

 **BUILDING BLOCKS STUDENT WORKSHEET**

# Asking for a raise

When you're an employee, it's helpful to be able to ask for a raise when you feel you should be paid more.

Persuasive writing, a form of nonfiction writing that tries to convince readers to believe an idea or take action, is a tool you can use to ask your boss for a raise. Whether you send the letter or use it to plan a discussion, writing down your request is a good idea. It can help you carefully choose your words and make your argument in a logical and compelling way.

## Instructions

- 1 Review the "Employee scenario" below and the tips for asking for a raise and for persuasive writing on the next page.
- 2 Using the scenario and tips, write a letter to your imaginary boss asking for a raise.

## Employee scenario

You've been working your first job for almost two years. It's amazing how much you've grown and learned in this time. Now, even with the hard work, the occasional extra hours, and the constant deadlines, you're glad to take on the extra responsibilities you've been given. Your manager has often praised you for a job well done and for helping improve the company's success. As your second anniversary on the job approaches, you realize you haven't had a pay increase since you started. You want to stay and continue to grow in your job, but you feel you should be paid more because you now have more skills, experience, and responsibilities. You decide to write your manager a letter asking for a raise.



Tips for asking for a raise	Tips for persuasive writing
<ul style="list-style-type: none"> <li>▪ Make your request formal and respectful.</li> <li>▪ Research salary ranges for your job (same geographical area and experience).</li> <li>▪ Include evidence and examples to justify your request for a raise.</li> <li>▪ List your strengths and accomplishments.</li> <li>▪ Focus on your own successes.</li> <li>▪ Avoid complaining.</li> <li>▪ Consider the timing of your request.               <ul style="list-style-type: none"> <li>◦ Is the company in a good position?</li> <li>◦ Avoid high-stress times.</li> <li>◦ Is there a certain time of year when employees are allowed to ask for a raise, according to the organization's or company's policies?</li> </ul> </li> <li>▪ Consider your tone.               <ul style="list-style-type: none"> <li>◦ Be confident but remain professional and respectful.</li> <li>◦ Try not to sound demanding.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Offer facts, reasons, and examples to show the validity of your argument.</li> <li>▪ Give a clear reason why this is the right thing to do that's hard for the reader to disagree with.</li> <li>▪ Present multiple sides, but make it clear which is your side.</li> <li>▪ Present several ideas that help establish your primary claim or position in a consistent way.</li> <li>▪ Use compelling evidence.</li> <li>▪ Choose words that support your claim.</li> <li>▪ Combine facts with emotional words in an artful way.</li> <li>▪ Use repetition to get your point across.</li> <li>▪ Highlight potential objections and show why they are of little concern.</li> </ul>

## Reflection questions

What do you think is the most important strategy to use when asking for a raise? Why?