

Grammar and Vocabulary

Lesson 10 – A

Topic: Salaries and Benefits

Aim:

1. Understand meanings and practice using words related to Salaries and Benefits appropriately.
2. Review Subject and Verb Agreement Rules Part 1. (numbers 1–4).

I. Vocabulary

Exercise 1: Let's Review Words! (5–6minutes)

Choose the meaning of the underlined words from the choices that follow. Then practice using the words in your own sentences.

1. The employees requested for a hazard pay differential.
 - a. discrepancy
 - b. gulf
 - c. gap
 - d. contrasting
2. A staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance.
 - a. keep
 - b. credit
 - c. maintenance
 - d. bills
3. Employees can receive fringe benefits like paid vacations.
 - a. Different
 - b. Additional
 - c. Required
 - d. Available
4. A staff member serving in a country whose language is different from his mother tongue is entitled to 75% of expenses for his child's tuition in the mother tongue up to a specified maximum amount.
 - a. mother's language
 - b. first language
 - c. traveler's language
 - d. international language

5. Budget analysts examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.

- a. Correspondence
- b. Exchange
- c. Relevance
- d. Likeness

Exercise 2: Let's use the words!(5–7 minutes)

a. complex	b. wage	c. paid	e. compensation
e. sophisticated	f. backbone	g. benefit	

Cash pay – whether ____ as a monthly salary or weekly ____ – is the ____ of the reward and benefits package. With issues such as the national minimum wage, equal pay, pay strikes, income tax and national insurance contributions, the job of a compensation manager is a ____ one. It is common to get ____ advice from a reward consultant. Reward consultants are able to supply salary benchmarking reports as well as advice on structuring a bonus, performance related pay team incentives and other forms of variable compensation. To ensure these elements of variable and performance related pay meet business objectives, they need to be administered carefully. More employers are using ____ payroll software to achieve this.

II. GRAMMAR REVIEW

Topic: Subject and Verb Agreement Rules Part 1.(numbers 1–4)

1. Subjects and verbs must agree in number. This is the cornerstone rule that forms the background of the concept.

● The dog growls when he is angry. The dog growl when they are angry.

2. Don't get confused by the words that come between the subject and verb; they do not affect agreement.

● The dog, who is chewing on my jeans, is usually very good.

3. Prepositional phrases between the subject and verb usually do not affect agreement.

● The colors of the rainbow are beautiful.

4. When sentences start with “there” or “here,” the subject will always be placed after the verb, so care needs to be taken to identify it correctly.

- There is a problem with the balance sheet. Here are the papers you requested.

Exercise 1: Let's try this out!

Error Recognition:

Identify the one underlined word or phrase that should be corrected or rewritten. Then, write the correct sentence.

1. Crowds flocks around her.

A B C D

2. My student walk to school.

A B C D

3. Children runs wherever they want.

A B C D

4. A bunch of grapes are served.

A B C D

5. School of fish swims together.

A B C D

References:

Barron's How to Prepare for TOEIC Test 2nd Edition – Dr. Lin Lougheed
Business Basics International Edition – David Grant and Robert McLarty