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Human Resources homeworks

Vocabulary Practice

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Match the HR-related words with their meanings.

1. Employee	A. A meeting to ask about a job
2. Hire	B. A person who works for a company
3. Resume	C. To give someone a job
4. Interview	D. A document with job experience
5. Pay	E. Money workers earn for their job





Sentence Completion

Complete the sentences with the correct HR word from the box below. Use each word only once.

hire, boss, pay, employee, training

1. HR will _____ new workers next month.
2. My _____ is very friendly and helps me with my work.
3. Every new _____ must attend a training session.
4. We receive our _____ on Fridays.
5. The company offers _____ for employees to learn new skills.

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Simple Present Tense Practice

Fill in the blanks with the correct form of the verb in parentheses. Use positive, negative, or question forms.

1. HR _____ (hire) many new workers every year.
2. She _____ (not work) in the HR department.
3. _____ they _____ (have) training today?
4. The company _____ (pay) employees on the 1st and 15th of the month.
5. _____ your boss _____ (help) you with your work?



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Writing Sentences

Write a sentence using each of the following words. Use the simple present tense.

1. HR
2. Employee
3. Training
4. Interview
5. Boss



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Writing Sentences

Rewrite the sentences in the negative form:

1. HR hires new employees every week.
2. She works in the HR department.
3. We have training on Monday.
4. The manager helps us with our schedule.
5. They pay employees every Friday.



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Writing Sentences

Write questions for these sentences:

- 1.HR works with employees.
- 2.She has an interview tomorrow.
- 3.They hire five people every month.
- 4.He needs help with his resume.
- 5.The company gives training to new workers.



Reading Comprehension

Read the paragraph below and answer the questions.

HR is very important in a company. HR hires new employees, organizes training, and helps workers with problems. HR also makes sure that employees get their pay and vacation time. For example, if a worker has a question about their pay, they can talk to HR. HR works with all parts of the company to keep things running smoothly.



Reading Comprehension

Read the paragraph below and answer the questions.

Questions:

1. What are three things HR does in a company?
2. Who can workers talk to if they have a problem?
3. What does HR help workers get?



True or False

Write “True” or “False” for each statement.

- 1.HR is the department that works with employees.
- 2.HR gives training to new employees.
- 3.Employees never talk to HR about problems.
- 4.HR hires workers for the company.
- 5.HR only works with managers.

