

Student's Worksheet 1

Money vocabulary

Complete the sentences about money and work. You need to write one word in each gap. The first letter is given for you.

1. The main reason why people work is to **e**_____ money.
2. Average **e**_____ for skilled workers are not as high as they were last year.
3. The **s**_____ offered by the company was not very attractive.
4. Our company offers us an annual **b**_____ if sales are good.
5. To encourage workers to work harder, some companies may offer financial **i**_____.
6. We are pleased to announce that staff will receive a 5% pay **i**_____ in the next financial year.
7. The company made huge **p**_____ last year, so they have agreed to offer all staff a pay **r**_____.
8. His annual **i**_____ is not enough to cover all of his expenses.
9. They received **p**_____ for working overtime.

Student's Worksheet 2

Linguaskill Business Part 2 Writing – sample task (pay policy)

Read the sample Linguaskill Business Part 2 Writing task.

Underline the information which is connected to the activities you have done in the lesson so far.

As part of an extensive review of its pay policies, the company you work for is considering whether each employee's pay should be based on that person's performance at work. The head of the working group leading this review has asked you to write a report on how basing earnings on performance would affect your department.

Write a **report** for the head of the working group. **Discuss** the potential benefits and issues for your department of basing earnings on performance, and **make recommendations**.

Here are some points you may wish to consider in your report:

- how performance-related pay might affect motivation and recruitment
- what challenges there might be with measuring performance
- whether this policy should be introduced, and if so, how.

You can also include any other ideas you think are relevant.

Write **at least 250 words**. Use your own words as far as possible.

You have 40 minutes for this task.

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Work with your partner to answer these questions about the Linguaskill Business Part 2 Writing task type.

1. What do you have to write?
2. Who are you writing for?
3. What points must you include?
4. Are there any optional points?
5. How much do you need to write?
6. How long do you have to write?

Report writing – language for opening and closing paragraphs

Exercise 1

The expressions below can be used at the start of a report to introduce its aims. Complete the gaps with words from the box. Some of the expressions can be completed with more than one word from the box.

outline	aim	objective	based	purpose	aims	consider
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1. The _____ of this report is to discuss the pay policy.
2. This report is _____ on a review of the proposed change.
3. This report _____ to discuss the pay policy.
4. This report will _____ the proposed changes, before discussing them in more detail.
5. In this report, I will _____ the advantages and disadvantages of the proposed change.

Exercise 2

The expressions below can be used in the conclusion of a report to summarise the discussion and make recommendations.

Decide which form of the verb *introduce* is needed to complete each expression.

1. I would recommend that we _____ this policy.
2. We could consider _____ this policy.
3. It would be advisable _____ this policy.
4. I would recommend _____ this policy.
5. In conclusion, I believe _____ this policy would be a positive step.
6. To conclude, _____ this policy would benefit the company.
7. For the reasons stated, my recommendation is _____ this policy.