

4

lesson

Welcome to CreativMedia

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| <p>compensation [kɒmpən'seɪʃn] to compensate ['kɒmpəseɪt]</p> | |
| <p>What kind of compensation do you usually expect for a job?</p> | <p><i>The form of compensation I most often expect for a job is monetary compensation.</i></p> |
| <p>How much are you typically compensated for working overtime?</p> | <p><i>In my company, I am usually compensated “time and a half” for overtime.</i></p> |
| <p>In which situations can I ask to receive compensation?</p> | <p><i>I can ask to receive compensation for things I bought for the company, or for petrol when I travel for business.</i></p> |
| <p>What can compensate for poor choices?</p> | <p><i>Flowers or a box of chocolate can sometimes compensate for poor choices.</i></p> |
| <p>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?</p> | <p><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></p> |
| <p>Why should you expect compensation in this situation?</p> | <p><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></p> |
| <p>to terminate ['tɜːmɪneɪt] termination [tɜːmɪ'neɪʃn]</p> | |
| <p>Why might some jobs end in termination?</p> | <p><i>Some jobs might end in termination due to the laziness or poor quality of the employee's work, or embezzlement.</i></p> |
| <p>Could you be terminated for making a small mistake?</p> | <p><i>Yes, you could be terminated for making a small mistake if it happens many times over.</i></p> |
| <p>Where does your bus/tram/subway home terminate?</p> | <p><i>My bus home terminates at the Main Train Station.</i></p> |
| <p>If you were a boss, and one of your employees gave you the flu, would you terminate him?</p> | <p><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></p> |



Open with the DLL Ebook or DLL Dictionary mobile app (recordings, translations)



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| 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> |

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| vouchers ['vautʃəz] | |
| 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 ['ænjuəl] annually ['ænjuəli] | |
| 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> |





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| <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 'pɪəriəd]</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> |

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| <p>to discipline ['disəplɪn] disciplinary ['disəplɪnəri]</p> | |
| <p>Should a boss discipline his workers? Why? Why not?</p> | <p><i>Yes, a boss should discipline his workers because otherwise nothing would get done.</i></p> |
| <p>What kind of disciplinary actions should he take?</p> | <p><i>Demoting them or fining them could be some disciplinary actions he should take.</i></p> |
| <p>If a team loses an important game, should the coach take disciplinary action?</p> | <p><i>Yes, if a team loses an important game, the coach should take disciplinary actions so they win the next meeting.</i></p> |
| <p>Would you discipline your pet if it were too quiet?</p> | <p><i>No, I wouldn't discipline my pet if it were too quiet.</i></p> |
| <p>to dismiss [dɪs'mɪs] dismissal [dɪs'mɪsl]</p> | |
| <p>Why should someone be dismissed?</p> | <p><i>Someone should be dismissed if they are not able to handle their job or fulfill their role in the company.</i></p> |
| <p>Can the dismissal of a good friend lower your performance at work?</p> | <p><i>I think the dismissal of a good friend can lower your performance at work.</i></p> |
| <p>When I dismiss class, who stays?</p> | <p><i>When you dismiss class, no one stays.</i></p> |
| <p>Would the President's dismissal worry you?</p> | <p><i>Yes, the President's dismissal would worry me because it would mean that there are many problems that need to be solved.</i></p> |
| <p>to supervise ['su:pəvaɪz] supervisor ['su:pəvaɪzə]</p> | |
| <p>How often do you find it necessary to speak with your supervisor?</p> | <p><i>I find it necessary to speak with my supervisor every day on multiple occasions.</i></p> |
| <p>How often does someone supervise your work?</p> | <p><i>People don't supervise my work too often, just when I have a problem.</i></p> |
| <p>Should children be supervised at all times?</p> | <p><i>Children probably shouldn't be supervised at all times. They should be able to learn from stupid mistakes at times.</i></p> |
| <p>Do you like supervising the work or doing the work?</p> | <p><i>I like supervising the work because I can drink more coffee.</i></p> |
| <p>If you could choose a famous person to be your supervisor, who would it be?</p> | <p><i>If I could choose a famous person to be my supervisor, I would choose Homer Simpson because I know that he would know how to have fun.</i></p> |





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| | <p>to abuse [ə'bjʊ:z] abuse [ə'bjʊ:s]</p> |
| <p>Would you report it if a co-worker were verbally or physically abusing you?</p> | <p><i>If it happened multiple times I would report it if a co-worker were verbally or physically abusing me.</i></p> |
| <p>Should drug abuse be a cause for termination? Why? Why not?</p> | <p><i>Yes, drug abuse should be a cause for termination because it affects your work life directly.</i></p> |
| <p>Is psychological abuse or physical abuse worse?</p> | <p><i>I think that psychological abuse is worse, because it is harder to heal from it.</i></p> |
| <p>How can you abuse the kindness of others?</p> | <p><i>I can abuse the kindness of others by making them do several things for me that I don't want to do.</i></p> |
| <p>If abusing alcohol were safe, would you do it?</p> | <p><i>If abusing alcohol were safe, I wouldn't do it because abusing anything is bad.</i></p> |

to abuse - abuse
pay attention to pronunciation difference.



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| | <p>caffeine ['kæfi:n] caffeinated ['kæfɪnɪtɪd] decaf ['di:kæf]</p> |
| <p>What kinds of drinks have caffeine in them?</p> | <p><i>Coke products, coffee, and energy drinks have caffeine in them.</i></p> |
| <p>Do you prefer caffeinated drinks or decaf?</p> | <p><i>I prefer caffeinated drinks.</i></p> |
| <p>When do you most often drink drinks with caffeine?</p> | <p><i>I most often drink drinks with caffeine when I am tired.</i></p> |
| <p>Would you rather have a decaf coffee or a caffeinated ice cream?</p> | <p><i>I would rather have a caffeinated ice cream. It could be interesting.</i></p> |
| <p>Should caffeine be made illegal? Why? Why not?</p> | <p><i>No, caffeine shouldn't be made illegal because it's not such a hard drug.</i></p> |

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| <p>permission [pə'mɪʃn] to permit [pə'mɪt]</p> | |
| <p>Are workers at your company permitted to smoke? If so, where?</p> | <p><i>Yes, workers at my company are permitted to smoke but only outside on the balcony.</i></p> |
| <p>At work, what things do you need to ask permission for?</p> | <p><i>At work, I need to ask permission if I need to charge any money to the company.</i></p> |
| <p>Do people need permission to come into your house? Why?</p> | <p><i>Yes, people need permission to come into my house because it is my property and I should know when someone who doesn't belong there is there.</i></p> |
| <p>Do you think I would give you permission to leave right now?</p> | <p><i>No, I don't think you would give me permission to leave right now.</i></p> |
| <p>Why don't police permit us to break the law?</p> | <p><i>Police don't permit us to break the law because the law is there to make society safer.</i></p> |
| <p>Would you permit someone to cut off all your hair?</p> | <p><i>I definitely wouldn't permit anyone to cut off all my hair.</i></p> |

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| <p>confidential [kɒnfɪ'dentʃl] confidentiality [kɒnfɪdenʃi'æləti]</p> | |
| <p>What is the purpose of confidentiality?</p> | <p><i>The purpose of confidentiality is to protect personal and private information and to allow two people to speak openly and honestly about the topic in question.</i></p> |
| <p>What kind of information would you consider confidential?</p> | <p><i>I would consider information that I tell you in privacy and would hope you wouldn't tell anyone else confidential.</i></p> |
| <p>Should government documents labeled "Confidential" be made public if necessary?</p> | <p><i>I think that government documents labeled "Confidential" should be made public if a necessary situation comes up.</i></p> |



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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?



4.1 DISCUSSION

- **BEFORE**

As a class, try to constitute a general definition of a contract.

- **SUGGESTED APPROACH**

Give the students time to discuss why contracts would be necessary in the following situations.

Then come back as the group and share answers.

In groups of four or less, do this as a class.

- **INDIVIDUAL**

When teaching an individual, focus this activity more on his own experience in the field of business he/she works in.

4.2 BRAINSTORMING ACTIVITY

- **BEFORE**

The students are going to brainstorm and use their creativity to broaden their speaking skills when describing situations and pictures. This time it's concerning where and what was discussed.

First ask them if there has been any interesting places where they have signed a contract (a plane, underwater, etc.). Ask also if they have signed a contract over something abnormal or strange.

- **SUGGESTED APPROACH**

Give the students time to discuss in pairs their ideas.

Come back together and elaborate on everyone's thoughts. This could be a particularly interesting activity if you have interested students. If you don't, give them some help, some advice to get them kick-started. If there still is not much motivation, just move along after enough description.

4.3 BRAINSTORMING ACTIVITY

- **BEFORE**

Tell the students they are going to be looking at different things found in a contract. Some things might be more important, some may not be important at all. They are going to choose the three MOST important ones to them.

- **SUGGESTED APPROACH**

Give the students time to think this over.

After enough time, hold a small discussion letting the students express their opinions.

When differences are present, have them explain why they chose what they chose, or more specifically, why their choice is more important than someone else's.

Also don't forget to ask why it's not necessary to have the more nonsensical ones.

4.4 POST READING ACTIVITY

- **BEFORE**

We remember Matt from Unit 2. He will be the centerpiece for most of the rest of the book.

He has been offered a Sales position and now is about to read through his contract. Make sure the scene is set.

● SUGGESTED APPROACH

Option 1 – Read aloud as a class switching students after each paragraph and checking the pronunciation.

Option 2 – Read silently and give a 2 minute time limit.

The students will then discuss in pairs the comprehension questions.

● ANSWERS

- 1. What is a “sign-on bonus”? It is a bonus you get when you start working for a company as an incentive to get you to work for them*
- 2. No, because you can only spend them at restaurants and some people don’t go to restaurants so often. Some people find going to restaurants as a waste of money.*
- 3. He must work 40 hours a week for 12 weeks, because he must prove he is committed to staying there/prove himself as an employee and that he doesn’t want the job just for the insurance.*
- 4. It is a period in which the employer and employee see if they are a good match for each other, if the employee is a good match for the position. Its purpose is so that the employer doesn’t get stuck for a year or the designated length with someone who is incapable or just not a good fit.*
- 5. When the employee is charged with a serious crime or uses illegal drugs or legal ones without his superior’s knowledge. It means that he has a very strong justification or a logical reason why.*
- 6. Do you think eight weeks advance notice is too much/too little time before your resignation? Explain your reason. Too much – the employer should be able to conduct interviews and find a replacement in half that time or even less. Too little – the employee should give more time if the job is quite exclusive and the replacement process is quite tricky.*
- 7. The holiday days cannot roll over to the next year. They expire with the end of the holiday year. This is so that the employees cannot accrue such a large amount of holiday that it would be detrimental to the production of the company.*
- 8. I must get the approval 4 weeks in advance.*
- 9. A letterhead is official print of a company at the top of the paper. It proves authenticity that it actually came from the company whose letterhead it has. It is important to have when you are ill because it proves that you actually received it from them and didn’t forge it*
- 10. Every person has a different definition of a serious crime. Some people feel stealing is a serious crime while others feel only murder is a serious crime. Contracts should always be very specific so as to not leave a loophole for someone to jump through. “Serious” should be changed to “felony”.*
- 11. Because it could interfere with the employee’s everyday duties (deadlines, invoices due, regular contact with the customers, etc.) and put the entire company behind schedule.*
- 12. They would either receive significantly less holiday than their colleagues and it wouldn’t be fair, or they would receive significantly more holiday than their colleagues.*

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.

- a. Explain to him what it actually is
- b. What things can he probably expect to see (company needs, principles, professional competence, employee rules and behavior)?
- c. 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


