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Human Resources homeworks

Vocabulary Practice

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Match the HR-related words with their meanings.

1. Position	A. A group of employees working together
2. Supervisor	B. A trial period to assess performance
3. Leave	C. The title of your job
4. Team	D. A person who manages your work
5. Probation Period	E. Approved time off from work





Sentence Completion

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

position Team.
Supervisor. Leave. Probation

1. My _____ is Marketing Assistant.
2. You need to talk to your _____ before taking leave.
3. I worked well with my _____ during the project.
4. My _____ period ends after three months.
5. Employees can request _____ for vacations or personal reasons.

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Simple Past Tense Practice

Rewrite the following sentences in the past simple tense.

1. I apply for a job.

2. →

3. She works as a supervisor.

4. →

5. They train the new employees.

6. →

7. He has a performance appraisal.

8. →



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Simple Past Tense Practice

Change these sentences into the negative form of the past simple.

1. I received the email from HR.

2. →

3. She attended the meeting yesterday.

4. →

5. They explained the onboarding process to me.

6. →

7. He signed the contract last week.

8. →



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Simple Past Tense Practice

Form questions in the past simple using the prompts below.

1. (you/work) in this position before?

2. →

3. (she/complete) her training on time?

4. →

5. (they/hire) new employees last month?

6. →

7. (he/meet) his supervisor on his first day?

8. →



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Dialogue Completion

Read the dialogue and fill in the blanks using the correct vocabulary or past simple verbs.

HR Representative: "Hello, Lisa! How was your first month here?"

Lisa: "Hi! It _____ (go) well. I _____ (learn) a lot about the system."

HR Representative: "Good to hear! Did you have any issues with your _____ (responsibilities)?"

Lisa: "No, my _____ (supervisor) explained everything clearly. However, I _____ (not understand) the reporting tool at first."

HR Representative: "That's okay. Did you _____ (attend) the training on reporting tools?"

Lisa: "Yes, and now I feel more confident!"



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Sentence Correction

There is one mistake in each sentence. Rewrite the sentence correctly.

1. I didn't completed my training last week.

2. →

3. She did not filled out the leave form yesterday.

4. →

5. Did you worked in HR before joining this company?

6. →

7. He did not signed his contract last month.

8. →



Writing Sentences

Write a short paragraph (5–7 sentences) about your previous job or experience. Use the past simple and vocabulary from the lesson. For example:

- What was your position?
- What responsibilities did you have?
- Did you attend any training?
- How was your supervisor?

1..



Reading Comprehension

Read the paragraph below and answer the questions.

Maria started working at a new company last month as an Office Assistant. During her first week, she attended onboarding training, where she learned about company policies and the software tools. Her supervisor explained her responsibilities clearly, and Maria felt confident in her role. However, she had some difficulty with the scheduling system. After asking for help, she attended an extra training session and now understands it better. Maria's probation period will end in two months, and she hopes to get a good appraisal.



Reading Comprehension

Read the paragraph below and answer the questions.

Questions:

1. What is Maria's position?
2. When did Maria start working at the company?
3. What training did Maria attend in her first week?
4. What difficulty did Maria face?
5. How did Maria solve her problem?

