

BEC Practice Test – Vantage

PART TWO

- You work for an engineering company that will soon be taken over by a French corporation. Your boss has sent you the email below.
- Look at the email and the contract extract below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write **an email** to staff.

Write 120 – 140 words

upper limit to rise to £22,000 and £34,000

Salaries: admin/clerical staff will receive between £12,500 and £19,500; project managers will receive between £24,500 and £32,000.

Retirement: all managers will be offered retirement over the age of 56.

Pension scheme: all staff who have been with the company for over 18 months are eligible to join the scheme (see HR for more details).

Leave: all staff will receive 20 days' leave a year, rising to 25 days after 10 years of service.

to be opened to all staff

reduced to 12 months

after 5 years

From:

To:

Subject: Working conditions

Staff are concerned that the takeover will have a negative effect on their working conditions. Can you send an email round to reassure them that this won't be the case? In fact, most staff should be even better off!

Best regards,

Mike Jonson