

B2

NEGOTIATION

≈ 27 MIN

Salary Negotiation — *practice on paper*

You have built the lesson — now lock the salary talk in on paper. New lines, same order: a range, a reason, a response to the offer.

Expectations: **salary expectations** · response: **I was hoping for something closer to ...**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY BEFORE AND AFTER THE OFFER · APPROX. 4 MIN

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Lines you say **before there is an offer** go on the left. Lines that **respond to an offer** go on the right.

My range is based on six years in sales.

Thanks for sending the contract so quickly.

Could you move a little on the bonus?

Ideally, around €58,000 to €62,000 a year.

I was hoping the bonus would be nearer 10%.

Could you tell me the budget for the role?

Somewhere between €58,000 and €62,000.

I'd like until Friday to decide, if possible.

Given my experience, that's a fair range.

I'm happy to accept the offer.

BEFORE THE OFFER	AFTER THE OFFER

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

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Fill in the missing word. Every sentence comes from a salary conversation — read it through before you write. Where a verb is given in brackets, put it in the right form.

- 01 She emailed her salary to the recruiter.
- 02 The team's budget is in the of €60,000 to €70,000.
- 03 Her figure was on two salary surveys.
- 04 We were hoping for a budget to €5,000.
- 05 Is there any on the start date?
- 06 Would you be open to (review) my pay in May?
- 07 He asked for the weekend to think the offer .
- 08 It's €60,000 a year , before tax.

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence holds exactly one mistake. Underline it and write the whole sentence correctly.

01 We discussed my salary imagination in the interview.

02 After a year, she became a pay rise.

03 Our manager is open to discuss a bigger bonus.

04 My take-home pay is lower than my brutto pay.

05 They showed flexibility by the training budget.

06 The budget for this role lies by €60,000.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one sentence for each prompt, ready for your next salary talk. Keep the order in mind: a range, a reason, a response to the offer.

01 Name a range — "My salary expectations are ..."

02 Back it up — "That's based on ..."

03 Answer a low offer — "I was hoping for ..."

04 Ask about the package — "Would you be open to ...?"

MINI-CHECK — CAN I DO THIS YET?

☐ I name a range whose lower end I would be happy with.

☐ I back the figure up with experience and the market rate.

☐ I say "salary expectations", not "salary imagination".

☐ I name my figure clearly, but in the tone of a request.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

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| <p>01 Before — "My range is based on six years in sales."
<i>Backs up your range.</i></p> <p>02 After — "Thanks for sending the contract so quickly."
<i>Thanks first, then negotiate.</i></p> <p>03 After — "Could you move a little on the bonus?"
<i>Asks for room in the offer.</i></p> <p>04 Before — "Ideally, around €58,000 to €62,000 a year."
<i>Names a range.</i></p> <p>05 After — "I was hoping the bonus would be nearer 10%."
<i>Answers with your figure.</i></p> | <p>06 Before — "Could you tell me the budget for the role?"
<i>Turns the question round.</i></p> <p>07 Before — "Somewhere between €58,000 and €62,000."
<i>A range, not one figure.</i></p> <p>08 After — "I'd like until Friday to decide, if possible."
<i>Asks for time.</i></p> <p>09 Before — "Given my experience, that's a fair range."
<i>Backs up your range.</i></p> <p>10 After — "I'm happy to accept the offer."
<i>Accepts the offer.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 She emailed her salary expectations to the recruiter
<i>The fixed phrase, in the plural.</i></p> <p>02 The team's budget is in the range (or region) of €60,000 to €70,000
<i>A rough figure.</i></p> <p>03 Her figure was based on two salary surveys
<i>"Based on" gives the reason.</i></p> <p>04 We were hoping for a budget closer (or nearer) to €5,000
<i>The hoped-for figure, as a request.</i></p> | <p>05 Is there any flexibility on the start date?
<i>Asks for room to move.</i></p> <p>06 Would you be open to reviewing my pay in May?
<i>-ing form after "open to".</i></p> <p>07 He asked for the weekend to think the offer over
<i>"Think it over" = consider it.</i></p> <p>08 It's €60,000 a year gross, before tax
<i>"Gross" = before tax.</i></p> |
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BRICK 3 · CORRECT

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| <p>01 We discussed my salary expectations in the interview.
<i>Not "salary imagination".</i></p> <p>02 After a year, she got a pay rise.
<i>"Become" is not "bekommen".</i></p> <p>03 Our manager is open to discussing a bigger bonus.
<i>-ing form after "open to".</i></p> | <p>04 My take-home pay is lower than my gross pay.
<i>Say "gross", not "brutto".</i></p> <p>05 They showed flexibility on the training budget.
<i>"Flexibility on", not "by".</i></p> <p>06 The budget for this role is around €60,000.
<i>Not "lie by" for "liegt bei".</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — just check range, reason, response and package.

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|---|---|
| <p>01 "My salary expectations are in the range of €58,000 to €62,000."
<i>A range.</i></p> <p>02 "That's based on my six years in sales."
<i>A reason from facts.</i></p> | <p>03 "I was hoping for something closer to €61,000."
<i>Clear, but as a request.</i></p> <p>04 "Would you be open to adding two days of holiday?"
<i>Asks about the package.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Negotiation Basics

englisch-lehrer.com/en/lessons/negotiation-basics

PAIR WITH THIS

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