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Employee: Can you give me the specifics? Boss: Your monthly gross salary will increase by \$500. Employee: That sounds fair. 3) Asking for a Raise Mr. White: So, tell me: what makes you think we should give you a raise? Miss Small: I ' ve got several good reasons. I ' ve been here several years, my work has proven to be good, and I ' ve noticed that people in comparable jobs get paid more than I do. Mr. White: Salaries are confidential. how do you know how much money these " other people " make? Miss Small: Well, I ' ve noticed all the new cars around here, for one thing. Mr. White: Those are company cars provided to the sales staff for their business trips. Also, some employees receive sales commissions. So good salesmen will naturally earn more. Miss Small: That ' s understandable. Well, rather than comparing my salary with someone else ' s, perhaps we could talk about my job performance. Surely you ' ve noticed the extra hours I ' ve put in recently? If I were being paid an hourly wage, with the standard time and a half for overtime, I ' d be earning much more. Mr. White: I see you point. However, it might be hard to get a raise approved. Profits were down last quarter, and the whole company is tightening its belt, so anything that affects the annual budget is hard to get approved. But I ' ll tell you what I ' ll do. I ' ll give you a one time bonus for your recent hard work. And I ' ll try to arrange some sort of

compensation for any future overtime. Miss Small: That would be very good of you, Mr. White. 4) Asking for a Raise Martin: Mr. Smith, I have been doing some industry research and was shocked to learn that the average salary for a position that is similar to mine pays, on average \$2,000 more per year than I am currently making. Mr. Smith: What are you basing this information on? Martin: First and secondary research. I hope that you can address this concern immediately as I find it very disturbing. Mr. Smith: Yes, I will. We are very happy with performance and want to continue our good working relationship. Martin: I wish the same. As such, I hope you will seriously consider a pay increase. Mr. Smith: Let me take this up with the Director and get back to you immediately. Conversation

Notes 注意：1. 考试中不要说“Pardon?” 2. Never say “sorry” in examination! 3. 没听清可用以下说法 I don't quite understand you. Would you explain it a little bit for me? I am not sure what you are getting at. Would you express it in another way?

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