

Before accepting the job offer, Sarah negotiates a few terms of her contract.

## Tasks

Do the preparation task first. Then watch the video and do the tasks. You can read the transcript at any time.

### Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

#### Vocabulary

1. .... stock options
2. .... to compensate
3. .... specifics
4. .... provisionally
5. .... fire away
6. .... a pay scale
7. .... a fixed salary
8. .... a bonus

#### Definitions

- a. an informal phrase used to invite someone to ask a question
- b. precise details
- c. a pay system where how much you earn depends on how much experience you have, your qualifications or other conditions
- d. a salary that never changes
- e. to pay somebody for work they have done
- f. money given to an employee in addition to normal pay, especially for reaching a performance target
- g. the opportunity to buy shares in a company
- h. temporarily or conditionally

### Task 1

Are the sentences true or false?

- |   | <b>Answer</b> |       |
|---|---------------|-------|
| 1. In this episode, Sarah starts her new job.                 | True          | False |
| 2. Sarah wants to discuss some details of the contract.       | True          | False |
| 3. Sarah wants a bonus for meeting her sales targets.         | True          | False |
| 4. It is certain that Sarah will be offered the bonus scheme. | True          | False |
| 5. Marcia offers Sarah more holiday time.                     | True          | False |
| 6. Sarah is a good negotiator.                                | True          | False |

**Task 2**

Put the words in the correct order to make sentences.

1. if I can. ask a few more wanted to questions, I just
2. I sign the contract Before one or two there were I wanted to talk about.  
specifics
3. adding certain bonuses. a higher level on the pay scale, asking for I thought  
this could be compensated by Instead of
4. If I would be looking for I make certain sales targets, or even break them,  
or stock options in the company. a good cash payment
5. there are for a high-pressure job, 25 days' holiday. I also see that though.  
It's not very much
6. my start date. if delay I we could was wondering

**Discussion**

Is it common in your area of work to negotiate the terms of a new job, as Sarah did?

## Transcript

**Marcia:** Hi! Welcome to WebWare.

**Sarah:** Thanks. Nice to see you again.

**Marcia:** You too. Erm, so you said you wanted to come in and have a chat before you started.

**Sarah:** Yeah, I just wanted to have a look around and ask a few more questions, if I can.

**Marcia:** Sure, fire away!

**Sarah:** Well, I was delighted to receive the job offer.

**Marcia:** Good. We were delighted to offer it to you.

**Sarah:** But before I sign the contract there were one or two specifics I wanted to talk about.

**Marcia:** OK, 'specifics'?

**Sarah:** Well, there's a pay scale, instead of a fixed salary?

**Marcia:** Yes, as a new employee you'd be at the lower end of the pay scale.

**Sarah:** But taking my experience into account ...

**Marcia:** Well, you haven't had that much experience. We see you as an investment ...

**Sarah:** But that salary would only be a little more than I'm making now. So, instead of asking for a higher level on the pay scale, I thought this could be compensated by adding certain bonuses. For instance, if I make certain sales targets, or even break them, I would be looking for a good cash payment or stock options in the company.

**Marcia:** Well, that is something we sometimes offer senior members of staff, but to show good faith I'll provisionally offer you the bonus scheme, but I'll have to OK it with Philip first.

**Sarah:** That's fine. I also see that there are 25 days' holiday.

**Marcia:** Yes. That's standard.

**Sarah:** It's not very much for a high-pressure job, though.

**Marcia:** I can't offer you any more holiday.

**Sarah:** No, but I was wondering if we could delay my start date, so instead of starting a week from now, as we discussed, I could start in a month's time?

**Marcia:** You're a tough negotiator, Sarah!

**Sarah:** That's one of the reasons you hired me!

**Marcia:** Yes, of course. OK, I think we can do that. I'll look forward to seeing you in a month and earning those bonuses!

## Answers

### Preparation task

1. g
2. e
3. b
4. h
5. a
6. c
7. d
8. f

### Task 1

1. False
2. True
3. True
4. False
5. False
6. True

### Task 2

1. I just wanted to ask a few more questions, if I can.
2. Before I sign the contract there were one or two specifics I wanted to talk about.
3. Instead of asking for a higher level on the pay scale, I thought this could be compensated by adding certain bonuses.
4. If I make certain sales targets, or even break them, I would be looking for a good cash payment or stock options in the company.
5. I also see that there are 25 days' holiday. It's not very much for a high-pressure job, though.
6. I was wondering if we could delay my start date.