

Тема занятия: «Выплата заработной платы»

Цель занятия: выучить новый лексический материал по теме «Выплата заработной платы»; совершенствовать навыки чтения и перевода текста профессионального направления; систематизировать знания, ответив на контрольные вопросы по теме занятия и выполнив задания.

Уважаемые студенты! Ознакомьтесь с материалами практического занятия на тему «Выплата заработной платы». Конспект занятия выполняйте **в рабочей тетради письменно, обязательно указывая дату занятия, тему занятия, номер упражнения.** Ответы предоставить преподавателю на проверку **до 16. 01. 2023 г.** в электронном виде (**фотоотчёт**) на e-mail mikagol2605@mail.ru. Телефон преподавателя для консультации и возникающих вопросов: 072-14-15-816.

С уважением, Голодюк Марина Викторовна.

1. Запишите новую лексику в словарь, выучите новую лексику.
2. Прочитайте и устно переведите текст «The payroll of a company».
3. Дайте письменно ответы на вопросы к тексту и выполните задания.

The payroll of a company.

Vocabulary:

device	приспособление, механизм	payroll	платёжная ведомость
to stamp	штемпелевать	to employ	нанимать
stamp	штемпель, печать	employee	служащий
to collect	собирать	staff	штат, персонал
timekeeper	табельщик	to divide	делить(ся), подразделять
to check	проверять	to pay	платить
to pass	передавать	salary	жалование, оклад,
overtime	сверхурочное время	wages	зарплата
to calculate	подсчитывать	bonus	премия
advice	извещение	job	работа, труд

earnings	заработок	card	карточка
deduction	удержание, вычитание	to insert	вставлять
health	здоровье	literal	буквальный
contribution	вклад, взнос		

The list of people employed by a company is known by the payroll. The payroll is usually divided up as follows:

- *monthly-paid staff*
- *weekly-paid staff*
- *hourly-paid staff*

Office staff are either monthly or weekly paid and the money they get is called salaries, which are usually set.

Workers are either weekly or hourly paid or they get set wages. Many companies often operate a bonus system for monthly and weekly-paid staff. The bonus is usually paid against certain work done.

The amount of the bonus payment is worked out from the employee's job cards.

Hourly-paid staffs are usually *on the clock*. Under this system each worker has a clock number and a clock card. He records his hours of work on the clock card by inserting it into what is literally a clock.

A device in the clock stamps the card with the time. At the end of each week the clock cards are collected by the timekeepers. The cards are checked and then passed on to the Wages Office. In the Wages Office the wages and overtime are calculated.

When monthly or weekly paid staff works overtime they are also paid overtime.

Employee is sometimes paid in cash or by cheque. But direct payments into the employee's bank accounts are becoming more and more popular.

As a rule employees get pay advices for the paid period.

The advice states the earnings, all the deductions and the total amount payable. The deductions usually include National Wealth Insurance contributions.

Дайте письменно ответы на вопросы:

1. On what time basis can different employees be paid?
2. What is the money paid to office staff and workers called?
3. On what basis is bonus paid?
4. Do employees sometimes work overtime? How are they paid then?
5. In what ways can wages and salaries be paid?
6. What way of being paid would you prefer?

Дополните предложения в соответствии с текстом «The payroll of a company»

1. Workers are either ... or hourly paid and they get set
2. Hourly-paid ... are usually on the
3. A device in the clock ... the card with the
4. The cards are checked and then ... on to the ... Office.
5. Employees are sometimes ... in cash or by cheque.
6. As a ... employees get pay advices for the ... period.