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Human Resources homeworks



Question Sequencing



Below are scrambled words. Rearrange them to form correct and simple interview questions.

1. about / me / tell / yourself / can / you
2. job / interested / why / this / are / you / in
3. any / experience / do / have / HR / in / you
4. are / strengths / what / your
5. next / steps / the / are / what

Vocabulary Practice

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Match the Roles with the Descriptions

Job Role	Responsibilities
1. HR Manager	a) Helps new employees with onboarding
2. Candidate	b) Evaluates employees' performance
3. HR Assistant	c) Applies for a job
4. Interviewer	d) Asks questions during an interview
5. Employer	e) Hires employees to work for the company



Complete the Dialogue

Fill in the blanks with appropriate words from the box.

candidate,
questions

strengths,
experience

interview,

HR INTERVIEWER: Thank you for coming to the
_____.

CANDIDATE: Thank you for inviting me.

HR INTERVIEWER: Can you tell me about your work
_____?

CANDIDATE: I worked as an assistant for two years.

HR INTERVIEWER: What are your _____?

CANDIDATE: I am very organized, and I can work well
in a team.

HR INTERVIEWER: Do you have any _____ for us?

CANDIDATE: Yes, what is the next step in the process?

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Write the Missing Word

Complete the interview questions with the missing words.

1. "_____ you tell me about yourself?"
2. "_____ are you interested in this job?"
3. "What _____ of experience do you have?"
4. "What are your _____?"
5. "Do you have any _____ for us?"



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Yes/No Answers with Follow-Ups

Answer the questions with "Yes" or "No," and write a follow-up sentence to explain your answer.

Example:

- Question: Do you have work experience?
- Answer: Yes. I worked as a receptionist for one year.

1. Do you like working in teams?
2. Do you know how to use HR software?
3. Have you ever solved a workplace problem?
4. Are you comfortable speaking in English?
5. Do you have any leadership experience?



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Write the Policy

Below are some company rules. Rewrite each rule in your own words, using simple sentences.

1. "Employees must clock in by 9:00 AM every day."
2. "Workers are entitled to 10 days of paid vacation each year."
3. "All staff must attend the weekly team meeting on Monday."
4. "Employees should follow the company's dress code policy."
5. "New hires must complete their training within two weeks."



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Job Role Description

Write 2–3 simple sentences describing these job roles:

1. HR Assistant
2. Recruiter
3. Office Manager



Create a Mini-Interview

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Imagine you are an HR interviewer. Write 3 interview questions for a candidate applying for the job of HR Assistant. Then, write short answers that a candidate might give.

Example:

- Question: Can you tell me about yourself?
- Answer: My name is Sarah, and I have two years of experience in HR.
- Question: What are your strengths?
- Answer: I am good at organizing and communication.
- Question: Why do you want this job?
- Answer: I enjoy working with people and helping them.

