Background Information and Key Language Elements

You can use the background information to familiarize yourself with key information about getting paid and negotiating pay. For sources of more information on this topic or related classroom resources, please see the *UsefulWebsites* section.

The sidebar below lists major language elements that you may want to introduce or review to support the thematiccontent of the activities.

Key vocabulary and collocations
freelance job
entrepreneur
commission
gratuity
apprenticeship
profit sharing
stock option
annual salary
pay rate
pay period
hourly rate
remuneration
earnings
fringe benefits
employment scam
scheme
illegitimate
bogus
phoney
business plan
market research
marketing strategy
financing

Proper names, abbreviations and acronyms
EI CPP
CBO
RRSP
YTD

Related skills and strategies skimming
long textsscanning
web pages

Getting Paid
For newcomers to Canada, understanding how much one's take-home paywill be is challenging. In addition to knowing about labour laws regarding minimum wage and overtime pay, new employees need to understand and verify the information on their pay stubs. Deductions such as those for income tax, Canada Pension Plan (CPP) and Employment Insurance (EI), union dues, healthbenefits and employer pensions may be unfamiliar. Many newly employed peopleare shocked to discover that their net pay is much smaller than expected. It is important to understand what the deductions are for and what benefits they will provide for the employee, now and in the future.

While it may seem desirable or convenient to be paid in cash, learners should be advised that unscrupulous employers may choose this method of payment in order to avoid paying the employer's portion of CPP and EI contributions. If these payments are not made to the government, the employee will not be eligiblefor CPP or EI benefits. If an employer pays in cash, a pay stub must still be issued. The employee can then confirm that income tax, CPP and EI deductions have been made.

Newcomers are particularly vulnerable to employment schemes and scams that can cost a great deal of money without providing any income. Learners should be warned about advertising that promises a high salary in return for a relatively simple job, and positions that require payment upfront for training or other costs. The vast majority of such schemes do not provide real jobs.

Starting a Business
Many newcomers to Canada dream of starting a business and may be interested in learning about different types of business opportunities, such as starting a franchise, buying an existing business or starting a new business. Those who are interested in starting a business will need to know the steps to take, including the importance of a good business plan. There are several useful business start- up resources available in Ontario, such as the Small Business Enterprise Centers located in communities across the province. Newcomers may also want to know what kind of financial assistance programs are available to help someone start their own.

Adapted from Toronto Catholic District School Board. (2013). *English for financial literacy, volume 3 (CLB 6 - 8).* http://wiki.secteuretablissement.org/uploads/English_for_Financial_Literacy_Volume_3.pdf

Key vocabulary and collocations	Synonyms/alternate ways to express these words and phrases (collocations) in your own words.
freelance job	
entrepreneur	
commission	
gratuity	
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business plan	
market research financing	
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