

Salary and Next Steps

Nome: _____ Data: ____/____/____

VOCABULARY

salary range faixa salarial*What range are you looking for?***benefits package** pacote de benefícios*I'd consider a lower base if the benefits package is strong.***base** salário-base*I'll consider a lower base.***flexible** flexível*Is your range flexible?***firm number** número fixo*Is that a firm number?***reference** referência*We're going to ask you for two professional references.***follow-up email** e-mail de retorno*We'll send the range in the follow-up email.***contact details** dados de contato*I'll send their contact details after this call.***available** disponível*When would you be available to start?***decision** decisão*We'll make a decision on Friday.***to review** revisar*I'll review it and get back to you tomorrow.***to consider** considerar*I'll consider a lower base.***to hear back** ter retorno*When will I hear back from you?***to follow up** dar um retorno*I'll follow up next week.*

PATTERNS · O PADRÃO DA AULA

going to = plano que já existia

✓ We're going to finish all the interviews by Thursday. (já estava na agenda)

✓ We're going to ask you for two references. (é o processo padrão)

X We ~~going to~~ send it.**will = decisão tomada agora**

✓ — We're going to send the range today. — I'll review it and get back to you. (decidiu agora)

✓ If we move forward, I'll call you personally. (promessa)

Promessa, oferta e disposição

✓ I'll send their contact details right after this call.

✓ I'll follow up next week.

Perguntas sobre o futuro

✓ When will I hear back from you?

✓ When are you going to hear from the others?

KEY PHRASES

What range are you looking for? Que faixa você está buscando?**Could you tell me the range for this position first?**

Você poderia me dizer a faixa desta vaga primeiro?

How much notice do you need? De quanto tempo de aviso vocês precisam?**I'll follow up next week.** Vou dar um retorno semana que vem.

MINHAS FRASES · ESCREVA 3 EXEMPLOS SEUS ANTES DA AULA

Comece com: We're going to finish... · — We're going to...

NOTAS
