

UNIT 10

Resignation 1



I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

competitor

in charge of

substantial

compensation

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Steve: Tony, can I talk to you privately?

Tony: Sure. Is everything OK?

Steve: This is difficult for me to say..., I love working for you and firm, but I've been offered a bigger job with a competitor, so I have to resign.

Tony: I see. I'm sorry to hear that. Let me ask you a few questions. What are they offering you?

Steve: Well, they want me to be Global Sales Manager in charge of sales worldwide. They're offering me a substantial increase in compensation.

Tony: How much more will they pay you?

Steve: Fifty percent more than what I'm making now. Also, four weeks vacation instead of two. This was a very hard decision for me, because I like it here and I've been with you for over ten years.

 **Comprehension Check**

1. Why does Steve want to talk to Tony?
2. What is Steve's reason for resigning?
3. How much will Steve get from the other company?



<p>Can I talk to you privately?</p>	<ul style="list-style-type: none"> - Can I speak to you alone? - Can I get/have a minute? - Do you have some time now? - Can/Could/Would you spare a minute? - Have you got a minute to spare?
<p>Is everything OK?</p>	<ul style="list-style-type: none"> - What's going on? - Is anything/something wrong? - What happened? - What's wrong?
<p>This is difficult to say.</p>	<ul style="list-style-type: none"> - I hesitate to say this, but _____. - I hate to tell you this, but _____. - I don't know how to say this, but _____.

IV. Exercises

 Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

competitor	in charge of	substantial	compensation
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1. Our _____ is so hard to defeat.
2. I'd like to have good _____ so that I can buy not only my needs but also my wants.
3. Mr. Jones is _____ making this production floor clean and organized.
4. They have a _____ amount of money to start a new business.

 Exercise B

Complete the conversation using the learned expressions.

Paul: James, _____ (Ask him to talk in private.)

James: Of course, _____ (Ask him if there is something wrong.)

Paul: _____ (It's hard to say, but tell him you want to resign)

James: I'm sad to hear that. What are your reasons?

Paul: _____ (Tell him some reasons.)

James: I see.

 Exercise C

Practice with your teacher these reasons for your resignation by saying it in the most polite and sincere way.

Another company has offered you a job.

You have decided to live abroad.

You don't like the work environment.

You have found it difficult to adjust to your current work schedule.

 ROLEPLAY

Tell your manager (your teacher) that you are going to resign. Your manager will ask you questions related to your resignation. Answer those questions as best as you can.

