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Human Resources basic 6



Key Vocabulary

- Vacancy (noun): A job that is open and needs someone to fill it.
- Example: There is a vacancy in the marketing department.
- Recruit (verb): To find and hire new employees.
- Example: The company wants to recruit five new workers this month.
- Job Description (noun): A list of tasks and duties for a job.
- Example: The job description says that you need good computer skills.
- Deadline (noun): The date or time when something must be finished.
- Example: The deadline for the project is next Monday.
- Reference (noun): A letter or contact who can talk about your work skills.
- Example: Please bring two references to your job interview.



Key Vocabulary

- Evaluate (verb): To check or judge someone's work or skills.
- Example: The manager will evaluate your performance every month.
- Bonus (noun): Extra money you get for good work.
- Example: Employees get a bonus at the end of the year.
- Attendance (noun): Being present at work or an event.
- Example: Good attendance is important for all employees.
- Dismiss (verb): To officially tell someone to leave their job.
- Example: The company can dismiss an employee who breaks the rules.
- Shift (noun): A period of working hours.
- Example: She works the night shift at the factory.
- Orientation (noun): A session to introduce new employees to the company.
- Example: The HR team will give you an orientation on your first day.
- Payroll (noun): The list of employees and their salaries.
- Example: The accountant manages the payroll every month.



Practice

- Fill in the blanks with the correct words: vacancy, recruit, deadline, reference, evaluate, orientation.
- We need to meet the project _____ by Friday.
- There is a job _____ for a sales assistant.
- The HR team will _____ new employees next week.
- She gave a good _____ for her colleague.
- The manager will _____ your work after the first month.
- The company has an _____ for all new staff.



Grammar: present simple

We use the Present Simple to talk about regular activities or things that are always true.

Structure:

- Affirmative:
 - I/You/We/They + base verb → I work.
 - He/She/It + base verb + -s → She works.
- Negative:
 - I/You/We/They do not (don't) + base verb → They don't work on Sundays.
 - He/She/It does not (doesn't) + base verb → He doesn't work here.
 - Questions:
 - Do I/you/we/they + base verb? → Do you work here?
 - Does he/she/it + base verb? → Does she work on Mondays?
 - Examples in HR:
 - He works in the HR department.
 - They don't hire new employees in December.
 - Does she attend the meeting every week?



Practice

- Complete the sentences with the correct form of the verb:
- She _____ (work) in the payroll department.
- They _____ (not give) bonuses in April.
- _____ he _____ (evaluate) your work every month?
- I _____ (attend) the team meeting on Fridays.
- He _____ (not dismiss) employees without a reason.



Reading Comprehension: Short HR Story



David works in the HR department of a large company. Every week, he recruits new employees and organizes their orientation. Today, David is very busy. There is a vacancy in the sales department, and he needs to find a good candidate. He checks job applications and calls people for interviews. After the interviews, David evaluates the candidates and asks for their references. He always tries to meet the deadline for hiring new staff.

Reading Activity

Comprehension Questions:

1. Where does David work?
2. What does David do every week?
3. Why is David busy today?
4. What does David do after the interviews?
5. What does David ask for from the candidates?



Writing Exercise: Simple Email

- Task: Write a short email to a candidate to inform them they got the job. Use some of the new vocabulary words.
- Example:
- Subject: Job Offer
- Dear [Candidate's Name],
- We are pleased to inform you that you have been selected for the position in the sales department. Please come to our office on Monday for your orientation. Bring your signed contract and any other documents.
- Congratulations and welcome to the team!
- Best regards,
- HR Department



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?

