

GRAMMAR OF HUMAN RESOURCES IN ENGLISH

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CLASS OBJECTIVE

In this class, we will explore grammar in the context of Human Resources to help you communicate effectively in workplace and professional situations.



Present Simple and Present Continuous in the Workplace

- General Facts and Routines: Present Simple is used for actions that are general truths or habitual actions in the workplace.
 - Example: "The office opens at 9 AM."
 - Example: "He always checks emails first thing in the morning."
- Scheduled Events: It is used for future events that are part of a timetable or schedule.
 - Example: "The team meeting starts at 2 PM tomorrow."
 - Example: "The CEO arrives on Friday for the conference."



Present Simple and Present Continuous in the Workplace

- Job Descriptions: Present Simple is used in job descriptions and when talking about one's job responsibilities.
- Example: "She manages the sales team."
- Example: "Our company produces high-quality software."
- Actions Happening Now (present continuous): Present Continuous is used for actions happening at the moment of speaking.
- Example: "I am currently working on the presentation."
- Example: "He is meeting with clients right now."



Present Simple and Present Continuous in the Workplace

- Important Points to Remember:
- Use Present Simple for general truths, routines, and scheduled events.
- Use Present Continuous for actions happening now, future plans, arrangements, and temporary situations in the workplace.





Past Simple and Past Continuous in HR Scenarios

- Completed Actions: Past Simple is used to describe actions or events that started and finished at a specific time in the past.
 - Example: "She interviewed five candidates yesterday."
 - Example: "The company implemented a new policy last month."





Past Simple and Past Continuous in HR Scenarios

- Series of Events: Past Simple is used for a series of completed actions in the past.
- Example: "He arrived at the office, checked his emails, and started the meeting."
- Example: "We conducted interviews, reviewed resumes, and made a final decision."





Past Simple and Past Continuous in HR Scenarios

- Past Job Positions: Past Simple is used when referring to a job position one held in the past.
- Example: "She worked as a project manager for three years."
- Example: "He was the HR director at his previous company."





Past Simple and Past Continuous in HR Scenarios

- Actions in Progress(past continuous): Past Continuous is used to describe actions that were ongoing or in progress at a specific moment in the past.
- Example: "At 3 PM yesterday, he was interviewing a potential candidate."
- Example: "While I was working on the report, she was conducting the training session."





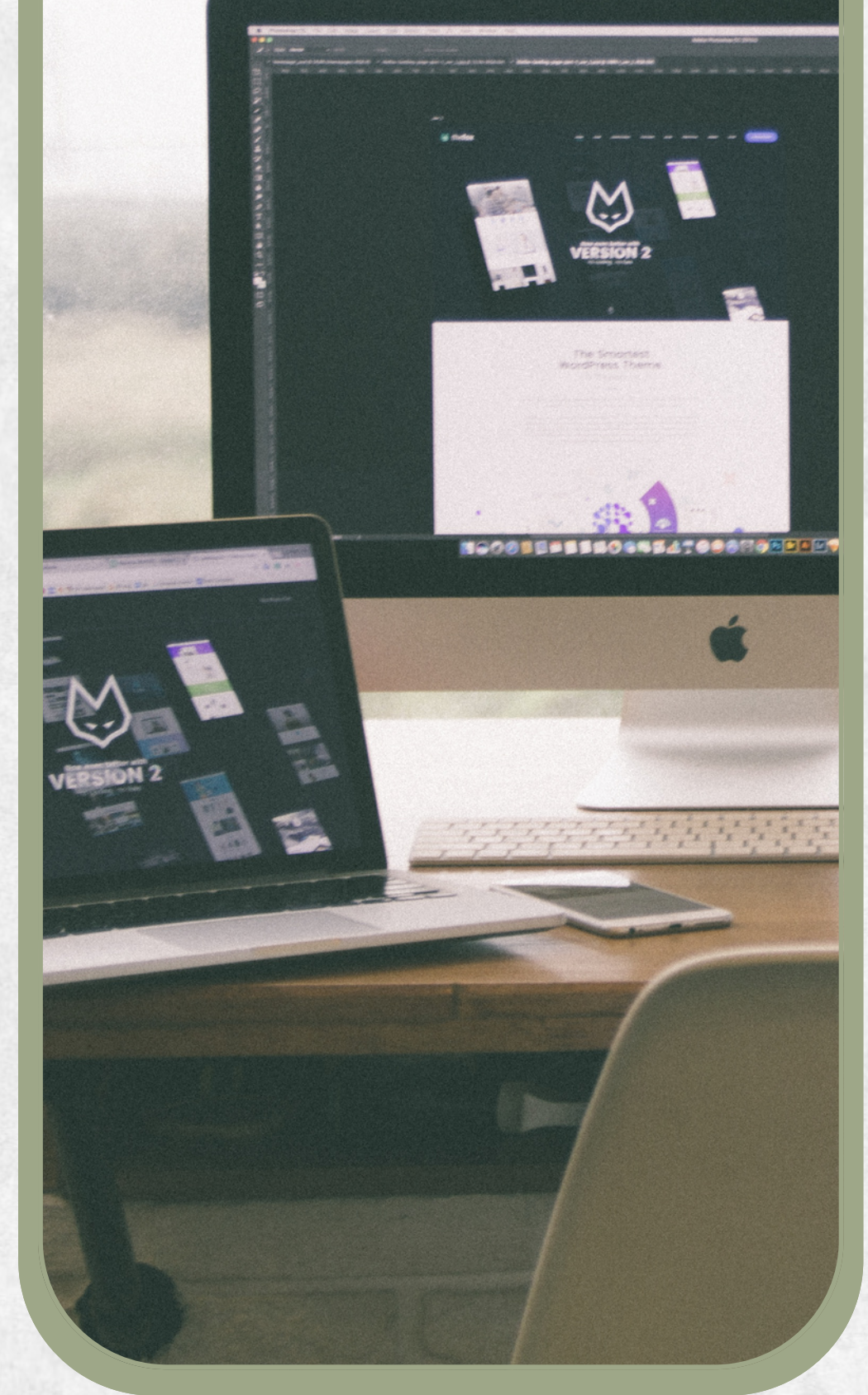
Past Simple and Past Continuous in HR Scenarios

- Interrupted Actions: Past Continuous is used to indicate an action that was interrupted by another event or action in the past.
- Example: "She was interviewing a candidate when the power went out."
- Example: "I was talking to the client on the phone when my manager walked in."
- Parallel Actions: Past Continuous can describe two or more actions happening simultaneously in the past.
- Example: "He was preparing the presentation while she was organizing the conference."
- Example: "They were discussing the budget as the team was setting up the meeting room."



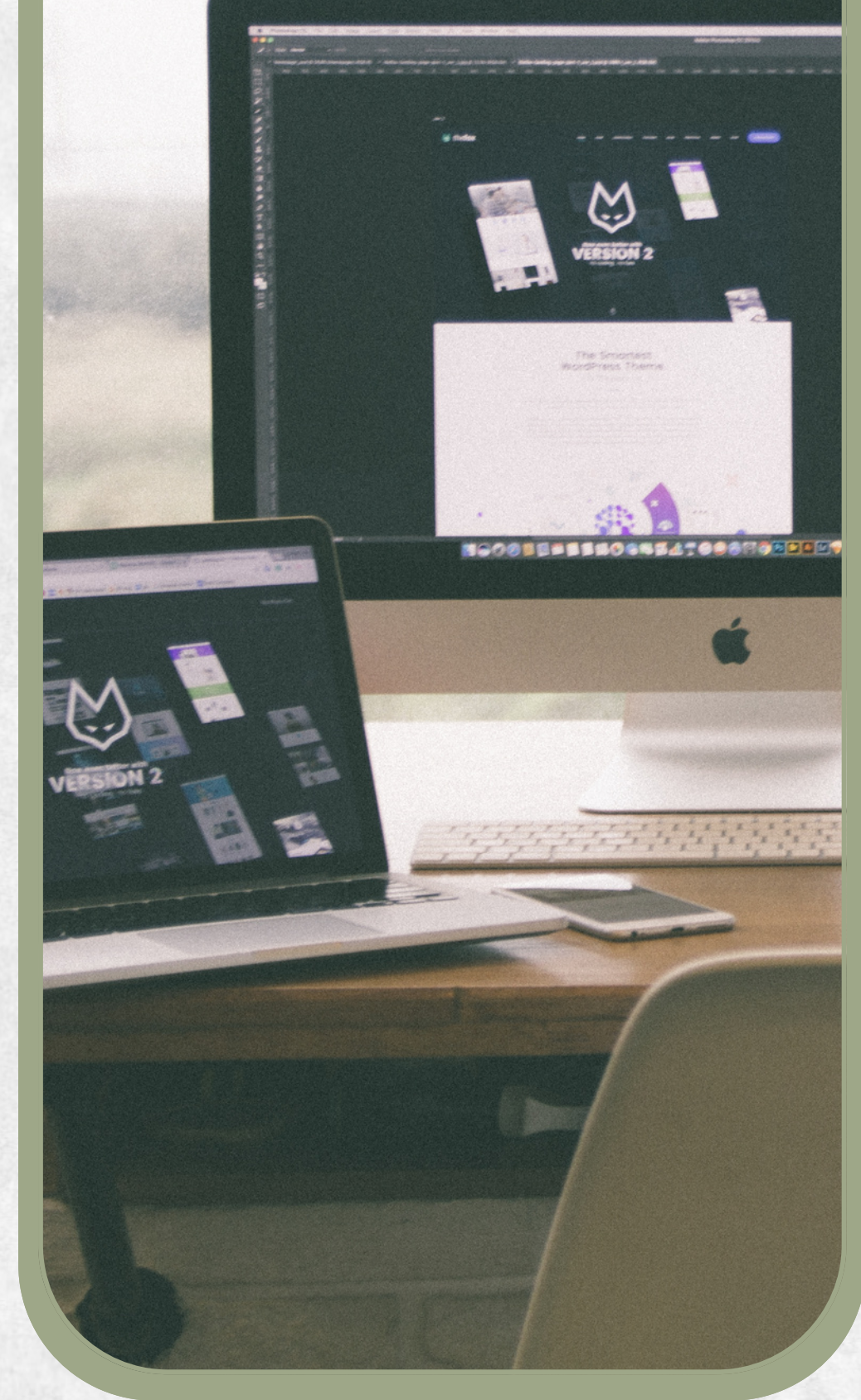
CONDITIONAL SENTENCES IN HR DECISION MAKING

- Conditional sentences are crucial in HR decision-making scenarios as they allow HR professionals to discuss hypothetical situations and their potential outcomes. Let's explore the different types of conditional sentences (Zero, First, Second, and Third conditionals) in the context of HR decision making:
- 1. Zero Conditional:
- Usage: Zero Conditional is used to talk about general truths, facts, or situations that are always true.
- Example: "If employees meet their targets, they receive a performance bonus."
- Context: HR professionals can use Zero Conditional to outline standard company policies or rules related to performance and rewards.



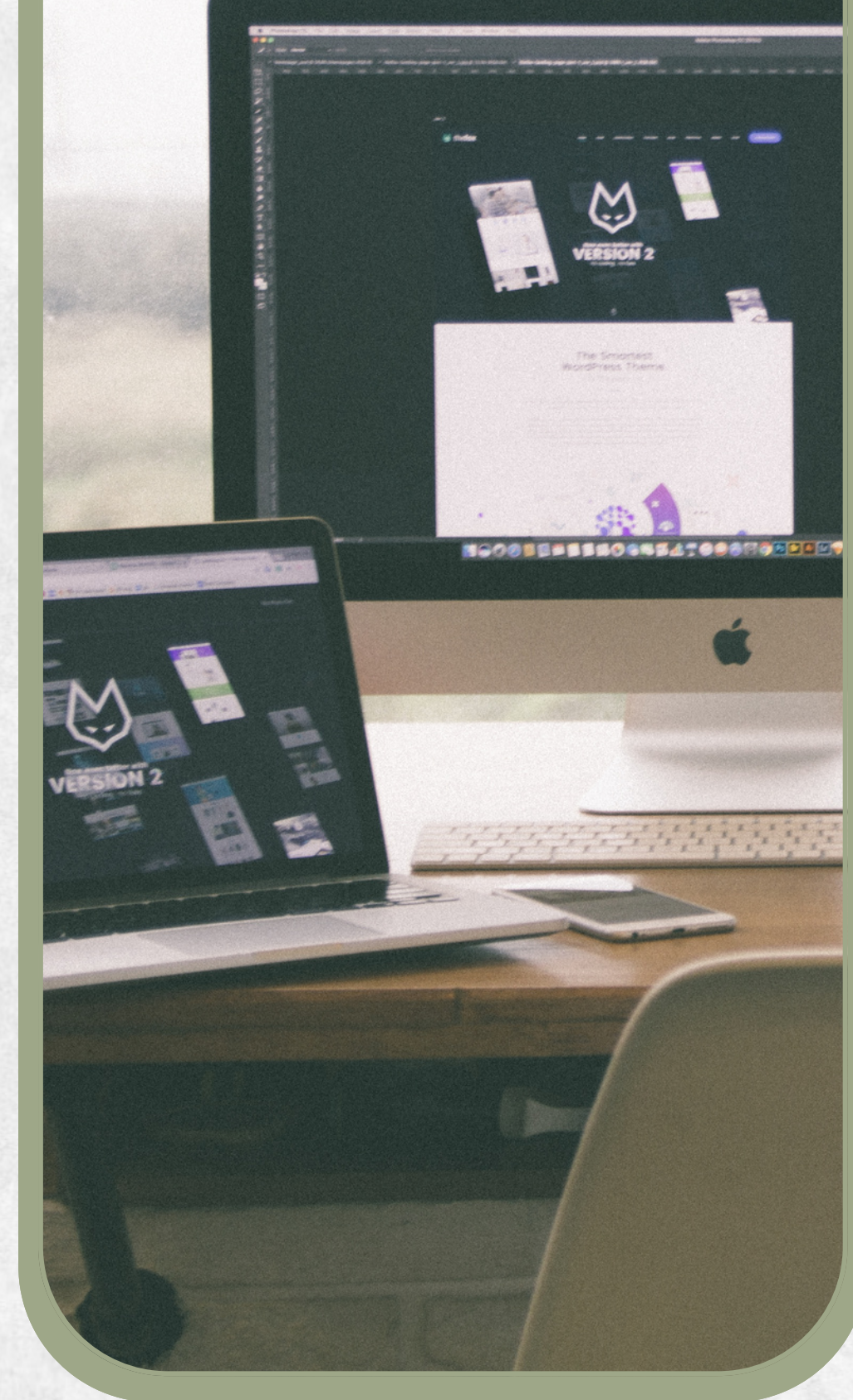
CONDITIONAL SENTENCES IN HR DECISION MAKING

- 2. First Conditional:
- Usage: First Conditional is used for real or very likely situations in the future, based on a specific condition.
- Example: "If you complete the training program, you will be eligible for a promotion."
- Context: HR managers might use First Conditional to motivate employees by showing them the potential positive outcomes of their efforts.
- 3. Second Conditional:
- Usage: Second Conditional is used for unreal or unlikely situations in the present or future.
- Example: "If I were the HR manager, I would implement flexible work hours."
- Context: HR professionals can use Second Conditional to discuss hypothetical improvements or changes in company policies, especially during brainstorming sessions.



CONDITIONAL SENTENCES IN HR DECISION MAKING

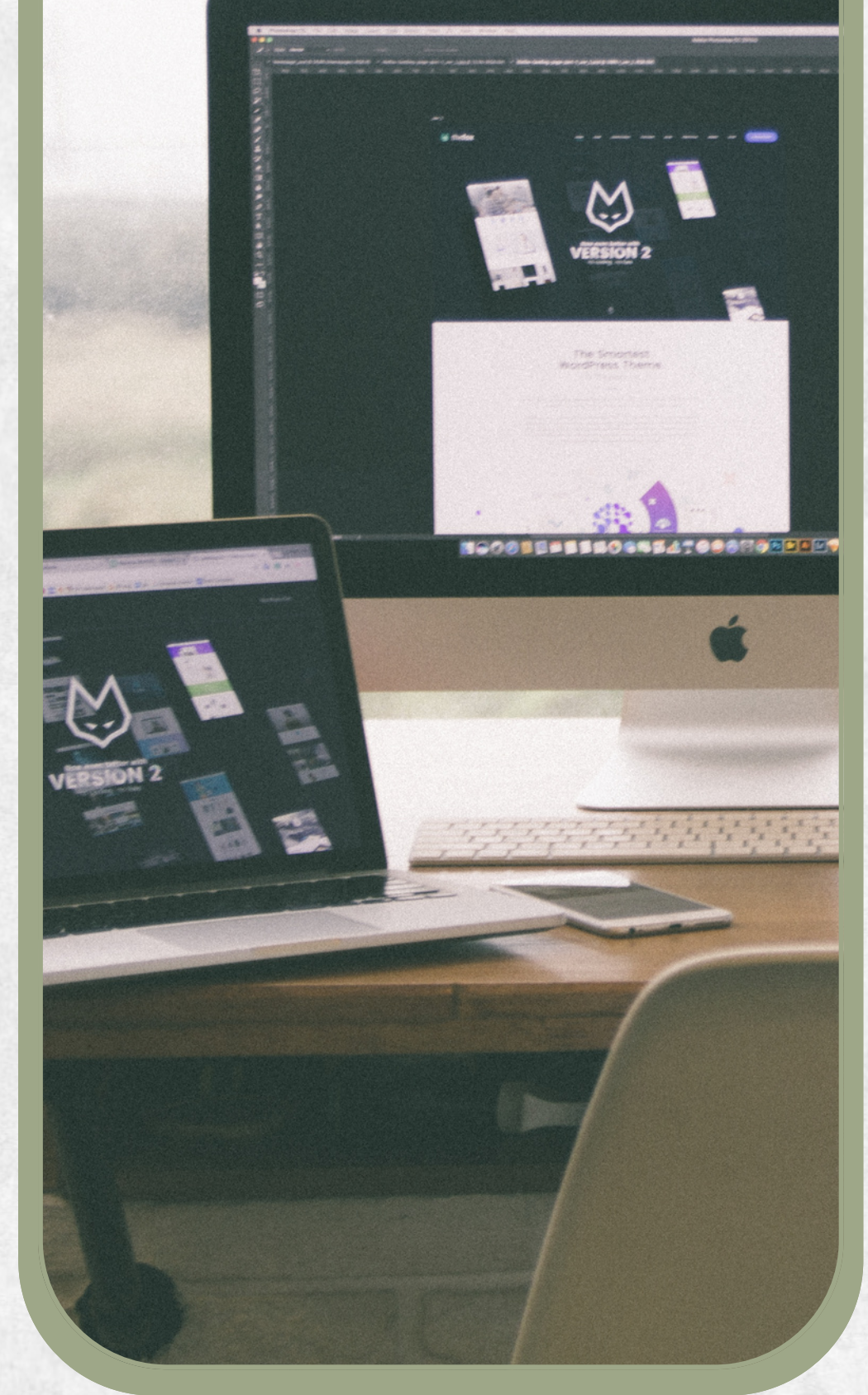
- 4. Third Conditional:
- Usage: Third Conditional is used to talk about unreal situations in the past, things that did not happen.
- Example: "If the candidate had submitted the application on time, we might have considered their profile."
- Context: HR professionals can use Third Conditional to discuss missed opportunities or situations that could have been different if certain conditions had been met in the past.
- Important Points to Remember:
- Zero Conditional: Talks about general truths and facts.
- First Conditional: Deals with real or likely future situations based on a specific condition.
- Second Conditional: Discusses unreal or unlikely present or future situations.
- Third Conditional: Talks about unreal situations in the past, things that did not happen.



CONDITIONAL SENTENCES IN HR DECISION MAKING

- Contextual Example in HR Decision Making: "If the company invests in regular employee training (First Conditional), employees will acquire new skills and knowledge. If they have acquired new skills (Zero Conditional), they perform better in their roles. If they had performed better in the past (Third Conditional), the company might have achieved higher productivity levels."

In this example, various conditional sentences are used to discuss HR decisions related to employee training, performance, and productivity.



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