

Sistemas Informáticos (Computer Systems)

English Assessable

Activity 07



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ENGLISH ASSESSABLE ACTIVITY 07

Salary Increase Proposal



1. WHAT THE TASK IS ABOUT?

In this task, we will write an email asking for a salary increment

- **Objective 1:** To write formal salary increase.
- **Objective 2:** Explain your skills.
- **Objective 3:** Explain how this increase will be useful for the company.

2. WHAT WILL I BE GRADED IN?

Grade	Cohesion	Congruence	Mistakes	Number of words	Vocabulary	Expressions
Less than 5	Bad	Bad	More than 15	Not OK	Poor	Poor
5	Bad	Bad	Between 15 and 11	OK	Poor	Poor
6	Regular	Regular	Between 11 and 8	OK	Regular	Regular
7	Acceptable	Acceptable	Between 4 and 6	OK	Acceptable	Acceptable
8	Good	Good	Between 2 and 4	OK	Good	Good
9	Very good	Very good	Between 1 and 2	OK	Very good	Very good
10	Excellent	Excellent	Any	OK	Excellent	Excellent

- **Cohesion:** concordances between subject and predicate, correct verb tenses and connector applications.
- **Coherence:** integrity between the different paragraphs or parts of the letter (introduction, development and conclusion). Use of structures appropriate to the type of content.
- **Mistakes:** number of grammatical, lexical and syntactical mistakes.
- **Vocabulary:** use of specific vocabulary.
- **Expressions:** use of typical English expressions appropriate to the content.

Also, for this task, fluency and pronunciation will be graded.

3. DESCRIPTION OF THE TASK

Write a formal email to your manager proposing a salary increase. In the email, explain your reasons for requesting the increase, including your job performance, skills, and experience. Also, explain how the increase will benefit both you and the company in the future. Use future tenses to express plans and intentions.

The task consists of writing a “Salary increase proposal” letter of 125-150 words.