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Human Resources homeworks



HR Word Formation

Fill in the blanks with the correct form of the word in parentheses.



1. The company is looking to _____ (recruit) five new employees.
2. HR is responsible for _____ (train) new staff members.
3. The manager gave the employee a good _____ (perform) review.
4. Our company provides excellent _____ (compensate) packages.
5. Employees feel happy when they get a _____ (promote).
6. The job _____ (describe) explains all the duties of the position.
7. After an interview, candidates may receive a job _____ (offer).
8. The HR team handles employee _____ (complain) professionally.

Vocabulary Practice

Match the HR term in Column A with its correct definition in Column B.

Column A	Column B
1. Recruitment	a) The process of teaching employees new skills
2. Onboarding	b) Payment and benefits received for work
3. Compensation	c) A formal meeting to evaluate job candidates
4. Training	d) Process of hiring new employees
5. Interview	e) Introducing new employees to the company
6. Performance Review	f) A regular assessment of an employee's work
7. Termination	g) The end of an employee's job
8. Promotion	h) Moving an employee to a higher position

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Choose the Correct Word

Choose the correct word to complete each sentence.

1. HR must follow (company/work) policies when hiring employees.
2. Employees receive (salaries/interviews) every month.
3. If an employee breaks the rules, HR might give a (bonus/warning).
4. A job interview usually takes place in an (office/salary).
5. A company should offer good (benefits/dismissal) to attract employees.
6. HR schedules (training/promotions) sessions for new staff.
7. Before starting work, employees must (sign/earn) a contract.
8. The CEO made an important (announcement/recruitment) about salary increases.



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Grammar – Articles (a/an/the)

Fill in the blanks with a, an, or the.

1. She had _____ interview for the HR position yesterday.
2. The company is looking for _____ experienced manager.
3. HR sent _____ email to all employees about the new policy.
4. He received _____ offer from a well-known company.
5. _____ onboarding process helps new employees feel comfortable.
6. They attended _____ HR training session last Monday.
7. The company gave employees _____ extra day off this week.
8. We need _____ HR specialist to help with hiring.



Prepositions in HR

Fill in the blanks with the correct preposition (in, on, at, for, with, to).

1. The HR manager is responsible _____ hiring new employees.
2. We discussed the new policy _____ the meeting.
3. She works _____ the HR department.
4. Employees must arrive _____ time for their shifts.
5. The job offer was sent _____ email.
6. The company invests _____ employee development.
7. He signed a contract _____ the company.
8. HR provides support _____ workplace conflicts.



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Sentence Structure – Rearrange the Words

Put the words in the correct order to make a sentence.

- 1.new / a / The company / policy / introduced / yesterday.
- 2.training / attends / every / He / session / Friday.
- 3.scheduled / The / interview / HR / candidate / an / with.
- 4.before / sign / Employees / must / contract / their / working.
- 5.a / received / bonus / good / for / She / performance.
- 6.team / The / a / meeting / organized / with / employees.
- 7.benefits / include / package / The / health insurance.
- 8.handbook / provides / information / The / about / workplace policies.



Correct the Mistakes

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Each sentence contains one mistake. Rewrite it correctly.

1. HR manage employee records and payroll.
2. The manager give feedback to the team last week.
3. Employees receives training on workplace safety.
4. She sign the contract before starting work.
5. The company was hired three new employees last month.
6. We has an important meeting with HR yesterday.
7. HR department organize the onboarding process.
8. Employees should arrives to work on time.

