

4 Promotions

PRESIDENT

Vice President

Managers

**Assistant
Managers**

corporate ladder

reliable
excellent

promotion

raise

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What does it mean to be promoted, and how does it usually happen?
- 2 What are some advantages and disadvantages of receiving a promotion?

Reading

2 Read the email. Then, choose the correct answers.

- 1 What is the purpose of the email?
 - A to present employees for promotion
 - B to request a promotion for the sender
 - C to explain the need for more managers
 - D to list a promoted employees new responsibilities
- 2 Which of the following is NOT an attribute of Mr. Hansen?
 - A He is reliable.
 - B He is willing to travel.
 - C Other employees look to him for help.
 - D He masters his responsibilities.
- 3 What accomplishment has Ms. Bulinski achieved?
 - A achieved top sales of the year
 - B written a training guide
 - C developed a good sales strategy
 - D increased her sales and income



To: Clare Jacobs
From: Marta Bonary
Re: Candidates for Promotion

Dear Ms. Jacobs:

As **head** of the sales department, I have been fortunate to mentor many wonderful employees. Two in particular stand out as worthy candidates to climb the **corporate ladder**.

I would like to **recommend** Seth Hansen for an entry-level managerial position. He fulfills his **duties** with ambition and mastery. Seth is **reliable** and strives to work to the best of his abilities. Everyone within the sales department looks to him for guidance. Without any negativity, he is always willing to help his co-workers.

Julie Bulinski is another employee of mine that I recommend for **promotion**. I feel she would be an **excellent** district sales manager. She is willing to travel and has the knowledge needed to perform her duties well. Julie has also proven herself as an effective trainer and has developed a wonderful sales strategy.

In addition, I feel that they each deserve a **raise**. Their **incomes** have remained at the same level for the last year. Even with increased **responsibility**, they have never complained about their rate of pay.

Please consider my recommendation to **promote** these two individuals.

Sincerely,
Marta Bonary

Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- | | |
|----------------|-----------------------|
| 1 __ raise | 5 __ promote |
| 2 __ promotion | 6 __ corporate ladder |
| 3 __ excellent | 7 __ recommend |
| 4 __ head | 8 __ income |

- A a raise in position
- B to raise a person's position
- C to present a person as worthy of something
- D a hierarchy within a large company
- E having outstanding quality
- F money earned
- G a person with greatest authority in a department
- H an increase in pay

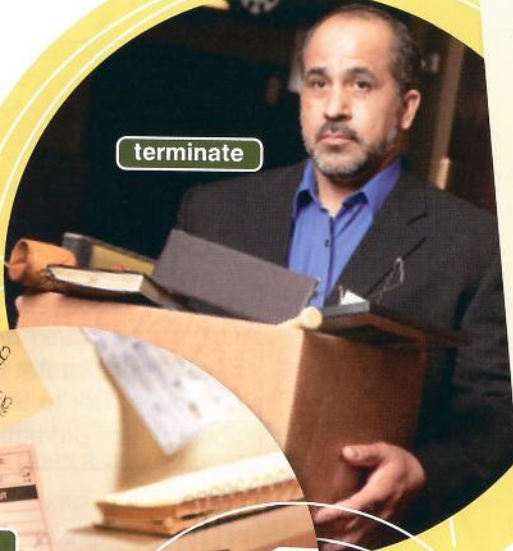
5 Terminations

Reasons for Termination

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some reasons for being fired from a job?
- 2 What can a person do to limit the chance of being fired?



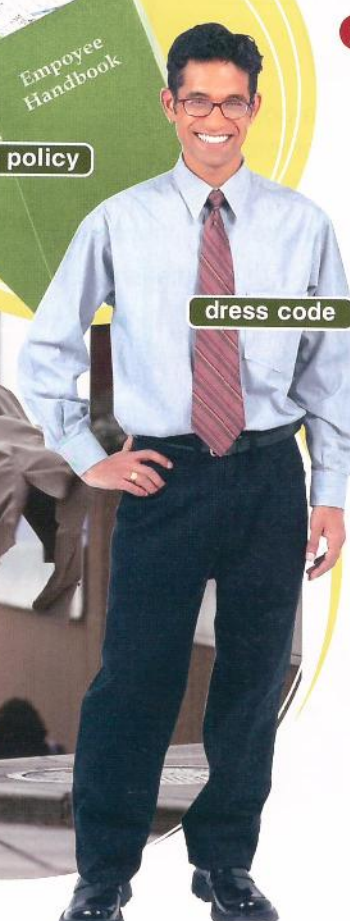
terminate



absenteeism



company policy



dress code



late

It is **company policy** to **terminate** employees who do not follow the rules set forth in this handbook. **Failure** to abide by the rules will result in a **write up** for the first offense. A second **violation** will result in **disciplinary** action and be **documented**. After a third offense, the company has the right to **fire** the employee.

Absenteeism is a reason the company can **let go of** an employee. Even **excessive** instances of being **late** can be grounds for termination. It is also important to show **punctuality** in attending meetings.

Failure to comply with the **dress code** can result in an employee being fired as well. The company strives to foster a professional image. Employees are the front line in representing the company to the public. What an employee wears sets the image for how the public sees the company as a whole.

Striving to embody a sound **work ethic** is vital to success. A poor attitude toward work can lead to a write up and even disciplinary action. The company goal is to provide the best service to our customers. Failure of an employee to show improvement after addressing any training issues is grounds for termination.

Reading

2 Read the passage from a company handbook. Then, choose the correct answers.

- 1 What is the main purpose of the passage?
 - A to announce the termination of a manager
 - B to explain when employees can be fired
 - C to describe how an employee was disciplined
 - D to clarify the dress code
- 2 Which of the following is NOT grounds for termination?
 - A arriving late
 - B absenteeism
 - C punctuality
 - D poor work ethic
- 3 According to the passage, why is it important to follow the dress code?
 - A to represent the company as being professional
 - B to make sure everyone can be recognized as a co-worker
 - C to ensure the company logo is seen
 - D to show everyone has the same status