



Human Resources basic 1

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Key Vocabulary in Human Resources

We will start by learning some important HR words. These are basic words that people use when they talk about work, jobs, and the HR department.



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HR

Human Resources (the part of a company that helps with jobs and workers)

"I work in HR."

Job

The work someone does to earn money

"She has a job at a hospital."

Hire

To give someone a job

"They hire five new employees every month."

Employee

A person who works for a company

"We have 20 employees at this office."

Boss

The person who tells workers what to do

"My boss is very friendly."

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Interview

A formal meeting to ask a person about a job

"He has an interview for the sales job today."

Pay

The money workers receive for doing their job

"Employees get their pay every Friday."

Training

Teaching workers new skills or how to do their job

"New employees have training next Monday."

Manager

The person who leads a team or department

"Our manager makes sure everything works well."

Vacation

Time off from work for rest or travel

"He is on vacation this week."

Resume

A document that lists a person's job experience

"Please send your resume when you apply for a job."

Team

A group of people working together

"Our team works on special projects."

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Grammar Focus: Simple Present Tense

In HR and daily conversations, we often talk about things that happen regularly or describe general truths. For this, we use the simple present tense. Here's how we can form sentences:

Simple Present Structure:

- Positive Sentences:
 - Subject + Verb (base form for I, you, we, they)
 - Subject + Verb-s/es (for he, she, it)
- Examples:
 - "I work in HR."
 - "She works in HR."
 - "They hire new employees every week."
 - "He has an interview today."



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Grammar Focus: Simple Present Tense

Negative Sentences:

- Subject + do/does not + Verb (base form)

Examples:

- "I do not work in HR."
- "She does not have an interview today."
- "They do not need new workers now."

Questions:

- Do/Does + Subject + Verb (base form)?

Examples:

- "Do you work in HR?"
- "Does she have a job interview today?"
- "Do they hire new workers?"



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Grammar Focus: Simple Present Tense

Important Notes:

- For he, she, and it, we add -s to the verb in positive sentences (works, hires, needs).
- For negative sentences and questions, we use does not or does with he, she, and it. The verb stays in its base form (not “works” but “work”).



Using HR Vocabulary in Sentences

Let's practice using the new HR words in simple sentences. Pay attention to the verb forms.

Positive Sentences:

1. "HR hires new employees every month."
2. "She works as an HR manager."
3. "We have a training session next week."
4. "The company pays employees on the 15th of each month."
5. "He has a job interview on Friday."



Using HR Vocabulary in Sentences

Negative Sentences:

1. "They do not need new workers right now."
2. "She does not work in HR."
3. "We do not have any training this week."
4. "He does not get his pay today."

Questions:

1. "Do they hire many new workers?"
2. "Does she work in the HR department?"
3. "Do we have training next week?"
4. "Does the company pay on Fridays?"



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More Vocabulary Practice

Let's go deeper with vocabulary. Below are more HR-related words used in sentences. Try to understand the meaning from the context.

1. Promotion – A higher position or rank in the company.
 - "He got a promotion and is now a manager."
2. Schedule – A plan of when tasks or jobs will happen.
 - "The manager gives us a work schedule every Monday."



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More Vocabulary Practice

1. Workplace – The place where people do their jobs.
 - "Our workplace is very comfortable and friendly."
2. Retire – To stop working because of age.
 - "My boss will retire next year after 40 years at the company."
3. Office – A room or building where people work.
 - "I go to the office every day at 9 a.m."



Practice Activity 1: Fill in the blanks with the correct form of the verb

He _____ (work) as a manager.

We _____ (have) a meeting every week.

They _____ (not hire) new workers right now.

_____ you _____ (need) help with your resume?

She _____ (not work) in the HR department.



Practice Activity 2: Choose the correct word to complete the sentence

HR helps find new _____ (boss / employees).

She has an _____ (interview / vacation) next week.

We will get our _____ (pay / training) on Friday.

I sent my _____ (team / resume) to the company.

Short Dialogue

Employee: Hi! I am here for my interview.

HR Manager: Welcome! Please have a seat. Can I see your resume?

Employee: Sure, here it is.

HR Manager: Thank you. Do you have any experience in customer service?

Employee: Yes, I have two years of experience working in a store.

HR Manager: Great! Do you also have experience with computers?

Employee: Yes, I can use Excel and Word.

HR Manager: Perfect. We will contact you soon about the next steps.



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Review and Summary

In today's lesson, we learned:

1. Basic HR vocabulary like hire, pay, employee, and interview.
2. How to use the simple present tense to talk about regular HR tasks.
3. How to make positive, negative, and question sentences in English.
4. We also practiced filling in the blanks and using vocabulary in different contexts.



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Homework

- A. Write five sentences using the new HR words.
- B. Make a short dialogue where you talk about a job interview or hiring process.

