

NAME: _____ DATE: _____

Business: The Role of the Employer and Industrial Relations

Business

The Role of the Employer and Industrial Relations

It is not necessary to carry out all the activities contained in this unit.

Please see *Teachers' Notes* for explanations, additional activities, and tips and suggestions.

Theme	The Role of the employer and Industrial Relations
Levels	A1 – B1
Language focus	Key vocabulary, word identification, sentence structure, extracting information from text, writing text, grammar.
Learning focus	Using business textbooks and accessing curriculum content and learning activities.
Activity types	Matching, word identification, structuring sentences and text, cloze, multiple choice, reading comprehension, categorising vocabulary, recording learning, developing a learning resource.
Acknowledgement	Extracts from Business Studies revision Notes for Junior Certificate (4th Edition) J. F. O Sullivan. Gill & Macmillan. We gratefully acknowledge Gill & Macmillan for the right to reproduce text in some of these activities.
Learning Record	A copy of the Learning Record should be distributed to each student. Students should: <ol style="list-style-type: none">1. Write the subject and topic on the record.2. Tick off/date the different statements as they complete activities.3. Keep the record in their files along with the work produced for this unit.4. Use this material to support mainstream subject learning.

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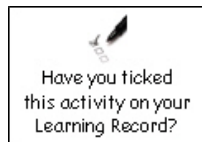
Business: The Role of the Employer and Industrial Relations

Making the best use of these units

- **At the beginning of the class**, make sure that students understand **what** they are doing and **why**. 'We are doing the exercise on page (12) to help you to remember key words / to help your writing skills / to help with grammar' etc.
- You can create your **personal teaching resource** by printing these units in full and filing them by subject in a large ring binder.
- **Encourage students to:**
 - Bring the relevant **subject textbooks** to language support class. It does not matter if they have different textbooks as the activities in these units refer to vocabulary and other items that will be found in all subject textbooks. These units are based on curriculum materials.
 - Take some **responsibility for their own learning** programmes by:



Developing a **personal dictionary** for different subjects, topics, and other categories of language, on an on-going basis. This prompt is a reminder.

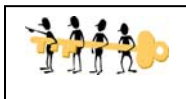


Recording what they have learnt on the **Learning Record**, which should be distributed at the start of each unit.



Keeping their own **files** with good examples of the work produced in language support for different subjects and topics. This file will be an invaluable **learning resource** in supporting mainstream learning.

- Don't forget that many of the activities in these units are suitable as **homework** tasks, for **self-study**, or for use in the **subject classroom** with the agreement of the subject teacher.



Indicates that answers may be found at the end of the unit.

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Keywords

The list of keywords for this unit is as follows:

Nouns

account
arbitration
arbitrator
cash
conciliation
court
craft
credit
deductions
dispute
employee
employer
insurance
job
labour
management
members
overtime
parties
pay
payslip
premises
rate
records
redundancy
relations
resolution
salary
staff
steward
stoppage
strike
tax
teachers
trade workers
union
wages
week
work

adjectives

basic
binding
gross
industrial
net
total

Verbs

answer
calculate
investigate
negotiate
pay
represent
state

Other

PRSI
PAYE
VHI

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Vocabulary file 1

This activity may be done in language support class or in the mainstream subject classroom.

Word	Meaning	Word in my language
pay		
wages		
deductions		
calculate		
staff		
rate		



Get your teacher to check this and then file it in your folder so you can use it in the future.

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Vocabulary file 2

This activity may be done in language support class or in the mainstream subject classroom.

Word	Meaning	Word in my language
dispute		
industrial relations		
union		
represent		
negotiations		
conciliation		



Get your teacher to check this and then file it in your folder so you can use it in the future.

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Business: The Role of the Employer and Industrial Relations

Level: all
Type of activity: whole class

Focus: vocabulary, spelling,
dictionary, writing
Suggested time: 10 minutes

Activating students' existing knowledge

Use a spidergram to activate students' ideas and knowledge on the key points in this chapter. See **Teachers' Notes** for suggestions.

Possible key terms for the spidergram:

Trade Unions

Employers

- Invite students to provide key words in their own languages.
- Encourage dictionary use.
- Encourage students to organise their vocabulary into relevant categories (e.g. meaning, nouns, keywords, verbs etc.).



Students should record vocabulary and terms from the spidergram in their personal dictionaries.

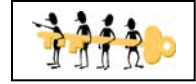
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Level: A1
Type of activity: pairs or individual

Focus: vocabulary, spelling, dictionary
Suggested time: 30 minutes

Working with words



1. Tick the correct answer



- a) These people are happy.
- b) These people are on strike.
- c) These people are at a party.
- d) These people are going for a walk.



- a) The men are fighting.
- b) The men are hugging.
- c) The men are shouting.
- d) The men are agreeing.

2. Find these words in your textbook.

Write your own explanation for these words. Then write the word in your own language. Use your dictionary if necessary.

Word	Page in textbook	Explanation	In my language
wages			
deductions			
trade union			
employer			



Check that these key words are in your personal dictionary.

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Level: A1/A2

Type of activity: pairs or individual

Focus: vocabulary, basic sentence structure

Suggested time: 30 minutes



Picture Sentences

1. Tick the correct answer

- a) This man is over worked.
- b) This man is under worked.
- c) This man enjoys working.



- a) This is about playing games.
- b) This is about work/life balance.
- c) This is about a see-saw.



- A resume (curriculum vitae) gives details of
- a) your work history.
 - b) your family history.
 - c) your country's history.



2. Put these words in the correct order to form sentences about trade unions.

over 100/there are/ in Ireland /registered trade unions

to join /army personnel/ and/ a trade union/ Gardaí/ are not allowed

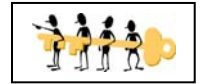
at local level /the union representative /the shop steward/ is

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Level: A1/A2
Type of activity: pairs or individual

Focus: word identification, vocabulary
Suggested time: 20 minutes



Odd One Out

1. Circle the word which does not fit with the other words in each line.

Example: *apple* *orange* *banana* **taxi**

wages	pay	song	salaries
payslip	records	tax	photo
grass	job	staff	employees
net	singer	gross	total
union	workers	members	car
relations	management	bag	industrial
gardening	conciliation	arbitration	dispute
court	pizza	disputes	labour

2. Find these words in your textbook. Then put them in short sentences in your own words. Use a dictionary if necessary.

to negotiate _____

to represent _____

to investigate _____

to pay _____

to state _____



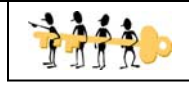
Check that these key words are in your personal dictionary.

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Level: A2 / B1
Type of activity: individual

Focus: key vocabulary
Suggested time: 20 minutes



Keywords

1. Fill in the missing letters of the keywords listed below.

On the line beside each word, write whether the word is a noun, an adjective or a verb.

em_lo__es _____

in_ur__ce _____

ca_cu__te _____

ma_ag__ent _____

in_us__ial _____

inv_sti_at_s _____

2. Write as many words as possible related to **Employers and Industrial Relations**. You have 3 minutes!

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Level: A1 / A2

Type of activity: pairs or individual

Focus: key vocabulary, pronunciation, spelling

Suggested time: 20 minutes



Unscramble the letters

1. This is money taken out of an employee's wages ENUTDICODS

Answer _____

2. This is when you work extra hours EVETIOMR

Answer _____

3. A person or company that pays people to work for them REEPOMYL

Answer _____

4. When you work something out mathematically ACELCATUL

Answer _____

Solve the secret code

English	A	E	G	R	S	T	W
Code	B	X	Y	F	K	Q	L

example: KQBF = STAR

LBYXK BFX YFXBQ! _____

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Level: A2 / B1

Type of activity: pairs or individual

Focus: reading comprehension, extracting meaning from text, vocabulary

Suggested time: 30 minutes

Completing sentences



Fill in the blanks in these sentences. Use words from the Word Box below.

Industrial _____ is the term used to describe the relationship between management and _____. If relationships are good, workers will be well motivated, morale and productivity will be high. There will be industrial peace, no _____ and good co-operation between employers and employees. If _____ relations are poor, employees are discontented resulting in poor motivation, absenteeism, high _____ turnover and low productivity.

Word Box:

strikes	labour	relations	employees	industrial
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Level: A2 / B1

Type of activity: individual

Focus: topic information,

reading comprehension

Suggested time: 40 minutes



Multiple choice

Read the text below and choose the best answers.

Procedure for Employing Staff

- (1) Draw up job description.
- (2) Advertise the job.
- (3) Short-list candidates.
- (4) Interview candidates.
- (5) Select the most suitable candidate.
- (6) Inform the successful candidate.
- (7) Prepare a written contract of employment.
- (8) New employee is introduced to the firm. A period of training is organised.
- (9) New employee supplies a tax credit certificate. New employee is then registered for PAYE and PRSI.

Calculating Wages

Employees are paid by time rate, piece rate or on a commission basis.

(1) **TIME RATE**

Employees are paid a certain rate per hour or per day.

(2) **PIECE RATE**

Employees' gross pay would depend on output/the number of units produced.

(3) **COMMISSION**

Calculated as a percentage of the value of sales. This is usually used for paying sales personnel.

1. When employing staff, which candidate should you select?

- | | |
|----------------------|----------------|
| a) none of them | b) all of them |
| c) the most suitable | d) the worst |

2. What kind of contract of employment must you prepare?

- | | |
|-----------|----------------|
| a) verbal | b) written |
| c) none | d) video-taped |

3. What should the new employee supply to the employer?

- | | |
|-------------------|-----------------------------|
| a) PAYE and PRSI | b) a payslip |
| c) tax deductions | d) a tax credit certificate |

4. Is a piece rate employee paid per hour/day?

- | | |
|--------|-------|
| a) Yes | b) No |
|--------|-------|

5. Is commission calculated as a percentage of the value of sales?

- | | |
|--------|-------|
| a) Yes | b) No |
|--------|-------|

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Level: A2 / B1
Type of activity: individual

Focus: vocabulary, structure, planning and creating text
Suggested time: 40 minutes

Writing

Use your textbook to help you to write at least 6 sentences about **The Role of the Employer and Industrial Relations**. Ask your teacher to check your work, and then file it in your folder. Note - writing this out will help you to remember it!

The Role of the Employer and Industrial Relations



Have you ticked this activity on your Learning Record?

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Level: B1

Type of activity: individual

Focus: nouns, sentence construction

Suggested time: 30 minutes

Grammar point



Nouns

(noun: a word that refers to a person, place, object, event, substance, idea, feeling or quality. For example: teacher, beauty)

1. Circle the ten nouns in the box below.

employer	repay	employee	calculate	member	
management	run	industrial	join	shortlist	advertisement
worker	interview	total	insurance buy	candidate	save

2. The following sentences are taken from your textbook. However, some of the nouns are missing. Select a suitable noun from the box above.

- First the _____ makes out a job description.
- The details for the _____ are taken from the job description.
- You may be called for an _____.
- After the interview a few candidates may be put on a _____.
- Finally one _____ is chosen.

3. Now it's your turn! Go to your textbook and the chapters on the Role of the employer and Industrial Relations. Rewrite 5 sentences from the textbook, but leave gaps where the nouns should be. Swap sentences with another student and check and correct one another's work.

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Levels A1 and A2 - Alphaboxes

Using your textbook, find **one** word beginning with each of the letters of the alphabet. Write the word in the relevant box. You could also write the word in your own language.

a	b	c
d	e	f
g	h	i
j	k	l
m	n	o
p	q	r
s	t	u
v	w	xyz

Do you understand all these words?



Get your teacher to check this, then file it in your folder so you can use it in the future.

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Word search

Find the words from the list below. When you have found all the words, write each word in your own language..

A U S
 C E X P E G I B G
 M E M B E R S I T C C C C
 N D A K E O D I S P U T E Q U Z X
 S I R A J X U H T K T R A D E I H E N
 M M U A T F Q I J S L R Y F A Z U R R G W
 Y V Q R R E L A T I O N S T R F B A N Q P
 W B M N U U P J T J G C X X T K S
 S J A G J A L W L I H F G L G N K
 O M A N A G E M E N T E C U E R E D U N D A N C Y
 H Z X Y L A B O U R Y E M P L O Y E R S K H W O K
 Y P U H S T R I K E U V P F G Q I H S P C N S B S
 S T E W A R D J E C Z M T C O N C I L I A T I O N M X
 D W P R F Y G K M B X K I C E M P L O Y E E S Q N N S
 J B B P T A D R U Z N B F N A T A R B I T R A T O R V
 T O L N D I S P U T E S K G G A A T J G E E I
 C V R X E W B N W B C H Q U C G V Y O X G
 U H R W R Y O R X Z E C L G M J N Y F E Q
 P D J V N U S J T S
 W P C R K T Z U R F L Z
 U H F A R B I T R A T I O N J X C O U R T
 T H U X G I D G R P U Q V V N W W M H X Y
 N E U H P H X G N O S W O R K E R S B
 I P D K B O C D O M L F N D G Y Q
 K D N A R G L J H S A Q F
 U N I O N D L Y I
 M L C

ARBITRATION	EMPLOYEES	RELATIONS
ARBITRATOR	EMPLOYERS	STEWARD
CONCILIATION	LABOUR	STRIKE
COURT	MANAGEMENT	TRADE
DISPUTE	MEMBERS	UNION
DISPUTES	REDUNDANCY	WORKERS

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Play Snap

Make Snap cards with 2 sets of the same keywords. See *Notes for teachers* for ideas about how to use the cards.



tax	tax
salaries	salaries
records	records

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cash	cash
overtime	overtime
payslip	payslip

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wages	wages
basic	basic
gross	gross

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net	net
answer	answer
staff	staff

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Answer key

Working with words, page 7

1.b,d

Picture sentences, page 8

1. a,b,a
2. There are over 100 registered trade unions in Ireland.
Gardaí and army personnel are not allowed to join a trade union.
The shop steward is the union representative at local level.

Odd one out, page 9

Song, photo, grass, singer, car, bag, gardening, pizza

Keywords, page 10

employees (non), insurance(noun), calculate (verb), management (noun), industrial (adjective), investigates (verb)

Unscramble the letters, page 11

Deductions, overtime, employer, calculate
Secret code: wages are great!

Completing Sentences, page 12

Industrial **relations** is the term used to describe the relationship between management and **employees**. If relationships are good, workers will be well motivated, morale and productivity will be high. There will be industrial peace, no **strikes** and good co-operation between employers and employees. If **industrial** relations are poor, employees are discontented resulting in poor motivation, absenteeism, high **labour** turnover and low productivity.

Multiple Choice, page 13

1. c, 2. b, 3. d, 4. b, 5. a

Grammar point, page 15

Nouns: employer, employee, member, management, shortlist, advertisement, worker, interview, insurance, candidate

2.
 - First the **employer** makes out a job description.

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- The details for the advertisement are taken from the job description.
- You may be called for an **interview**.
- After the interview a few candidates may be put on a **shortlist**.
- Finally one **candidate** is chosen.

Word Search, page 17

Word search grid containing various terms related to employment and industrial relations, including: A U S, C E X P E G I B G, M E M B E R S I T C C C C, N D A K E O D I S P U T E Q U Z X, S I R A J X U H T K T R A D E I H E N, M M U A T F Q I J S L R Y F A Z U R R G W, Y V Q R R E L A T I O N S T R F B A N Q P, W B M N U U P J T J G C X X T K S, S J A G J A L W L I H F G L G N K, O M A N A G E M E N T E C U E R E D U N D A N C Y, H Z X Y L A B O U R Y E M P L O Y E R S K H W O K, Y P U H S T R I K E U V P F G Q I H S P C N S B S, S T E W A R D J E C Z M T C O N C I L I A T I O N M X, D W P R F Y G K M B X K I C E M P L O Y E E S Q N N S, J B B P T A D R U Z N B F N A T A R B I T R A T O R V, T O L N D I S P U T E S K G G A A T J G E E I, C V R X E W B N W B C H Q U C G V Y O X G, U H R W R Y O R X Z E C L G M J N Y F E Q, P D J V N U S J T S, W P C R K T Z U R F L Z, U H F A R B I T R A T I O N J X C O U R T, T H U X G I D G R P U Q V V N W W M H X Y, N E U H P H X G N O S W O R K E R S B, I P D K B O C D O M L F N D G Y Q, K D N A R G L J H S A Q F, U N I O N D L Y I, M L C