

HUMAN RESOURCES

REGULAR AND IRREGULAR VERBS

1. employ – employed /ɪmˈplɔɪd/
➔ The company employed ten new workers last month.
2. interview – interviewed /ɪntəˈvjuːd/
➔ HR interviewed many candidates for the position.
3. train – trained /treɪnd/
➔ HR trained all new employees in safety procedures.
4. explain – explained /ɪkˈspleɪnd/
➔ The manager explained the new working schedule.
5. prepare – prepared /prɪˈpeəd/
➔ HR prepared the documents for the meeting.
6. evaluate – evaluated /ɪˈvæljuːeɪtɪd/
➔ The supervisor evaluated the employee's performance.
7. communicate – communicated /kəˈmjuːnɪkeɪtɪd/
➔ The HR manager communicated the policy changes clearly.
8. promote – promoted /prəˈməʊtɪd/
➔ The company promoted her to the position of team leader.
9. motivate – motivated /ˈməʊtɪveɪtɪd/
➔ The manager motivated the staff with kind words.
10. complete – completed /kəmˈpliːtɪd/
➔ Employees completed their online training course.
11. manage – managed /ˈmænɪdʒd/
➔ She managed a team of 15 people.
12. report – reported /rɪˈpɔːtɪd/
➔ HR reported the results of the survey to the director.
13. organize – organized /ˈɔːɡənəɪzd/
➔ They organized a team-building event for the staff.
14. attend – attended /əˈtendɪd/
➔ Workers attended a workshop on communication skills.
15. check – checked /tʃekt/
➔ HR checked all the job applications carefully.
16. start – started /ˈstɑːtɪd/
➔ The new employee started work on Monday.
17. finish – finished /ˈfɪnɪʃt/
➔ They finished the recruitment process last week.
18. include – included /ɪnˈkluːdɪd/
➔ The policy included new safety rules.
19. need – needed /ˈniːdɪd/
➔ The company needed more experienced staff.
20. create – created /kriˈeɪtɪd/
➔ HR created a new employee handbook.
21. discuss – discussed /dɪˈskʌst/
➔ The HR manager discussed the feedback with the team.
22. improve – improved /ɪmˈpruːvd/
➔ The company improved its working conditions.
23. support – supported /səˈpɔːtɪd/
➔ HR supported employees during the transition period.
24. review – reviewed /rɪˈvjuːd/
➔ The director reviewed all employee evaluations.
25. update – updated /ʌpˈdeɪtɪd/
➔ HR updated the company database with new information.

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◆ IRREGULAR VERBS IN HR

1. be – was / were /wɒz/, /wɜː/
➡ The meeting was very productive.
2. have – had /həd/
➡ They had a discussion about the new benefits plan.
3. do – did /dɪd/
➡ HR did a great job organizing the event.
4. go – went /went/
➡ The HR director went to a conference last week.
5. make – made /meɪd/
➡ HR made changes to the attendance policy.
6. meet – met /met/
➡ HR met with the new employees on Monday.
7. say – said /sed/
➡ The manager said the feedback was excellent.
8. tell – told /təʊld/
➡ She told the team about the new work schedule.
9. send – sent /sent/
➡ HR sent the offer letters to the candidates.
10. get – got /gɒt/
➡ He got a promotion last month.
11. give – gave /geɪv/
➡ The director gave advice to the HR staff.
12. take – took /tʊk/
➡ HR took notes during the meeting.
13. know – knew /njuː/
➡ She knew all the company policies well.
14. find – found /faʊnd/
➡ HR found the perfect person for the job.
15. think – thought /θɔːt/
➡ The employees thought the workshop was useful.
16. leave – left /left/
➡ One worker left the company last week.
17. feel – felt /felt/
➡ The staff felt motivated after the training.
18. bring – brought /brɔːt/
➡ HR brought new ideas to the meeting.
19. choose – chose /tʃəʊz/
➡ They chose the best candidate for the job.
20. write – wrote /rəʊt/
➡ HR wrote a report on employee satisfaction.
21. read – read /red/
➡ The manager read the employee's self-evaluation.
22. pay – paid /peɪd/
➡ The company paid for the employee's course.
23. hear – heard /hɜːd/
➡ HR heard the complaint and solved the issue.
24. hold – held /held/
➡ They held a meeting to discuss new strategies.
25. run – ran /ræn/
➡ HR ran a survey about job satisfaction.

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✿ A. Fill in the blanks with the correct form of the verb (past tense)

(Use a regular or irregular verb from the HR list above.)

1. HR _____ (organize) a meeting with all managers.
2. The company _____ (employ) ten new workers in June.
3. The HR director _____ (go) to a recruitment fair last week.
4. The manager _____ (explain) the new policy clearly.
5. HR _____ (send) the offer letters to the candidates.
6. The employees _____ (attend) a safety training program.
7. She _____ (get) a promotion because she worked very hard.
8. The supervisor _____ (evaluate) all the workers yesterday.
9. HR _____ (make) a new schedule for the sales team.
10. The director _____ (say) the company results were excellent.

1. excellent.

✏ B. Choose the correct verb form

1. HR (prepare / prepared) the employee handbooks last month.
2. The team (meet / met) to discuss the survey results.
3. The company (create / created) a new benefits plan.
4. The manager (gave / give) feedback to the staff.
5. HR (checked / check) all job applications carefully.
6. The employees (was / were) very happy after the meeting.
7. HR (find / found) a great candidate for the position.
8. The company (include / included) more holidays this year.
9. The HR manager (tell / told) us about the new training program.
10. HR (took / take) notes during the interview.

1. 🧩 C. Match the sentence halves

2. Match the beginning of the sentence (1–5) with the correct ending (a–e).
3. HR organized a workshop...
4. The company promoted...
5. The employees attended...
6. HR sent...
7. The manager gave...
8. a) ...for new workers.
9. b) ...a training course on communication.
10. c) ...emails to all staff members.
11. d) ...useful feedback after the appraisal.
12. e) ...two people to higher positions.

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💬 D. Rewrite the sentences in the past tense

1. HR checks employee documents every week.
2. → _____
3. The manager gives feedback to the team.
4. → _____
5. Employees attend workshops on Fridays.
6. → _____
7. HR organizes interviews every Monday.
8. → _____
9. The company pays for online courses.
10. → _____

🏠 E. HR Mini Writing Task

2. Write five sentences in the past tense about what HR did last month in your company or a company you imagine.
3. Use both regular and irregular verbs.
4. Example:
5. HR organized a leadership workshop.
6. The manager gave feedback to all employees.
7. Now your turn 📌
- 8.
- 9.
- 10.
- 11.
- 12.