



SALARY REVIEWS



SECRETARIADO
DO BRASIL



1

Warm up

Match these verbs with the two nouns that can complete a phrase.

- | | |
|---------------------|------------------------------------|
| 1. manage | a. an event / a workshop |
| 2. collaborate with | b. another department / a client |
| 3. organise | c. a product / a logo |
| 4. design | d. a sales presentation / training |
| 5. deliver | e. a team / a project |

Answer these questions about your job in pairs.

- What's one thing from the list in the previous exercise that you have done at work?
- What's one thing that you are doing at the moment?
- What's one thing that you want to do in the future?

2

Listening

Kim is a young designer for a sportswear company. She is having a salary review with a manager. Listen to the review and decide if the sentences are true or false.

1. Kim started working in the marketing department three years ago.
2. Kim is designing a range of men's basketball clothes.
3. Kim wants to develop a range of children's sunglasses.
4. Kim's manager thinks that Kim can have a higher salary.



Now listen again and choose the best option to complete the sentences.

1. So, I **started / had started** working here 3 years ago, in the marketing department.
2. Last year I **have delivered / delivered** some training on branding to the sales team.
3. Recently, I **have organised / had organised** a marketing workshop for the design team.
4. Since last summer, I **collaborate / have collaborated** with five other departments in the company to develop an improved marketing plan.
5. Right now, I **am collaborating / collaborate** with a client to develop a new line of men's tennis clothes.
6. At the moment, I **do / am** also organising a media event to launch this range.
7. The event is going to **take / taking** place next spring.
8. I think I **will / do** be able to manage a design team of my own, maybe in two years.
9. I would **think / like** to develop a range of children's sports shoes.





3 Language point

Kim uses a range of tenses to talk about her past, present and future activities (PPF). Study the table below.

Then look back at the last exercise and find more time phrases to complete the table. There are two phrases in each box.

<i>time</i>	<i>time phrases</i>	<i>examples</i>	<i>form and meaning/use</i>
past	Three years ago; Last year	I started working here; I delivered some training	past simple: finished past actions with a specific time reference
		I have organised a marketing workshop; I have collaborated with five other departments	present perfect: experiences and past actions with an effect on the present
present		I am collaborating with a client; I am also organising a media event	present continuous: actions in progress at or around the time of speaking
future		The event is going to take place ; I think I will be able to manage a design team of my own; I would like to develop a range of children's sports shoes	various future forms: plans (be going to), predictions (will), hopes (would like)



4

Practice

Complete the sentences with the correct form of the verb in brackets.

1. At the moment, I (manage) _____ a team of twenty people.
2. In two years, she (be) _____ head of department.
3. Last year I (deliver) _____ a sales presentation to the CEO.
4. Next year I (study) _____ for a Master's in Business.
5. Recently I (deliver) _____ training to some of our partner organisations.
6. Right now, I (design) _____ a new range of eco-friendly products.
7. Since last year I (organise) _____ three workshops on environmental issues.
8. Two years ago, I (collaborate) _____ with our suppliers to reduce plastic.

5

Speaking

You are going to give a mini presentation describing your past, present and future work activities. Use the table to make notes of time phrases and key words, as in the example at the top. Aim to speak for one to two minutes.

<i>time</i>	<i>time phrases</i>	<i>content</i>	<i>form and meaning/use</i>
example: past	Last summer	organized three international meetings; very challenging!	past simple

<i>time</i>	<i>time phrases</i>	<i>content</i>	<i>form and meaning/use</i>
past			past simple: finished past actions with a specific time reference
			present perfect: experiences and past actions with an effect on the present
present			present continuous: actions in progress at the time of speaking
future			various future forms: plans (be going to); predictions (will); hopes (would like)



Practise your presentation and then deliver it to a classmate.

After you listen to your classmate's presentation, ask them three questions about what they told you. Use time phrases and tenses correctly.

Example: What was the most challenging thing about the international meetings that you organised last year?



Transcripts

2. Listening

Manager: So, we are here to do a salary review. Why don't we start the process with you telling me a bit about your work with the company so far?

Kim: Sure. So, I started working here 3 years ago, in the marketing department. I designed a new logo for the women's sportswear range. Last year I delivered some training on branding to the sales team.

Manager: Great! Tell me more about your training activities.

Kim: Recently I have organised a marketing workshop for the design team. Since last summer, I have collaborated with five other departments in the company to develop an improved marketing plan.

Manager: And what are you doing now?

Kim: Right now, I am collaborating with a client to develop a new line of men's tennis clothes. At the moment, I am also organising a media event to launch this range.

Manager: When is this event going to take place?

Kim: The event is going to take place next spring.

Manager: Exciting! And what do you see in your future?

Kim: I think I will be able to manage a design team of my own, maybe in two years. I would like to develop a range of children's sports shoes.

Manager: Very interesting. Well, I think you've made a strong case for a salary review. Your activities have been of great value to the company so I think we can consider a pay rise, if not a promotion.



Key

1. Warm up

1. e

2. b

3. a

4. c

5. d

2. Listening

10 mins.

Students listen to the conversation twice, first for main idea. Go over the four sentences and play the recording for students to complete the activity. Check answers. Then set the second task, listening for detail to choose the correct option to complete the sentences. Give students a minute to read through the sentences and think about which option is more likely to be correct. Play the recording again and check answers.

1. True

2. False, men's tennis clothes.

3. False, children's sports shoes.

4. True, she can have a pay rise.

ANSWERS:

1) started, 2) delivered, 3) have organised, 4) have collaborated, 5) am collaborating, 6) am, 7) take, 8) will, 9) like.

3. Language point

10 mins.

Give students a couple of minutes to look at the table and explain that there is a range of time phrases used in sentences that determine the verb tense. Ask students to look through the last listening exercise (or the transcript if you prefer) to find more time phrases to complete the table. Check answers. Students could read through the transcript in pairs, if you have time. Reading out loud will build confidence for speaking in the next stage.

Answers:

past - Recently; Since last summer

present - Right now, At the moment

future - Next spring, In two years

4. Practice

7 mins.

This quick exercise gives students more practice in applying the rules presented in the language point. They can work alone to start with, then check answers in pairs and finally check with the whole class. As you check answers, make sure that students read the full sentence and explain which tense they are using and why.

1. am managing

2. will be/is going to be

3. delivered

4. am going to study

5. have delivered

6. am designing

7. have organised

8. collaborated



5. Speaking

13 mins.

In this stage, students have an opportunity to activate their understanding of PPF tense and time phrases. You can speak about your current job or even a dream job, if you wish.

There is a two-minute time limit, try to recording an audio and talk about it after listening it.



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