

# Contract negotiations

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Intermediate	EN_BE_3A13X	English





## Goals

- Can identify and understand common contract terms and conditions
- Can discuss and evaluate different working conditions.







## Preview and warm-up

- Congratulations! Getting a job offer is an exciting opportunity!
- However, before you start your new job you will have to sign a **job contract**.



What is a job contract? A job contract is a **document** that **details** the **terms** and **conditions** of your employment. It should be **signed** by both the **employee** and **employer**.



## Before you start a job

- There are lots of things you have to do before you start a new job.
- First, you have to **apply** for the position.
- Then you have to be **invited** for an **interview**. If you are **lucky** you are **offered** the job!

- Signing a job contract is a **very important** step in starting a new job.
- A job contract is **legally binding**, both the employer and the employee must **obey** the **terms** and **conditions** in the job **contract**.





## Job contract



- Read your job contract very carefully before you sign it!
- It will include important information about your working hours, your **salary**, your holidays and your **resignation period**.



The terms and conditions are the **rules** written in the job contract that both you and your employer **must follow**.



## New words

### terms and conditions

Read the **terms and conditions** of your job contract very carefully before you sign it.



### full-time

Someone who works **full-time** normally works five days a week.

In the UK, a full-time worker normally works at least 35 hours a week.



### part-time

Someone who works **part-time** works fewer hours than someone who works full-time. An **average** part-time job in the UK is around 16 hours per week.



### training

Before you start your new job you might need some **training**.

When you are in **training** you learn new skills.



## resignation period



If you want to leave your job you must check your contract to find out how long your **resignation period** is. This is the time between when you say you want to leave your job and the last day you work.





## Fill in the gaps

1. The \_\_\_\_\_ of your employment are found in your job contract.
2. Jill works ten hours a week, she works \_\_\_\_\_.
3. We are \_\_\_\_\_ five new members of staff at the moment.
4. Susan is very tired, she works \_\_\_\_\_ and she also teaches ballet at weekends!
5. I want to leave my job, I need to check what the \_\_\_\_\_ is.



**Fill in the gaps in the sentences using the new vocabulary from the previous slides!**



## Your personal experience

**Make a sentence about each vocabulary item on the cards below.  
Then choose someone else you know and make sentences for their  
work life too!**



full-time

training

resignation  
period

terms and  
conditions

part-time

job contract



## Pros and cons

There are lots of different kinds of working conditions. Look at the cards below. First discuss with your teacher the pros and cons of each option. Then decide what you would prefer.

part-time or full-time work



being employed or working for yourself (self-employed)

a short or a long resignation period



lots of training at work or no training



## Accepting the terms and conditions

- You should have some time to read the job contract before you are asked to sign it. You might have a few hours, a few days, or even a few weeks! If you are happy with the terms and conditions in the contract then you can go ahead and sign it!

- If you are happy with the terms and conditions you can say something like:

- I **approve** of the conditions.
- This is **exactly** what I had in mind.
- Thank you, this is **perfect**.



## New words

### available holidays

You have 5 weeks of **available holidays** each year.



### salary expectations

What are your **salary expectations**?  
I would expect to make between thirty and thirty five thousand euros.



### probation period

When you start a job you might have to work a **probation period**. During this time you can stop the job at any moment, and so can your employer.



### employee

An **employee** is someone who is employed by a company or person.





## Holidays



How many available holidays do you have at your work every year?

Do you think the amount you have is enough?

What do you like to do with your holidays?



## Accepting the terms and conditions

**You are going to read a short dialogue with your teacher**



1

Read the dialogue and then check your understanding. What were the terms and conditions offered and how did Clara accept them?



## Accepting the contract



**Mark**

Hi Clara, we're really looking forward to having you on the team! Did you read the contract? Are you happy with it?

**Mark**

Just to confirm, there is a three month probation period and the resignation period will be two months. Do you agree with this?

**Mark**

The first six weeks will be training. Also, we are very busy for this year, so you can't use any of your available holidays for the first six months of the job.

**Mark**

Fantastic! Well, if you're happy with the contract can you sign here....

Yes, it looks great. I'm really happy with it. It's exactly what I had in mind.

**Clara**

Yes, that seems fair. It was the same in my last job.

**Clara**

No problem, I know the company is growing, that's why I wanted the job! The training will be very helpful.

**Clara**





## Accepting the terms and conditions

**Now follow step 2.**



1

Read the dialogue and then check your understanding. What were the terms and conditions offered and how did Clara accept them?



2

Would you accept the terms and conditions? Did you easily accept the terms and conditions for your current job?



## Negotiation

- When we **negotiate** we **discuss** something with someone else and try to **reach** an **agreement**.

- If you are not **completely happy** with the **terms**, you can **negotiate** with the company or your new boss to see if you can **reach** an **agreement**.
- **Common** things you might want to negotiate include:
  - working hours, holidays, salary, resignation period, flexibility





## Negotiating the terms



- Remember, the **goal** of **negotiation** is to reach an **agreement**!
- Stay calm and use your communication skills. Be polite and make suggestions for changes.
- **Don't** be **afraid** to ask for what you want.

- If you are not happy with the terms and conditions of your job contract and you want to try and negotiate you might use phrases like:

- I was **expecting** more holidays...
- I would **suggest**...
- Would it be **possible** to have...?
- I **accept** it but **in return** you will include...
- Let's try to find a **compromise**...
- I would like to discuss point 1.2...



## New words

### working hours

The **working hours** for the job are Monday to Friday 9am to 5pm.



### realistic

I think we have to be **realistic**. It's not possible for you to leave early every day.



### compromise

Maybe we can **compromise**. If you have to travel to another office one day, you can have the next day off.



### range of tasks

I do a wide **range of tasks** in my job. No two days are the same.





## Contract negotiations

Read the following job contract.  
Tell your teacher what the terms  
and conditions of the contract are.  
Would you be happy with them?  
What would you want to negotiate?



## Job contract

You will be employed to work as a marketing assistant. You will complete a wide range of tasks, including: making lunch for everyone in the department, doing all the cleaning in the office and covering any additional jobs.

There is a one-year probation period. During the first 6 months you will have no available holidays and will not be paid any extra salary for this. The working hours are from 8a.m. to 8p.m. Monday to Friday with a one-hour break for lunch. The salary for the position is €14,000 per year. The employee must be on time for work every day. If you are more than one hour late you must come into the office and work this extra hour on Saturday mornings. The resignation period is 4 months.





## Fill in the gaps

**Complete the following sentences using the following vocabulary and phrases:**

**Compromise (x2), realistic, would it be possible to have, working hours, range of tasks, I would suggest, I would like to discuss**

1. What about a \_\_\_\_\_. I work Friday evening but I can work from home on Monday?
2. Nick is trying to negotiate the job contract. He asked if they could make a \_\_\_\_\_ regarding his holiday entitlement.
3. Lucy does a wide \_\_\_\_\_ in her job. She is never bored.
4. \_\_\_\_\_ Mondays off and work Saturdays?
5. I think you need to be more \_\_\_\_\_. We cannot pay you one million euros a year.
6. \_\_\_\_\_ a starting salary of €20,000.
7. My \_\_\_\_\_ are Monday to Friday 7am to 3pm.
8. \_\_\_\_\_ the probation period, it seems very long.



## Contract negotiations

**Practise negotiating with your teacher playing the role of your boss. You have been offered your dream job but you want to make a few changes to the contract. Have a meeting with your boss and try to negotiate the things on the cards below.**



You would like to work full-time but work from home one day a week.

You would like to increase the salary. In the contract it is €25000 a year.

You would like more holidays. At the moment it is just 3 weeks a year.

You are not sure about the six month probationary period.





## Game

- How many words related to job contracts do you know? Can you find fifteen?
- Use the picture for inspiration. There are four words below to help you get started!



job

contract

terms

conditions



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

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no

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## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



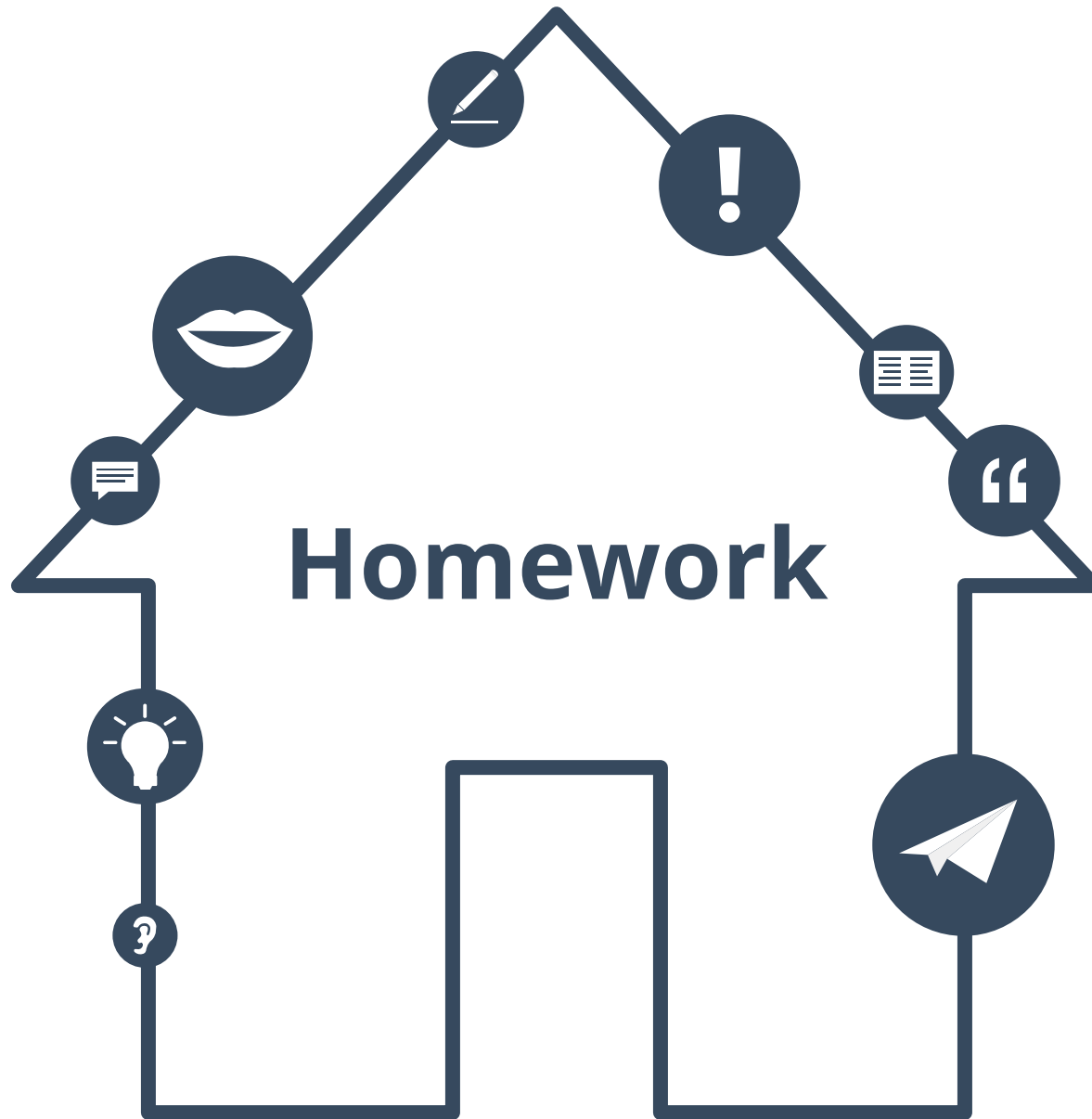
## Answer key

### Exercise p. 23

1. compromise, 2. compromise, 3. range of tasks, 4. would it be possible to have, 5. realistic, 6. I would suggest, 7. working hours, 8. I would like to discuss

### Exercise p. 9

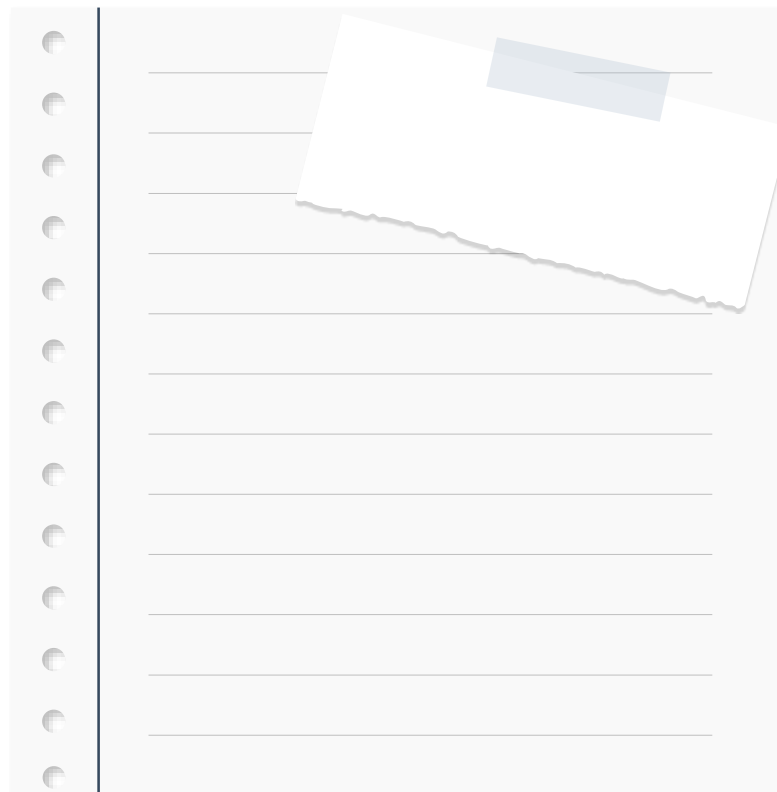
terms and conditions, part-time, training, full-time, resignation period





## My favourite words and phrases

**Make a list of your favourite words and phrases from the lesson. Can you use each in a sentence?**





## Negotiation time!

**Write an email to your new boss asking for some changes to your contract.**

**You would like flexible working and 5 weeks holiday a year.**

-□×

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Contract negotiation



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