

@mariaenglishlessons

Human Resources basic 7

Back from summer
review



Key Vocabulary

Attendance – Being present at work

Example: Regular attendance is important for team success

Punctuality – Being on time

Example: Punctuality is required for all morning meetings

Leave request – Asking formally for time off

Example: I submitted a leave request for next Friday

Vacation – Paid time off for rest or travel

Example: I am planning a vacation in August

Sick leave – Paid or unpaid leave when ill

Example: You must provide a doctor's note for sick leave longer than 3 days



Key Vocabulary

Code of conduct – Rules for behavior at work

Example: All employees must follow the company's code of conduct

Workplace behavior – How employees act at work

Example: Professional workplace behaviour is expected in all meetings

Performance review / appraisal – Evaluation of work performance

Example: My performance review is scheduled for next Monday

Conflict resolution – Solving disagreements at work

Example: Conflict resolution skills are important for managers

Teamwork – Working together effectively

Example: Good teamwork improves productivity and morale

Compliance – Following rules and regulations

Example: Compliance with company policies is mandatory



Key Vocabulary

Policy – A set of rules or guidelines

Example: The company has a clear policy on remote work

Procedure – Steps to follow to complete a task

Example: Follow the correct procedure when submitting your expense report



Practice

- Employees must respect the company's _____
- If you are sick, you should submit a _____
- Good _____ is important for team success
- All employees must maintain _____ during work hours
- Managers must follow the correct _____ when conducting appraisals
- Effective _____ helps solve problems between coworkers
- You should review the company _____ to understand rules and regulations



Expressions Practice

- I would like to request a leave for next week
- Could I take a day off on Friday
- I need to submit a leave request for personal reasons
- According to company policy, we must submit reports by Friday
- It is important to follow workplace procedures to avoid mistakes
- All employees should comply with health and safety regulations
- Teamwork is essential for completing projects on time
- We should respect our colleagues' opinions in meetings
- Good workplace behavior helps create a positive environment



Grammar & Expressions

Present Simple – Using it in HR contexts

Purpose: To describe routines, rules, and facts in the workplace

Rules:

- Subject + base verb (+ s/es for third person singular)
- Used for routines, habits, general truths, and policies

Examples:

- Employees submit leave requests to HR
- The company provides health insurance
- Managers evaluate team performance every six months
- HR reviews attendance records weekly
- Staff follow the code of conduct



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- Every employee _____ (submit) a leave request before vacation
- HR _____ (provide) information about benefits
- The company _____ (require) all staff to be punctual
- Managers _____ (conduct) performance reviews every year



Grammar & Expressions

- Modals – Must / Should / Can / May
- Purpose: Express rules, advice, possibility, and permission
- Modals and Usage in HR contexts:
 - Must – obligation or rules
 - Example: You must arrive on time
 - Should – advice or recommendation
 - Example: You should ask HR for help if needed
 - Can – ability or permission
 - Example: Employees can work from home twice a week
 - May – formal permission
 - Example: You may submit a leave request by email
- Employees ___ follow the safety procedures
- You ___ ask HR if you have questions about benefits
- Staff ___ submit vacation requests online or in person
- You ___ leave early only with manager approval



Polite Requests – Asking or giving instructions politely

- Purpose: To maintain professional communication in HR and workplace contexts

- Common Phrases:

- Could you please complete the form
- Would you mind checking your attendance
- Can you send your leave request by Friday
- Please review the company policy before the meeting
- I would appreciate it if you could submit your report

- Mini Exercise – Make polite requests:

- Complete the attendance form (polite request)
- Check your email for HR updates (polite request)
- Submit your leave request (polite request)

- Sample Answers:

- Could you please complete the attendance form
- Would you mind checking your email for HR updates
- I would appreciate it if you could submit your leave request



Practice

- Correct the sentences
- Incorrect Sentences:
 - Employees must to follow the rules
 - Can I to take a vacation next week
 - You should attends the meeting
 - Employees may arrives late sometimes



Reading Comprehension



After summer, all employees should review company policies and procedures to ensure they are up to date. Regular attendance and punctuality are essential, and everyone must submit leave requests in advance to avoid scheduling conflicts. The HR department is available to answer questions about vacations, health insurance, workplace behavior, and other employee concerns.

Employees should also participate in teamwork activities and cooperate with colleagues to achieve department goals. Following the code of conduct and company policies ensures a safe and productive work environment. Managers conduct performance reviews to provide feedback and support employee development. Conflict resolution skills are important for solving disagreements professionally. By staying informed about HR policies and maintaining good workplace behavior, employees contribute to a positive and efficient workplace.

Key Vocabulary Highlights

- Policies – Rules and guidelines of the company
- Procedures – Steps to follow to complete tasks correctly
- Attendance – Being present at work regularly
- Punctuality – Arriving on time
- Leave requests – Formal requests for time off
- Workplace behavior – How employees act at work
- Teamwork – Working together to achieve goals
- Code of conduct – Rules for professional behavior
- Performance reviews – Evaluation of work performance
- Conflict resolution – Solving disagreements professionally



Comprehension Questions

- Who can answer questions about HR policies and employee concerns
- What should employees do after summer regarding company policies
- Name two behaviors that are essential for workplace success
- Why is submitting leave requests in advance important
- What is the purpose of performance reviews
- How does teamwork contribute to department goals
- Name one skill that helps employees solve disagreements professionally



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."

