

No.

Topic: How to Negotiate a Pay Rise (昇給の交渉の仕方)

Material: Business English (Negotiations)

Objectives:

At the end of the lesson, the students will be able to:

1. Learn some useful expressions in business negotiations.
2. Learn to construct grammatically correct sentences.
3. Learn to negotiate a pay rise.

WARM-UP: IDENTIFICATION : 下記のトピックスが効果的か非効果的か答えなさい。

Directions: Identify which of the following approaches in negotiating a pay rise are positive and which are negative.

- Talk to your boss
- Be the first to name a price
- Be quick in answering
- Present your accomplishments
- Take time when considering the offer
- Research your market value

POSITIVE (効果的)	NEGATIVE (非効果的)

VOCABULARY

USEFUL EXPRESSIONS	MEANING
a quick chat (短い会話)	: a short talk or conversation
it's about time (丁度良い時間)	: this is the perfect time
it isn't too much to ask (質問する必要もなく)	: it's reasonable
put this in writing (文章に残す)	: write a letter

Exercise: Ask the student to name some useful expressions that can be used in negotiations.

DIALOGUE

Scenario: Oliver has been working for the company for five years, but he hasn't yet received a pay rise or a significant bonus. He has decided to raise this issue with the manager.

Oliver: Hi, are you free for a quick chat?

George: Sure, come in. Sit down. What can I do for you?

Oliver: Okay. Well, it's a bit difficult, but I really feel it's about time to raise this issue.

George: Okay and what is it about?

Oliver: A pay rise.

George: Okay. Tell me what you think.

Oliver: Well, I have been working for the company for five years now. In that span of time, I believe I have done a great job. My performance have been exemplary and I've made good progress. I just think that now that I've taken more responsibility, it's also timely to ask for an increase.

George: Right. So you feel that you are not well-compensated, do you?

Oliver: Yes. I think I should be paid more considering my contribution to the department over the recent months.

George: What kind of rise would you be looking for?

Oliver: Well, I think it isn't too much to ask for a 3% increase on top the usual annual rise.

George: Three percent? Okay then, but I can't just give you a pay rise immediately. You know, I'll have to discuss it with the other managers in a meeting. But actually, we are already planning for a pay review meeting and we might have it soon. I'll make sure we discuss your request then.

Oliver: Thank you, Sir. Should I put this in writing as well?

George: That would be a good idea. Send me an email and furnish a copy for the HR department.

QUESTION AND ANSWER : 先生から質問されますので、上記シナリオ内容を元に答えて下さい。

1. Have you ever tried negotiating a pay rise with your boss or employee?
2. Do you feel comfortable discussing this topic with your boss or employee?
3. Do you think it's necessary to talk about this issue in a company?
4. When do you think should an employee ask for a pay rise?
5. How would you open the topic if you were Oliver?