

## IELTS General Reading Practice Test 15

### Asking for a Raise

If you are thinking about asking for a raise in salary, there are several things to keep in mind. First, consider whether you deserve a higher salary. You probably do, but you should be able to explain exactly why to your boss. Sit down and make a list of your job accomplishments. Be as specific as possible. For example, think about important projects you have worked on, things you have done to improve the organization of work in your department, or how your efforts have brought more money to the company. Also include any professional development opportunities you have taken advantage of recently and be ready to explain how they have improved your performance on the job. By going through the process of listing your accomplishments, not only will you be better prepared when you meet with your boss, you will also feel more confident that you deserve what you are asking for. Bear in mind that salary levels are based not only on performance but also on the market for your particular skills. Before you ask for a raise, you will need to do some research. You should investigate the industry standards for salaries for people in similar positions with similar levels of experience. This will help you determine what would be a reasonable amount of money to ask for. Your initial request should actually be slightly higher than the amount you want in order to leave some room for negotiation. Then, if you have to go lower than this amount, you still end up with something close to what you want. A crucial point is the timing of your request. If you have recently been given new responsibilities, it makes sense to ask for a higher level of compensation. On the other hand, if the company is going through financial difficulties, a request for more money will probably not be met with a favorable response. It would be better to wait until the company is in a better financial position. Finally, there is one thing you should never do: Never give personal reasons for wanting a higher salary. Your need to pay your child's college tuition or buy a bigger house is of no concern to your boss. Your salary level should be based on professional considerations alone, and that is where you need to keep the conversation.

**Choose the correct answer. Write the correct letter, A—C, on lines 15—20 on your answer sheet.**

15. Before asking for a salary increase, you should

A send your boss a list of your accomplishments.

B take some professional development courses.

C write down all the reasons you deserve a raise.

16. Preparing yourself before talking with your boss will help you

A get the highest raise possible.

B feel more self-assured.

C improve your job performance.

17. You should find out

A salaries of other people in your field.

B how much money your boss can offer you.

C what job openings are available in your company.

18. You should ask for

A slightly more money than you want.

B the exact amount of money that you want.

C a little less money than you want.

19. A good time to ask for a salary raise is

A when your boss is in a favorable mood.

B before discussing financial records.

C soon after you have taken on new duties.

20. While negotiating a salary raise, it is a good idea to

A discuss professional topics only.

B mention your financial needs.

C ask your boss about his or her family.