Test it ✔

1 Choose a word from each box to complete the sentences.

Salaries at VGT are low but you get commission with each sale and a big annual bonus.

a Don says his performance-related is OK but he’s not sure he can make a career out of working in telesales.

b I drive to see clients as part of my job, so I get a car insurance.

c I can’t decide whether to join the company’s pension scheme employees.

After all, I’m not going to retire for another 30 years!

d 22% of my salary is taken as tax income before I get paid.

e The performance-related told the company that there would be a change of management.

f Now that I’ve got two kids, I really need a health insurance.

I’m not earning enough!

g Your performance-related shows you how much tax you pay each month.

h My income is about €75,000 but my annual salary is slightly more because I have some money invested.

i I was ill last year, so I was glad that my company gives us health insurance.

j We have a system of performance-related – we get extra money if we meet our targets.

2 Circle the correct option.

I only realized how high taxes were when I got my first pay form.

a How much can you earn/win in IT?

b What’s the weekly salary/wage for the bar job?

c Do you pay revenue/income tax?

d The management can’t afford to give us a pay cut/rise.

e I get some nice perks/bonuses in my job – a company car and free meals.

f Everyone has to pay commission/tax to the government from their salary.

g It costs a huge amount to pay our workforce/workload.

h Cash flow is a big problem for people who are self-employed/self-employment.

i We can’t accept any more people on to our pension system/scheme.

j Did she get any performance-related salary/pay this month?
Test it again

1 Choose the correct words to complete the advert.

<table>
<thead>
<tr>
<th>salary</th>
<th>workforce</th>
<th>scheme</th>
<th>earn</th>
<th>performance-related</th>
</tr>
</thead>
<tbody>
<tr>
<td>career</td>
<td>perks</td>
<td>insurance</td>
<td>company</td>
<td></td>
</tr>
</tbody>
</table>

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2 Find and correct the mistakes in the sentences.

Even though it’s subsidized, health a is very expensive. 

a My annual wage is paid directly into my bank account. 
b No one who works can avoid paying tax. 
c One of the perks of the job is that you get discounts on flights. 
d It’s a small internet company with about ten or eleven workforce. 
e The workforce went on strike because of the pay cuttings. 
f Sue Dixon doesn’t have a regular income because she’s auto-employed. 
g Do you win more in your new job? 
h Do you use an accountant or do you sort out your own tax? 
i The pension scheme is excellent. I suggest you join it. 
j We received a bonus at the end of the year as a thank you from the management.
A job is work that you do for money; a career is an occupation that you have for a longer time. Employers employ people. Employees work for an employer. The workforce is all the people working in a company.

You earn (not win) money for the work that you do. A wage is a fixed amount of money, usually paid weekly. A salary is a fixed amount of money, agreed annually, and usually paid monthly. Your income is the total amount of money you make in a year.

When you get paid, a pay slip shows how your pay is broken down. Usually, the employer takes the income tax out of your salary. If you’re not employed but you work, you’re self-employed.

If your salary is increased/reduced, you get a pay rise/cut. Perks are benefits such as a company car, health insurance. A pension scheme is a financial plan you and your employer pay into for your retirement.

Performance-related pay is an extra payment for meeting targets; commission is payment as a percentage of everything someone sells; a bonus is an extra payment on top of your salary/wage.

Now go to page 43. Test yourself again.
**Review**

**Jobs and careers**  
You use *job* to talk about work that you do for money but a *career* is a job or occupation that you have for a long time, possibly all your working life. You *have a career in* banking, for example, or you *have a career as* a banker. I *had about six jobs when I was in my twenties, before starting my career in management consultancy.*

**Employers and employees**  
*Employers* are people who employ you, so your company or organization is your employer. You are an *employee.* Employees are people who work for the employer. You don’t usually use the term ‘workers’ in business but you often hear the term *workforce* (all the people working in the company). Another very common word for this is *the staff.*

*The staff are asking for a safer pension scheme.*

Note that in American English, you use a singular verb with *staff.* In British English, you use a plural verb.

**Pay**  
You *earn* (not *win*) money for the work that you do. The money is your *pay; pay* can be both a noun and a verb. A *wage* is a fixed amount of money, usually paid weekly, often for a job that needs physical strength or skill. A *salary* is a fixed amount of money, agreed every year, and paid to an employee. It’s often paid monthly. Your *basic salary* is what you earn before any extra payments. Your *income* is the total amount of money you make in a year, whether you earn it by working or get it in other ways, e.g. by investing or saving. *Most of my employees feel they don’t earn enough.* My salary is paid directly into my bank account at the end of the month.

**Tax**  
When you get paid, your company sends you a *pay slip.* *Income tax* is a compulsory payment you make to the state if you’re employed. If you’re not employed but you work, you’re *self-employed* and you’re responsible for paying your own tax. You have to submit a *tax return* to the government. *My accountant does my tax return because I’m self-employed and it’s complicated.*

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**EXTRA TIPS**

In the UK, many employed people are on PAYE (Pay As You Earn). This means that the employer takes the income tax and *National Insurance* out of your salary before giving it to you. National Insurance is a compulsory payment which both you and your employer pay. It provides state help to people who are ill, unemployed or retired.

**Benefits and pay rises**  
If you feel you’re not earning enough, you ask for a *pay rise* (a *raise* in American English). If you get one, it results in a *salary increase.* Many companies also have an annual *salary review,* when they check that every employee’s salary is appropriate (usually in response to inflation). You may get *perks.* A perk is a free benefit that the company gives you, e.g. a mobile phone, gym membership. You often join a *pension scheme.* This is a financial plan you and your employer pay into over several years. The money is invested and you benefit from it when you retire. *One of the perks of my job is that I’m able to travel a lot.*

*Have you joined the company pension scheme?*

In some organizations, there are ways of increasing what you earn by *performance-related pay* (an extra payment based on meeting targets), *commission* (payment to people in sales which is a percentage of everything they sell), or a *bonus* (an extra payment sometimes linked to performance or sometimes given to the whole workforce to say thank you). *All our sales reps work on commission.*

Lucas got a bonus last month.