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Human Resources exercises basic 1



Exercise 1: Fill in the Blanks with the Correct Form of the Verb

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Complete the sentences with the correct present simple form of the verbs in brackets.

1. The HR manager _____ (conduct) interviews for new candidates.
2. Every morning, she _____ (check) employee attendance.
3. Our team _____ (review) applications daily.
4. The HR department _____ (handle) employee benefits and compensation.
5. He _____ (schedule) training sessions for all new hires.





Exercise 2: Choose the Correct Verb

Choose the correct form of the verb in each sentence.

1. HR managers usually (plan/plans) team-building activities.
2. An HR specialist (help/helps) employees understand company policies.
3. The HR team (meet/meets) every Monday to discuss weekly goals.
4. Employees (come/comes) to HR for help with work issues.
5. She (answer/answers) employee questions about vacation time.

Exercise 3: Write Sentences

Write a sentence in the present simple for each prompt below.

1. Describe one task you complete every day as an HR manager.
2. Describe how you support employees with their concerns.
3. Explain what you do to help new employees settle into the company.
4. Talk about your role in organizing employee training programs.
5. Describe how often you update HR records and files.





Exercise 4: Correct the Mistakes

Each sentence has a mistake in present simple form. Correct the mistake.

1. The HR manager approve all vacation requests.
2. Correct Answer:
3. HR specialists responds to employee inquiries every day.
4. Correct Answer:
5. She update employee files regularly.
6. Correct Answer:
7. They organizes team events every quarter.
8. Correct Answer:
9. The HR team plan monthly meetings.
10. Correct Answer:

Exercise 5: Rewrite Sentences in Negative Form

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Rewrite the sentences in the negative form of the present simple.

1. The HR manager conducts interviews every week.
2. Answer:
3. She checks employee attendance every day.
4. Answer:
5. They review applications daily.
6. Answer:
7. Our team plans team-building activities monthly.
8. Answer:
9. He organises training for new hires.
10. Answer:

