

Main Topic9: Finance and Budgeting

Lesson 56: Taxes (14-21 minutes)

Today, you will practice your Reading and Listening Skills as you study texts related to TAXES.

I. READING

Exercise 1: What's missing?(5-6 minutes)

Read the following **COMPANY RULES ON TAX** carefully. Choose the best word that would fill in the blanks.

COMPANY RULES

1. The Clinic (MC) _____ payroll taxes and income tax from employees.
 - a. **forms**
 - b. **exempts**
 - c. **refunds**
 - d. **withholds**
2. The Clinic uses Form W-4 to determine how much income tax to withhold from employee's pay.
3. Gross pay is the amount the employee earns.
4. Net pay, or take-home pay, is the amount the employee receives after the company has removed the necessary _____ from the salary.
 - a. **refund**
 - b. **addition**
 - c. **deduction**
 - d. **withholding**
5. The Clinic withholds taxes _____ sends the withheld taxes to the taxing authorities.
 - a. **so**
 - b. **for**
 - c. **nor**
 - d. **and**
6. Employees complete Form W-4, Employee's Withholding Allowance Certificate to determine how much income tax to withhold and the exemptions from withholding that the employee claims.

Exercise 2: Reading Check-up(3-5 minutes)

Answer the following questions based on the previous text.

1. What form does the employee need to complete to file his income tax?
 - a. Form W-1
 - b. Form W-2
 - c. Form W-3
 - d. Form W-4

2. Net pay is the total amount the employee earns.
 - a. True
 - b. False
 - c. Maybe
 - d. Undecided

3. Why does The Clinic withhold payroll taxes and incometaxes from employees?
 - a. It is required by law.
 - b. It is required by the CEO.
 - c. It is required by Personnel.
 - d. It is required by Administration.

II. LISTENING

Exercise 1: What's in the photo? (1-2 minutes)

Study the following picture carefully. Then listen to the audio clip that follows.



Question: Which of the following statements is true about the picture?



AUDIO 1

cdn.rarejob.com/material/beginner/toEIC/audio/TOEIC1mc_056.mp3

Exercise 2: Listening Text (1-2 minutes)

Listen to the following audio clip once then try to answer the exercises that follow.



AUDIO 2

cdn.rarejob.com/material/beginner/toEIC/audio/TOEIC1convo_056.mp3

Exercise 3: Answering Questions(4-6 minutes)

Read the following questions about the audio clip then choose the best answer from the four choices. You may opt to listen to the clip one more time with your tutor.

1. How much is the gross salary of Angela Valero?
 - a. USD 1,575
 - b. USD 2,000
 - c. USD 3,000
 - d. USD 1000

2. How much is the net pay of Angela Valero?
 - a. USD1,577
 - b. USD2,000
 - c. USD3,000
 - d. USD1000

3. What is the occupation of Angela Valero?
 - a. Nurse
 - b. Aide
 - c. Doctor
 - d. Physical Therapist

4. What information was missing from Angela Valero's take-home-pay?
 - a. Clothing allowance
 - b. Transportation allowance
 - c. Room and Board Benefits
 - d. Contributions and Income Tax deductions

5. If you were Angela Valero, would you accept the deductions done to your gross pay?
Why?
 - a. Yes, because I need the job.
 - b. No, because I was not informed about it.
 - c. No, because the pay is too low.
 - d. Yes, because it is required by law.