

## Spoken English

### How to ask your boss for a promotion in fluent English?

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It takes a great deal of maturity to approach your boss for a promotion. Yet before even considering approaching the 'BIG' man, lay back and do your homework well. Assemble all your strength and what you've contributed to the company. Talk about the things you have done and how you've managed your job profile/ post well. When talking about your achievements make sure to master the English spoken conversation with finesse.



#### **Be subtle in tone:**

Keep in mind that being subtle is ideal. Instead of asking straight for the much-needed promotion, ask for more responsibilities. When you show your willingness to work harder to attain the company's goals and objectives, it shows your dedication towards the company. In addition, whether you agree with what your boss is saying or not, always be respectful and polite. Make use of sentences and words that are more elusive and make sure to speak in fluent English.

#### **Go loud about your work:**

Talk extremely proficiently about the work you've done and how well you've done it. You can boast a little but make sure it is not overdone. You do not want your boss to think what a snob you are. Also, remember not to badmouth any of your co- employees while talking. Doing so will not reflect well on your personality . Another 'plus' would be you telling your boss about how good a team player you are. A good team player is always an asset to its company.

Let's take a look at a few well- spoken English sentences you could use while approaching your boss for a promotion:

#### **Things to say:**

1. "I think I am pursuing my current responsibilities very well, I would like to discuss with you what more can I take on."
2. "I would like to put forth my request for a raise in my pay along with some more added responsibilities to carry out."
3. "Can we kindly discuss my present job profile and what opportunities can you provide for me to expand its horizons?"



#### **Things to avoid saying:**

1. "I have been slogging for years for this company, I need a raise."
2. "I work much more as compared to my team; I deserve to get paid higher than them."
3. "I've been working hard lately; I feel I deserve a salary hike."

#### **The magic of words:**

It is important for you to understand the crucial role that words play in a situation such as this one. Use English language to your advantage and enable your boss to get your point loud and clear. Try to have a grip over your English fluency to effectively pass on your message to your superior.

**Tip:** Brush up on your English communication skills by practicing spoken English and reading a few useful examples to help build your conversation with your boss, a successful outcome. You would like that, wouldn't you?

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- By **Monika Agarwal**

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