

Module: Speaking/Listening

Lesson Title: Requesting a Raise

Standards for the Lesson

Florida Adult Basic Education Speaking/Listening Standards	Level Expectation
Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience. (CCR.SL.ABE.4)	NRS Level 3 – Report on a topic or text or present an opinion, sequencing ideas logically and using appropriate facts and relevant, descriptive details to support main ideas or themes; speak clearly at an understandable pace. (CCR.SL.ABE.4.3)

Interpreting the Standard

1 Standards	2 Skills Included in the Standard	3 Concepts Included in the Standard	4 Through a Particular Context	5 Cognitive Demand/Levels of Thinking	6 Sample Activity
Report on a topic or text or present an opinion, sequencing ideas logically and using appropriate facts and relevant, descriptive details to support main ideas or themes; speak clearly at an understandable pace. (CCR.SL.ABE.4.3)	report or present use speak	opinion facts clearly	role play on business situation	DOK 2	Have students role play on the way to ask for a raise, including providing facts and evidence.

Objectives of the Lesson

Students will:

- Conduct Internet research on how to ask for a raise
- Complete an organizing information form
- Provide evidence for their request
- Sequence ideas logically
- Role-play with a classmate
- Speak clearly and at an understandable pace
- Complete a request for a raise form and reflection activity

Materials

- Student Handout: Internet Resource Form
- Student Handout: Organizing Information Form
- Student Handout: Request for a Raise Form
- Student Handout: Reflection Form
- Pencils/pens

Instructional Plan

Overview

Many adult basic education students have difficulty when it comes to providing facts and presenting the information in a logical manner to support their position. This lesson is designed to provide students with strategies that they can use to present information logically in combination with supporting evidence so that their listeners can follow their line of reasoning. The subject of asking for a raise was chosen as a high interest topic for adult learners.

Process

Begin by asking students if they have ever approached their boss to ask for a raise.

Record their responses: How did they approach the subject? Were they successful? Why haven't they ever approached their boss about a raise? What was holding them back? Did they feel they were prepared to ask this question? Why or why not?

Explain to students that they will be learning strategies on how to present information with relevant facts to support their request. Students will also be given the opportunity to role play with a classmate. Classmates will complete a **Request for a Raise Form** indicating if the raise will be granted or denied and providing reasons to support their decision.

Model how students should go about asking for a raise from their classmate "boss" using the following script.

Miss/Ms./Mr. _____,

During my _____ years here at _____, I have worked on the following projects in the following capacities:

As you can see, the level of responsibility and the scope of my work has increased steadily. The only thing that has not increased is my pay.

I am asking that you consider offering me a pay increase of _____%. I feel that this amount would reflect my level of seniority and the nature of the work I now do here at _____. I appreciate you giving this request your serious consideration.

Retrieved from the World Wide Web at: https://www.rocketlawyer.com/Letter-request_raise_-_increased_work_load_and_seniority.aspx

After modeling for students how to ask for a raise, inform them that different jobs will require different forms of evidence-based examples. The focus is to clearly present the information with specific examples to allow one's boss to reason that the employee is deserving of a pay increase.

Next, provide students with the **Internet Resources Handout** and allow time for students to research the information and complete the **Organizing Information Form**.

Finally, pair students and have them take turns "asking for a raise" with each student completing a **Request for a Raise Form** on their partner.

Conclude the lesson by having students reflect on what they learned:

- conducting research
- role playing
- personal strengths/areas needing improvement

Modifications

This lesson can be modified by having students ask for time off from work for a vacation, a sick family member, or a personal request. The lesson can also be modified for students by having them verbally comment on the questions from the different forms, rather than through the writing process.

Assessments/Reflections

Ask students to reflect on information they gained by completing this assignment. Did they feel this lesson helped them to prepare, organize, and present information to support their request? Do they feel more prepared to ask their employer for a raise? Do they feel they are deserving of a raise at this point in their job? Why or why not?

Request for a Raise Form

1. Did your classmate clearly state the reason for speaking with you today?
2. Did your classmate provide supporting evidence for why he/she feels the raise is deserved? Provide examples of the supporting evidence.
3. Did your classmate request a specific percentage or salary increase?
4. Did your classmate state why an increase was deserved? Explain.
5. Were you able to follow your classmate's line of reasoning? Explain.
6. Did your classmate speak clearly at an understandable pace?
7. Based on the facts provided, do you feel this employee deserves a raise? Why or why not?
8. What do you feel is this person's strongest attribute? Explain.
9. What area do you think needs improvement? Explain.

Raise approved _____

Raise denied _____

Organizing Information Form

Name of job

Years of education and experience

List of responsibilities

Specific examples of going above and beyond your job duties

List of accomplishments

Specific request for the percentage or salary increase you desire

How you plan to respond to a refusal

Additional thoughts

Internet Resources

<http://www.wikihow.com/Ask-for-a-Pay-Raise>

Reflection Form

1. Do you feel this lesson provided you with strategies to use when asking for a raise? Explain.
2. What do you feel is most important to do prior to approaching your supervisor for a raise?
3. If you are not granted a raise, what will be your response to your supervisor?
4. Provide any personal reflections that you learned about yourself through this lesson.