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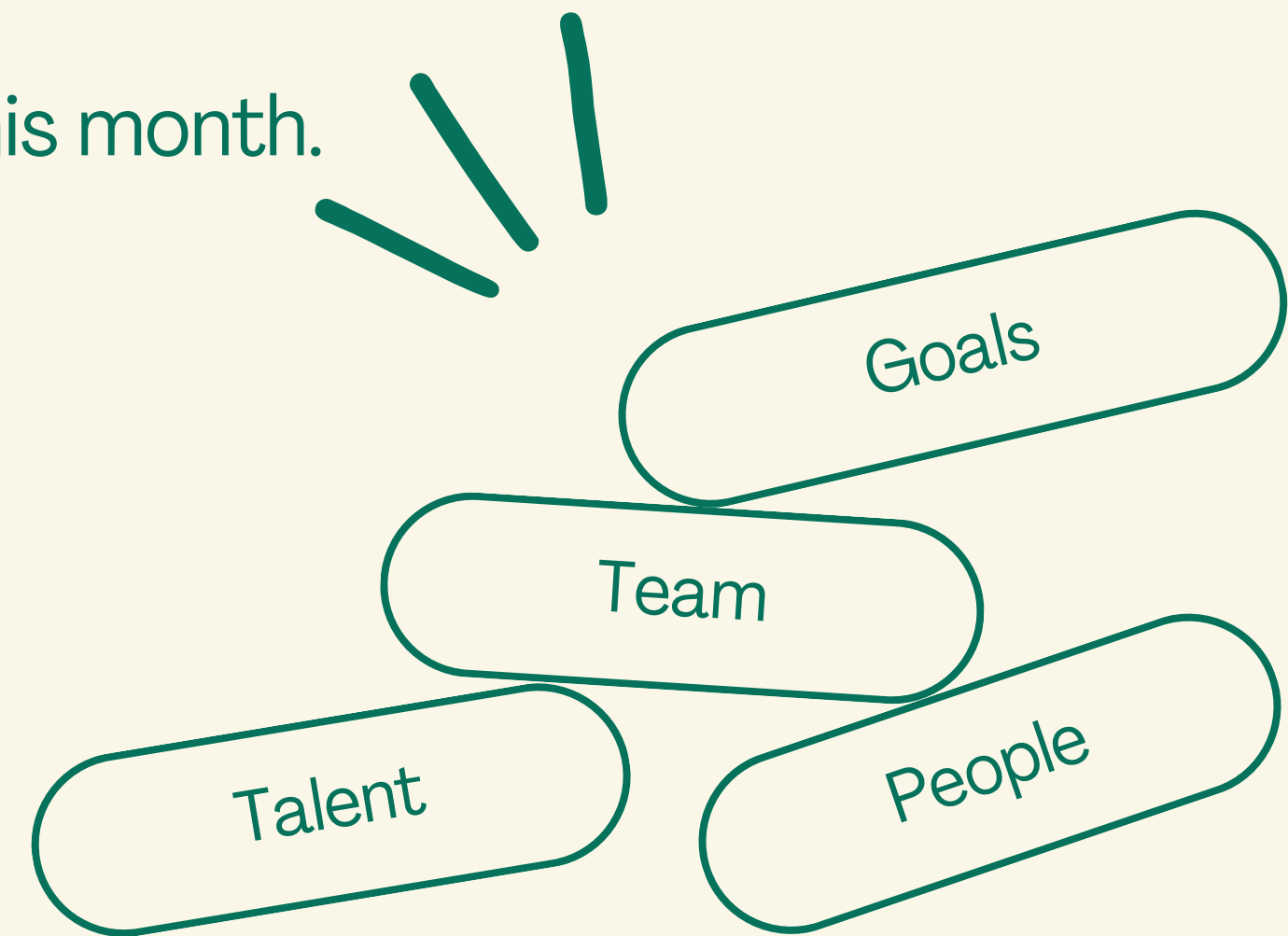
Human Resources



Fill in the Blanks

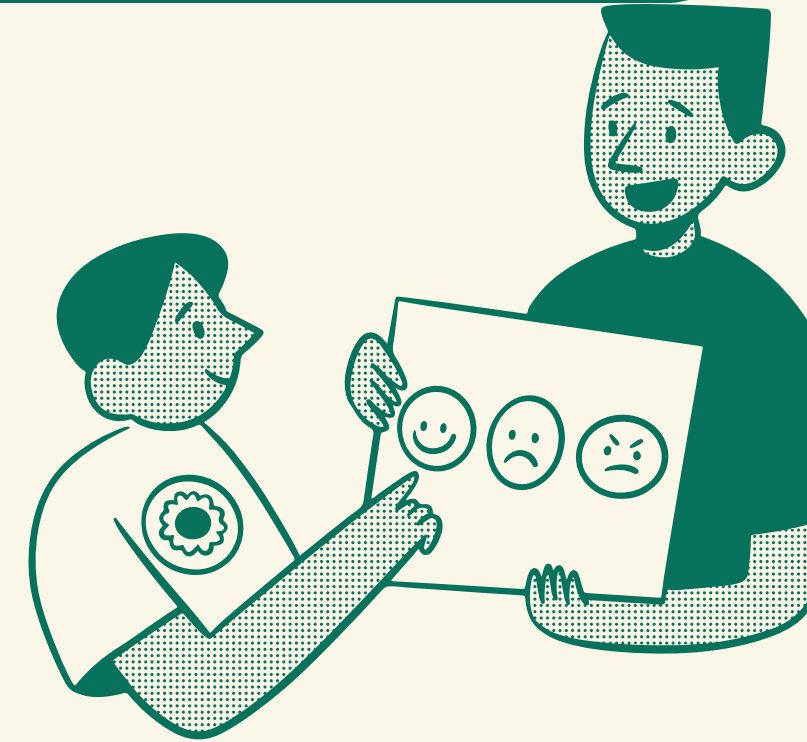
Use these words to complete the sentences: **vacancy, recruit, deadline, orientation, payroll, candidate, reference, shift, bonus, job description.**

1. We have a _____ for a new customer service assistant.
2. The manager gave me a _____ for my excellent work.
3. Sarah is a strong _____ for the sales position.
4. During the _____, new employees learn about the company.
5. The _____ for the report is next Monday.
6. Our HR department will _____ five new workers this month.
7. He works the night _____ at the factory.
8. Please bring a _____ letter to your interview.
9. The accountant manages the _____ every month.
10. The _____ explains all the tasks for the position.



Present Simple

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Complete the sentences with the correct form of the verb in brackets.

1. She _____ (work) in the HR department.
2. They _____ (not give) interviews on weekends.
3. _____ he _____ (check) job applications every morning?
4. I _____ (attend) meetings every Monday.
5. The supervisor _____ (not dismiss) employees without a reason.
6. David _____ (organize) orientations for new employees.
7. We _____ (not have) any vacancies right now.
8. _____ you _____ (submit) your job application on time?

Reading Comprehension

Read the passage carefully and answer the questions:

Anna works in the HR department of a large company. Every day, she reviews applications and interviews candidates. When a new employee is hired, Anna organizes their orientation. She also checks the payroll to make sure everyone gets paid correctly. This week, Anna is very busy because there are two vacancies to fill. She needs to recruit new staff and meet the deadline for the hiring process.



Reading Comprehension

Questions:

1. Where does Anna work?
2. What does Anna do when a new employee is hired?
3. What does Anna check to make sure employees get paid correctly?
4. Why is Anna busy this week?
5. How many vacancies does Anna need to fill?





Writing Exercise

Write 4-5 sentences about what an HR department does. Use at least three vocabulary words from the lesson.

Example:

The HR department helps to recruit new employees. They review job applications and set up interviews. When someone gets the job, the HR team organizes their orientation. They also manage the payroll and make sure employees follow company policies.

