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Human Resources homeworks



Fill in the Blanks

Complete the sentences using the correct form of the verb in present simple.

1. The HR team _____ (schedule) interviews for new candidates.
2. She _____ (prepare) training materials for employees.
3. The company _____ (offer) flexible working hours.
4. Employees _____ (sign) contracts before they start working.
5. The manager _____ (evaluate) employee performance every six months.
6. HR _____ (handle) workplace conflicts professionally.
7. He _____ (work) in the payroll department.
8. The company _____ (follow) strict safety regulations.
9. HR _____ (organize) employee engagement programs every quarter.
10. The director _____ (approve) salary increases.

Fill in the Blanks



Complete the sentences using the correct form of the verb in present simple.

1. The HR department _____ (manage) employee relations.
2. She _____ (interview) job candidates every Monday.
3. The company _____ (offer) good benefits to employees.
4. He _____ (train) new employees in workplace safety.
5. HR _____ (handle) employee complaints and conflicts.
6. Employees _____ (receive) their salaries at the end of each month.
7. The manager _____ (review) performance every six months.
8. The company _____ (follow) labor laws to protect workers.

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Fill in the Blanks

Complete the sentences using the correct form of the verb in past simple.

1. The HR team _____ (hire) three new employees last week.
2. She _____ (write) a job description for the new position.
3. The company _____ (conduct) interviews for the sales department.
4. He _____ (attend) a training session on leadership skills.
5. They _____ (receive) a bonus for their excellent performance.
6. HR _____ (send) an email about the new workplace policy.
7. The employees _____ (sign) their contracts before starting work.
8. The company _____ (implement) a new attendance system last month.



Fill in the Blanks

Complete the sentences using the correct form of the verb in past simple.

- 1.The HR department _____ (hire) five new employees last month.
- 2.She _____ (attend) a training workshop on leadership skills.
- 3.The company _____ (update) its employee policies last year.
- 4.HR _____ (send) an important email about safety regulations.
- 5.The manager _____ (speak) with an employee about their performance.
- 6.They _____ (organize) a team-building event in December.
- 7.The company _____ (conduct) an employee survey to improve satisfaction.
- 8.HR _____ (review) all job applications before scheduling interviews.
- 9.The employee _____ (receive) a promotion for excellent work.
- 10.The company _____ (introduce) new health benefits in 2023.



Fill in the Blanks

Choose the correct verb form (present simple or past simple) to complete the sentences.

- 1.HR _____ (interview) candidates before making a hiring decision.
- 2.Last week, the manager _____ (give) feedback to the employees.
- 3.Every year, the company _____ (review) salary structures.
- 4.The new employee _____ (start) work two days ago.
- 5.HR _____ (handle) employee grievances carefully.
- 6.The company _____ (implement) new attendance rules last year.
- 7.Employees _____ (attend) workshops regularly to develop new skills.
- 8.The CEO _____ (announce) a new bonus system last month.
- 9.The HR team _____ (meet) with employees last Friday to discuss concerns.
- 10.HR _____ (update) workplace policies every quarter.



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Fill in the Blanks

Fill in the blanks with the correct verb form in either present simple or past simple.

- 1.The HR department _____ (organize) a workshop every year.
- 2.Last month, the company _____ (promote) two employees.
- 3.The manager _____ (speak) to the team about performance yesterday.
- 4.Employees _____ (follow) company rules and policies.
- 5.He _____ (leave) the company in 2022.
- 6.The company _____ (conduct) a survey last year to measure employee satisfaction.
- 7.Every week, HR _____ (check) employee attendance records.
- 8.The new employee _____ (start) working last Monday.



Correct the mistakes

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Each sentence has a mistake. Rewrite the sentence correctly.

- 1.The company give training sessions every week.
- 2.Last year, HR organizes a health and wellness program.
- 3.The manager speak to the employees about their goals yesterday.
- 4.Employees receives an annual performance bonus.
- 5.HR send an email about new job openings last Monday.
- 6.The company introduce a remote work policy in 2021.
- 7.He attends a workshop on leadership last week.
- 8.HR reviewed applications every day.



Writing Practice

Write sentences using the present simple and past simple tenses based on these prompts.

1. (Describe an HR manager's daily tasks – Present Simple)
2. → Example: The HR manager reviews employee performance every month.
3. (Talk about a recent HR event – Past Simple)
4. → Example: Last week, HR organized a training session for new employees.
5. (Explain how HR handles workplace conflicts – Present Simple)
6. → Example: HR listens to employee concerns and finds solutions.
7. (Describe a hiring process that happened last year – Past Simple)
8. → Example: In 2023, the company hired 50 new employees.
9. (Describe a company's employee benefits – Present Simple)
10. → Example: The company offers health insurance and paid leave.

