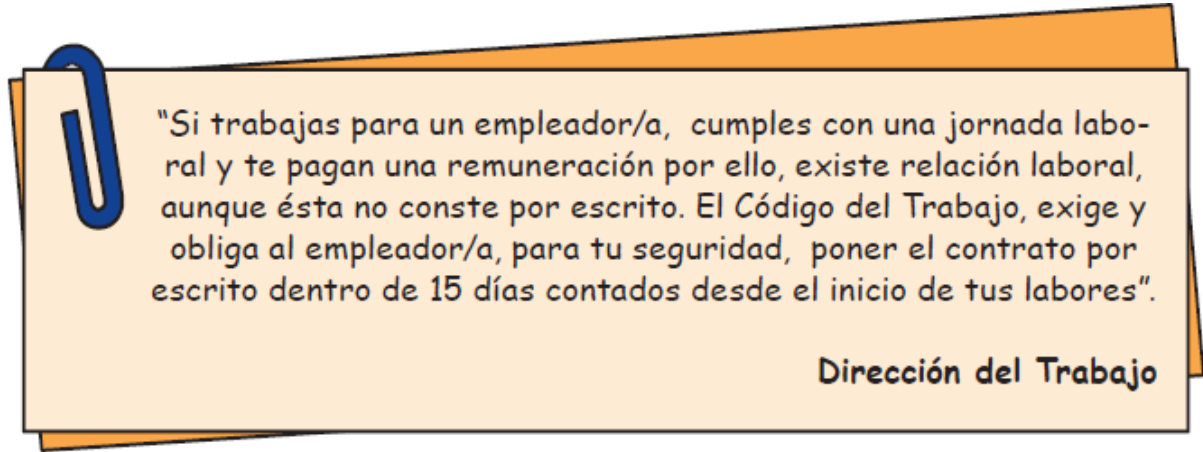


## Worksheet N°8: Much more than a piece of paper...



### 1. Piense y Responda en castellano.

a. ¿Qué tipos de contratos conoce?

.....

b. ¿Por qué se dice que "hay que leer la letra chica" en los contratos?

.....

### 2. Busque equivalentes en castellano para las siguientes expresiones:

a. agreement = .....

b. terms and conditions = .....

c. starting date = .....

d. rate of pay = .....

e. holiday entitlement = .....



Lea atentamente el siguiente texto.

## CONTRACTS OF EMPLOYMENT

An employment contract is an agreement between yourself and your employer, defining the terms of your employment.

There is always an agreement between employee and employer even if there isn't anything written.

A contract gives both you and your employer certain rights and obligations.

Your contract is so much more than a piece of paper with something written. You need to read it carefully before you sign it and if you don't understand something, be sure to ask your employer. If you are not careful, you could renounce some of your most important rights. Your employer is legally obliged to provide the terms and conditions of employment within the first month of your starting date, but it's best if you can check your contract with your employer before or as soon as you join the company.

### **Basic work contract checklist:**

- The name of the employer and employee
- The job title and job description as detailed as possible
- Starting date of employment
- Duration
- Place of work
- Rate of pay and pay intervals
- Schedule
- Holiday entitlement and holiday pay
- Disciplinary rules and procedures

If you are an employee without a written contract you should consult an experienced adviser, for example at the "Inspección del Trabajo".

**3. Lea y seleccione la mejor alternativa.**

**The text is about...**

- a. a contract.
- b. employment contracts.
- c. different types of contracts.

**The text gives you...**

- a. ideas to write a contract.
- b. tools against employers.
- c. information about employment contracts.

**A contract is...**

- a. a simple piece of paper.
- b. more than a simple piece of paper.
- c. a simple bit of paper.

**4. Lea el texto nuevamente y responda en castellano de acuerdo al texto.**

a. ¿Qué es un contrato de trabajo?

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b. Mencione tres elementos esenciales que debe contener un contrato.

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c. ¿Es posible trabajar sin contrato?

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5. Escriba en inglés acerca de sus derechos y obligaciones.  
(en su trabajo, colegio, casa)

RIGHTS	OBLIGATIONS
Example: To be paid on time.	Example: To arrive on time to class.

