Sistemas Informáticos (Computer Systems)  
English Assessable Activity 07

short line

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**Salary Increase Proposal**



# 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.

# 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.**

# 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.**