

@mariaenglishlessons

Human Resources basic 5



Key Vocabulary

- Health Insurance – A plan that helps employees pay for medical and hospital expenses. Example: "Our health insurance covers doctor visits and surgeries."
- Dental Insurance – A plan to help cover the cost of dental care, such as cleanings and fillings. Example: "Dental insurance is included for all employees."
- Vision Insurance – Coverage for eye exams, glasses, or contact lenses. Example: "Vision insurance includes free annual eye exams."
- Retirement Plan – A program where employees save money for their future after they stop working. Example: "Our retirement plan matches your contributions up to 5%."
- Commuter Benefits – Discounts or support for travel to and from work. Example: "Commuter benefits include discounted bus passes."
- Holiday Bonus – Extra payment given to employees during the holiday season. Example: "All employees receive a holiday bonus in December."



Key Vocabulary

- Pension – Regular payments to retired employees based on their previous salaries. Example: "Employees receive a pension after 20 years of service."
- Paid Time Off (PTO) – Days off work where employees still receive their salary. Example: "Employees get 15 days of PTO annually."
- Sick Leave – Paid days off when employees are ill or need medical attention. Example: "You can take sick leave if you're unwell."
- Maternity Leave – Paid or unpaid leave for mothers after childbirth. Example: "New mothers can take up to 12 weeks of maternity leave."
- Paternity Leave – Paid or unpaid leave for fathers after the birth of a child. Example: "Fathers can take two weeks of paternity leave."
- Parental Leave – Leave for any parent to care for a new child, including through adoption. Example: "Parental leave is available to both mothers and fathers."



Key Vocabulary

- Workplace Perks – Extra benefits like free food, gym memberships, or wellness programs. Example: "Our perks include free meals and gym access."
- Employee Assistance Program (EAP) – Services to help employees with personal or work-related challenges, like mental health or finances. Example: "The EAP provides free counseling services."
- Flexible Working Hours – The option to start and finish work at different times. Example: "Flexible hours help employees manage work and family time."
- Remote Work – The ability to work from home or a location outside the office. Example: "Remote work is available for two days each week."
- Bonuses – Extra money given to employees as a reward for good performance. Example: "You'll receive a bonus if you meet your sales targets."



Key Vocabulary

- Stock Options – The right to buy company shares at a reduced price. Example: "Stock options let you invest in the company."
- Professional Development – Training or education provided to improve employee skills. Example: "We offer professional development courses to enhance your career."
- Wellness Programs – Services or activities to improve employee health, like fitness classes or meditation. Example: "Our wellness program includes weekly yoga sessions."
- Life Insurance – Financial support for an employee's family in case of their death. Example: "Life insurance is included in the benefits package."
- Tuition Reimbursement – A program where the company pays back employees for education costs. Example: "You can get tuition reimbursement for job-related degrees."



Key Vocabulary

- Incident Report – A written account of a workplace accident or safety issue.
- Safety Inspection – A regular check to ensure the workplace meets safety standards.
- Safety Signage – Visual reminders or warnings about hazards (e.g., “Caution: Wet Floor”).
- Ergonomics – Designing a workplace to prevent injury and improve comfort.
- Occupational Illness – A health condition caused by workplace activities.
- Preventative Measures – Steps taken to avoid risks or accidents.
- Fire Extinguisher – A device used to put out small fires.
- Workplace Stress – Emotional or physical strain caused by job conditions.
- Safety Audit – A formal review of workplace safety practices.
- Safety Culture – The shared attitudes and behaviors promoting safety at work.





Fill in the Blanks

- The company's _____ helps employees learn new skills and attend workshops.
- Employees can use _____ to travel or work from home when needed.
- Our _____ program offers financial support for employees pursuing degrees.
- You are entitled to _____ if you become a parent through adoption.
- _____ is provided to ensure your family is supported if something happens to you.

Reading Activity

At XYZ Corporation, we prioritize employee well-being. We offer comprehensive health, dental, and vision insurance to ensure all employees and their families are covered. In addition to generous PTO and sick leave, we provide 12 weeks of paid parental leave for new parents. Employees are encouraged to grow their careers through professional development programs, including tuition reimbursement. Workplace perks include free meals, a wellness program with fitness classes, and flexible working hours. For retirement planning, our company offers a 401(k) program with matching contributions.



Questions

- What types of insurance does the company offer?
- How long is the parental leave?
- Name two workplace perks mentioned in the passage.
- What benefit is provided for retirement planning?



Grammar: Explaining Benefits

- We offer...
- Example: "We offer health and life insurance to all employees."
- Employees are entitled to...
- Example: "Employees are entitled to 20 days of PTO annually."
- Our benefits include...
- Example: "Our benefits include free transportation and tuition reimbursement."
- You can use... if...
- Example: "You can use sick leave if you feel unwell."
- In addition to..., we also provide...
- Example: "In addition to bonuses, we also provide stock options."



Listening and Comprehension Practice

- ,What types of insurance does the company provide?
- How many sick days do employees receive each year?
- What kind of leave is available for new parents?
- How does the company support employees' retirement planning?
- What are some examples of workplace perks mentioned?
- What program does the company offer to help employees with further education?

