

Lecturer: Her KHAMMELEESAYSUE

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### Unit 3 Skills Qualification, Pay and Benefits

❖ **Times:**

- 4 hours

❖ **Learning outcomes**

- Students will be able to understand the skills and qualifications
- Students be able to know the difference of wage, salary and benefits.

❖ **Teaching aids**

- Text book, Computer, LCD, Power Points, Marker and White board

❖ **Teaching methods**

- Teacher gives students read and understand the information of skills and qualification in the textbook (p16).
- Students will be know how to use skilled at and skilled in.
- Teacher advises students to know the vocabulary that used for the right person.
- Teacher gives students understand difference the wages, salary and benefit in page 18.
- Teacher tell students work in pair practicing conversation for their job

#### 1) **Skills and Qualification**

- **Skills:** Skills are things you learn which help you to do certain tasks. You might learn new skills through work, study or activities you do in your spare time. Your skills are important because they help you show an employer why you should get a job. If you're able to recognise and talk about your skills, you'll find it easier to do things like write a CV or answer interview questions. How can you demonstrate that you have those skills to your employer?  
In this article, few key skills are highlighted:

- Communication
- Teamwork
- Initiative
- Project Management
- Flexibility
- Interpersonal
- Organisation

- **The levels of skills:** A skill is the ability to do something well, especially because you have learned how to do it and practiced it. Jobs, and the people who do them, can be described as:  
Highly skilled: (e.g. car designer)

Skilled: (e.g. car production manager)

Semi-skilled: (e.g. taxi driver)

Unskilled: (e.g. car cleaner)

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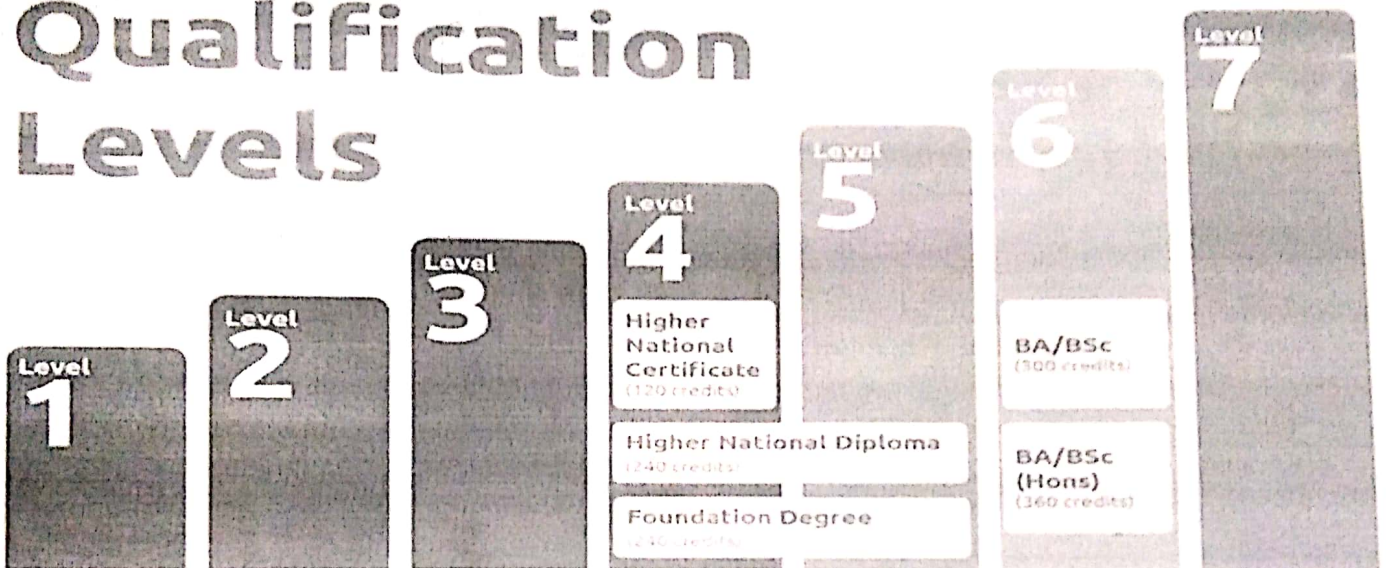
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- Qualification

Include the education, experience, skills and personal qualities you bring to the table. Examples of qualifications include: college degree, license, excellent communication skills, ability to lift 50 pounds, attention to detail, commitment to diversity, dependability and a positive attitude

# Qualification Levels



## 2) Using skilled at and skilled in

- You can say that someone is:

Skilled at	+ <i>Noun</i> Customer care Electronics Computer software
Skill in	+ <i>ing</i> Using PCs Communicating Working with large groups

1) You can say that someone is:

Good with	Computers Figures People
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### 3) The vocabulary that used for the right person.

- These words are often used in job advertisements. Companies look for people who are:

Self-starters  
Proactive  
Self-motivated  
Self-driven:

} good at working on their own.

Methodical  
Systematic  
Organized

} can work in a planned, orderly way.

Computer-literate: → good with computers.  
Nurate: → good with numbers.  
Motivated: → very keen to do well in their job.  
Talented: → naturally very good at what they do.  
Team players: → people who work well with other people.

### 4) The difference of Wage, Salary and Compensation

**Wage:** Paid to blue – collar workers – Paid daily, weekly or monthly – paid for the jobs which can, to some extent, be measured in terms of money's worth.

**Salary:** Paid to white – collar workers – paid monthly to employees whose contribution cannot be easily measured.

**Compensation:** A Comparative term – includes wage and all other allowances and benefits like allowances, leave facilities, housing, travel and non-cost such as recognition, privileges and symbols of status.

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### ❖ Learning Activities

- Students will be able to read and complete the exercise form page 17 and page 19.
- Students will be able to write about their wages, salary, and benefits
- Students will be practice conversation for their job

#### 1) Write about their job

- A. I am ..... and I'm a saleswoman based in Yok hotel. I get a basic salary, plus commission: a percentage on everything I sell. If I sell more than a particular amount in a year, I also get extra money - a bonus, which is nice. There are some good fringe benefits with this job: I get a company car, and they make payments for my pension, money that I'll get regularly after I stop working. All that makes a good benefits package.
- B. I'm .....and I work as a waiter in Prague. I like my job even if I don't earn very much: I get paid wages every week by the restaurant. We get the minimum wage: the lowest amount allowed by law. But we also get tips, money that customers leave for us in addition to the bill. Some tourists are very generous.

#### 2) Practice conversation for their job

X: I get paid every month.

Y: I see. You get a salary, not wages.

X: I usually have to work late: I don't get paid for it, but I get a percentage for every photocopier I sell.

Y: So you don't get over time, but you do get commission. That's good.

X: The people in production get a bonus if they reach their targets.

Y: Oh right. They get an extra payment for producing a certain amount.

X: The company pays for medical treatment too, and the company restaurant is fantastic.

Y: Wow! The company perks sound very nice.

X: And they've given me a company car to go and visit clients.

Y: So you don't have to buy a car, then.

X: What's more, the company pays in money for us to get when we don't work any more.

Y: Yes, it's important to get a good pension

X: The total benefit and package is brilliant.

X Yes, all that extra stuff is really worth having.

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**3) Correct these sentences about Ravi, using words from contents. One word is wrong in each item.**

1. At 18, Ravi decided to stay in full-time *training* and went to Mumbai University.
2. Ravi *qualified* three years later with a degree in philosophy and politics.
3. He taught for a while, but didn't like it. He decided to *educate* as an accountant at evening classes.
4. He *qualified for* an accountant and joined a big accountancy firm in its Mumbai office.
5. When he started, he needed to develop other skills, which would come through *experiments*.
6. He received *managers'* training to help him develop these skills.

**4) Are these jobs generally considered to be highly skilled, skilled, semi-skilled, or unskilled?**

**Each expression is used twice.**

1. Teacher .....
2. Office cleaner.....
3. Brain surgeon.....
4. Labourer (someone doing basic work on a building site).....
5. Car worker on a production line .....
6. Bus driver.....
7. Airline pilot
8. Office manager.....

**❖ Student Assessment / homework**

- Students can practice to write their compensation in pairs or groups.

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- Write about skills and qualification as:

• **If you work:**

1) What sort of people does your organization look for in its recruitment?

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.....  
.....  
.....

2) What sort of person are you?

.....  
.....  
.....  
.....

3) Do you think top executives too highly paid? Or do they deserve what they earn?

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Lecturer's Signature

  
Her