

Contract of Employment

Age Group: Young Adults/ Adults

Level: Entry 3 and lower Level 1

Time: 1 hour

Skill focus: Reading, the language of contracts

Sub skills: Reading for specific meaning.

Materials: A copy of the worksheet for each student.

Curriculum References: **Rw/E3.2a (Understand Key Vocab)**
Rt/E3/8a (Read every word to obtain meaning)

Everyone who is legally employed needs some sort of contract so it's vital that ESOL/ESL students have an idea about what they mean.

1. Ask the students what the word 'contract' means and ask about the various sorts of contracts that people draw up with each other, e.g. contract of employment, tenancy agreement, marriage contract etc.
2. Explain to students that the language of contracts is always very difficult. Pre teach the following vocab, *Grievance, disciplinary procedure, give notice, arrears, commencement (start), end of contract, start of contract, termination, employee and employer.*

Now get the students to match the words and meanings. Answers below.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
b	g	j	f	d	i	c	e	a	h

3. Have students read through the contract together. Discuss any problems there might be. Make sure students understand that this is a 'simple' contract and although it boils down to the same points it is in no way a 'legal document.'
4. Students can now work through the questions. Answers as follows
 1. The Spray Can Factory, 324 Main Street, Leeds, LE12 545
 2. Mohammed Abubaker.
 3. Machine Operative.
 4. It's a short-term contract.
 5. 03/05/04
 6. 02/07/04
 7. 8.30-4.00 Monday to Friday.
 8. 32½ Hours
 9. £840
 10. By Credit transfer.
 11. One week.
 12. Three weeks.
 13. He should talk to his line manager.
 14. One week's notice after a month.
 15. One week's notice after a month

The Language of Contracts

Match the word with the correct meaning.

1. Grievance	a) The company
2. Disciplinary Procedure	b) Problem.
3. Give notice	c) You lose your job.
4. Arrears	d) Start.
5. Commencement	e) Person who works for a company.
6. End of contract	f) For the month before.
7. Termination	g) What happen if you do something wrong.
8. Employee	h) Feel ill.
9. Employer	i) You finish your job.
10. Sickness	j) Tell your boss you are leaving.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Contract of Employment

The Employer:
The Spray Can Factory,
324 Main Street, Leeds,
LE12 545.

The Employee:
Mohammed Abubaker

1. *Date of Commencement:* 03.05.04
2. *Job Title.* Machine operative
3. *Period of Employment.* You are employed for a fixed term of 10 weeks starting on 03/05/04 and finishing on 02/07/04.
4. *Working Hours.* Your normal hours of work are 8.30 am until 4.00 PM Monday to Friday. One hour lunch will be taken from 1.00 till 2.00.
5. *Pay.* Your weekly pay will be £210 per week. This will be paid by credit transfer into your bank account, in arrears, on the first working day of every month.
6. *Place of work.* Your place of work will be The Spray Can Factory, 324 Main Street, Leeds, LE12 545
7. *Holidays.* All Bank holidays and Public holidays will be holidays. You will get one week holiday for every eight weeks you work.
8. *Sickness.* If you are sick or injured and cannot work, you can get sick pay from the company. You can read about this in the 'Company's Sickness Policy'. You can get this from your line manager.

9. *Notice.* After one month you must give the company one week's notice to end your employment.

After one month the company will also give you notice period of one week to end your employment.

10. *Disciplinary Procedure.* You will get three warnings. Firstly, a verbal warning. Secondly, a written warning. Thirdly a written and verbal warning. After this if there is still a problem you're employment will be terminated.

11. *Grievance.* If you have any problems with your job you should see your line manager. If there is still a problem you can talk to one of the directors.

Signed by the employee.....

Date

Signed on behalf of the company.....

Date.....

Contracts of Employment

Answer the questions about the contract.

1. What is the name and address of the company?
2. What is the name of the employee?
3. What is the job title?
4. Is this a short term contract or a long term contract?
5. When will he start?
6. When will he finish?
7. What are his normal weekly hours?
8. How many hours does he have to work in a week?
9. How much will he get paid every month (4 weeks)?
10. How will the company pay him?
11. How many weeks holiday will he get after two months?
12. How many weeks holiday will he get after six months?
13. What should he do if he has a grievance?
14. How much notice must he give the company?
15. How much notice must the company give him?