

HR LESSON 8

Total Rewards: Employee Benefits & Compensation Describing graphs.

In this lesson you will learn vocabulary related to the topic of total rewards.
You will also learn how to describe graphs.



1. REVISION from the lesson 7.
2. PART 1: Vocabulary and speaking exercises.
3. PART 2: Reading exercise.

Version without a key.



REVISION FROM THE LAST LESSON:

- Explain the following words in English and Polish:

bias	entitlement	statutory	comply with	constraints of
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KEY:

bias - often supporting or opposing a particular person or thing in an unfair way by allowing personal opinions to influence your judgment / uprzedzenie, stronniczość

statutory - decided or controlled by law / statutowy, ustawowy

entitlement - something that you have right to do or have / prawo do czegoś

comply with - to act according to an order, set of rules or request / dostosować się

constraint - something which controls what you do by keeping you within particular limits / ograniczenie, przymus

LESSON 8

TOTAL REWARDS: EMPLOYEE BENEFITS & COMPENSATION. DESCRIBING GRAPHS.



Vocabulary and speaking exercise.

How do you call this in English?



a GRAPH / a DIAGRAM / a CHART



Do you often use graphs in your presentations? Do you know how to describe them?

To talk about different trends you can use following tenses:

PAST SIMPLE – to describe events that happened in the past and are now finished.

Example: Sales **increased** between 2008 and 2009.

PRESENT PERFECT – to describe trends that started in the past and have not finished yet.

Example: Sales **have decreased** since 2009.

PAST PERFECT AND PAST PERFECT CONTINUOUS – to describe trends that had already happened before another event in the past.

Example: Employee turnover **had** already **decreased** when we introduced the new benefit program in 2008.

Employee turnover rate **had been plummeting** before we introduced the new total rewards scheme.

PRESENT CONTINUOUS – to describe trends and changes that are happening now.

Example: The number of work related accidents **is increasing** at the moment.

FUTURE FORM: WILL – to predict future trends.

Example: Sales **will / won't** decrease next year.



Exercise 1 - vocabulary and grammar.

Complete the sentences with the verbs in brackets in a correct grammar form.

1. The number of grievances _____ at the moment. (go up)
2. Between 2004 and 2005 the average number of dangerous occurrences _____ (decrease).
3. The **minimum wage** (płaca minimalna) _____ since 2007. (increase)
4. The number of employees in our company _____ (drop) next year.
5. According to the survey the employee satisfaction _____ already _____ before we increased the wages. (grow)

KEY:

1. The number of grievances is going up at the moment.
2. Between 2004 and 2005 the average number of dangerous occurrences decreased.
3. The minimum wage has increased since 2007.
4. The number of employees in our company will drop next year.
5. According to the survey the employee satisfaction had already grown before we increased the wages.



Exercise 2 - vocabulary and speaking.

Look at the chart below. Below the chart you will find some graphs. Describe the graphs using a proper word from the chart.

GO UP	GO DOWN	OTHERS
increase - wzrosnąć	decrease – zmniejszyć się	double – podwoić
grow - wzrosnąć	decline – opadać, zanikać	triple - potroić
rise – wzrosnąć, iść w górę	fall - spadać	even out - wyrównać
come up - wzrastać	drop – spadać, zmniejszać się	fluctuate – wahać się, oscylować
improve – poprawić się	come down - spadać	hold firm – być stałym
jump - skoczyć	deteriorate – pogarszać się	level off – stabilizować się
peak – osiągnąć maksimum	hit a low – zanotować spadek	recover - odzyskać
reach a peak – jak wyżej	plunge – gwałtownie spadać	remain stable – pozostać stałym
rocket – skoczyć w górę	shrink – kurczyć się	remain steady
	plummet - spadać	stabilise – stabilizować się
		stagnate – ulec stagnacji

■ Now describe the graphs. You can also use the expressions:

This bar chart shows / represents ...

As you can see ...

If you look at the graph ..

Could I draw your attention to the chart?

The figures in this table show ...

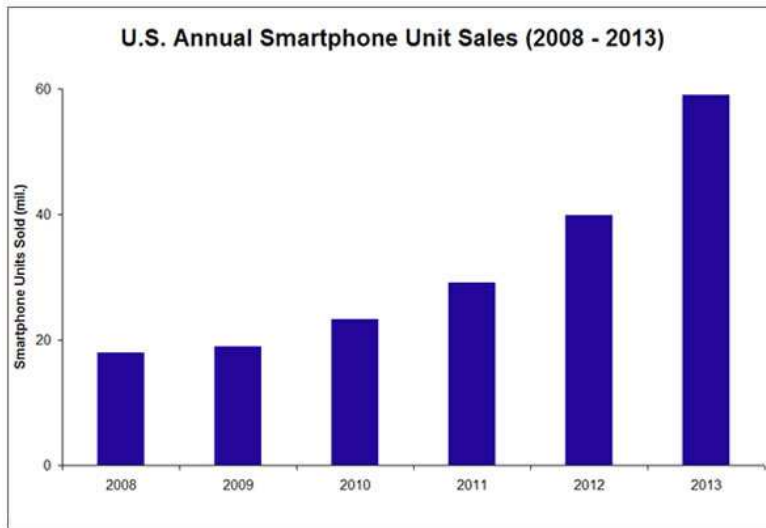
This chart compares ...

The blue dotted line represents ...

Let's move on now and look at the figures for ...

The vertical axis represents ...

Graph 1.

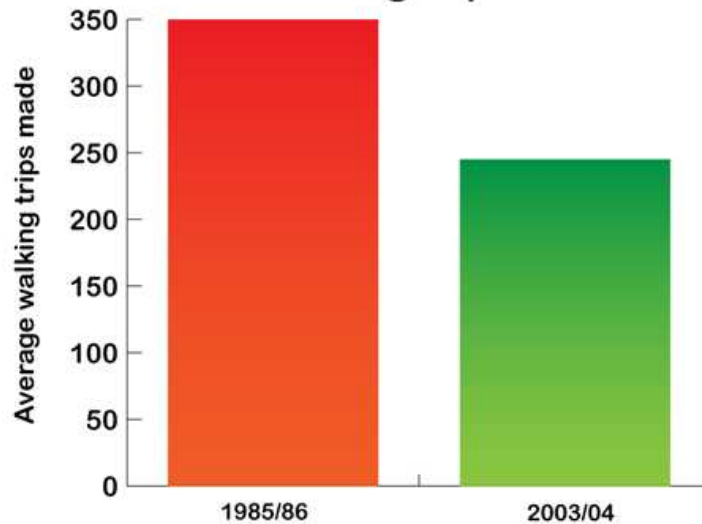


Suggested answer:

This bar chart shows that the sales of smartphones in the US will increase over the next Tyree years.

Graph 2.

Decrease in walking trips

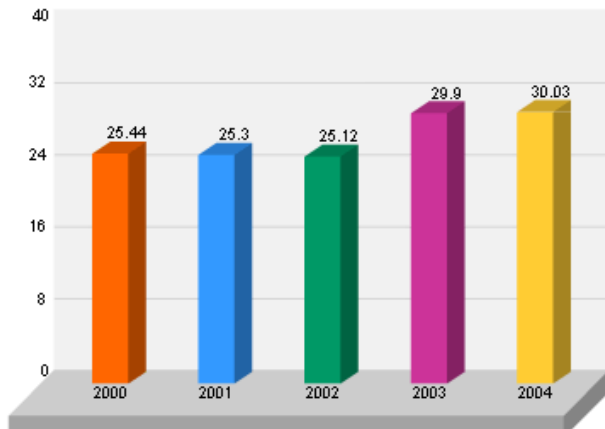


Suggested answer:

As you can see the number of walking trips dropped between 1986 and 2004.

Graph 3.

Bangladesh - Birth rate (births/1,000 population)



Suggested answer:

The birth rate in Bangladesh was stable from 2000 to 2002, increased significantly in 2003 and remained stable in 2004.



REMEMBER

Sales increased **by 25%** / **from 200 to 250**.

There was an increase / a growth / a rise / a decline / a fall **in sales** / **of 25%**.



Reading exercise.

- Read the text below.

The Elements of Total Rewards

There are five elements of total rewards, each of which includes programs, practices, elements and **dimensions** that **collectively define** an organization's strategy to attract, motivate

and **retain** employees. These elements are: **Compensation, Benefits, Work-Life, Performance and Recognition, Development and Career Opportunities**. An effective total rewards strategy results in satisfied, engaged and productive employees, who **in turn** create desired business performance and results. The elements are not **mutually exclusive** and are not intended to represent the ways that companies organize or **deploy** programs and elements within them. For instance, performance management may be a compensation-function-driven activity or may be decentralized in line organizations; it can be managed formally or informally. Likewise, **recognition** could be considered an element of compensation, benefits and work-life.



Name the five elements of Total Rewards and summarize the text using the following words: retain / in turn / deploy.



Match the definitions with 5 elements of total rewards.

<p>Compensation</p>	<p>The alignment of organizational, team and individual efforts toward the achievement of business goals and organizational success. It includes establishing expectations, skill demonstration, assessment, feedback and continuous improvement.</p> <p>and</p> <p>Acknowledges or gives special attention to employee actions, efforts, behavior or performance.</p>
<p>Benefits</p>	<p>A specific set of organizational practices, policies and programs, plus a philosophy, that actively supports efforts to help employees achieve success at both work and home.</p>
<p>Work-Life</p>	<p>Programs an employer uses to supplement the cash compensation that employees receive. These health, income protection, savings and retirement programs provide security for employees and their families.</p>
	<p>A set of learning experiences designed to enhance employees' applied skills and</p>

Performance & Recognition	competencies. It engages employees to perform better and engages leaders to advance their organizations' people strategies. and opportunities that involve the plan for employees to advance their career goals.
Development and Career Opportunities	Pay provided by an employer to an employee for services rendered (i.e. time, effort and skill).