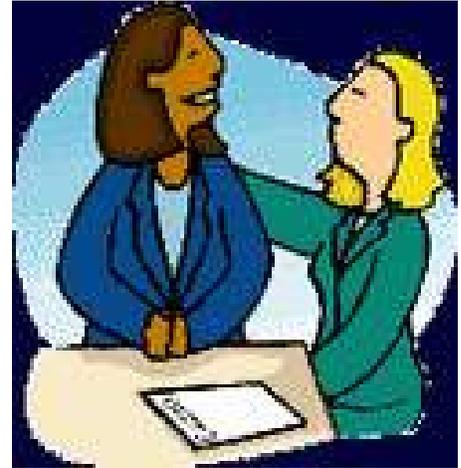
CONVERSATION

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 should
have a pay increase.

Mark: Okay and why do you feel that way?



Abigail: Well, I have been here now for three years and in that span of time I've 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 should be recognized and that my efforts are rewarded.

Mark: Right, so you feel that you're under paid with the current responsibilities that comes along with your position, 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, what kind of pay increase would you be looking for?

Abigail: Well, I think that a 3% increase on top of the usual annual salary adjustment, isn't too much to ask for.

Mark: Three percent? Well, as you know, I can't just give you a pay increase immediately. I'll have to discuss this 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?

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

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 should be recognized and that my efforts are rewarded
- I do believe that
- isn't too much to ask.



Let's Talk

1. Have you tried requesting a pay increase from 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 increase?
3. How often does your company give a pay increase to the employees?
4. Are you satisfied with the current salary you are receiving?
If not, why?

Activity

You've been working in your company for 10 years now. You still haven't got a pay increase. Some of your co-workers are receiving higher salary than you even if they just worked there for less than 10 years. Now, ask a pay increase from your boss.