

@mariaenglishlessons

Human Resources basic 9



Key Vocabulary

- **succession planning** – preparing employees to take future leadership positions
- **onboarding** – supporting new employees as they enter the company
- **offboarding** – managing the process when an employee leaves
- **workforce analytics** – using data to study employee behavior and performance
- **compliance training** – legal or mandatory training required by the company or government
- **employee engagement** – level of employee involvement and motivation
- **performance appraisal** – structured evaluation of an employee's work
- **talent pipeline** – pool of potential candidates who may fill positions in the future
- **retention strategy** – plan to keep staff in the company
- **skills gap** – difference between the skills employees have and the skills the company needs



Key Vocabulary

- **headcount planning** – deciding how many employees are needed
- **job rotation** – moving employees to different roles to develop skills
- **competency framework** – structured list of skills required for each job
- **employee relations** – managing communication and conflict between employees and the company
- **grievance procedure** – official process for employees to report problems
- **recruitment funnel** – the steps from candidate attraction to hiring
- **workforce mobility** – ability of employees to move between roles, locations, or departments
- **compensation package** – salary, benefits, bonuses, and perks
- **performance improvement plan (PIP)** – plan to help low-performing employees improve
- **organisational culture** – values and behaviors within the company



Grammar present continuos

Explanation:

The present continuous is formed with:
am / is / are + verb + ing

Examples of the verb + ing form:

review → reviewing

hire → hiring

prepare → preparing

develop → developing

analyze → analyzing



Grammar present continuos

We use the present continuous for the following situations:

Actions happening right now

These are actions in progress at the moment of speaking.

Example: I **am reviewing** a candidate's application right now.

Example: She **is interviewing** a new applicant at the moment.

Temporary situations

These actions are happening around now, but they are not permanent.

Example: We **are hiring** more interns this month.

Example: The HR team **is working** remotely this week.

Current or ongoing HR projects

These actions are in progress but not necessarily happening at this very second.



Grammar present continuos

Example: HR **is developing** a new onboarding strategy.

Example: We **are updating** our internal policies this quarter.

Changes and trends

Use this form to describe things that are happening more and more over time.

Example: Companies **are increasing** their use of workforce analytics.

Example: More organisations **are improving** employee

engagement programs.

Plans happening soon (near future)

Example: We **are meeting** the new hires tomorrow.

Example: I **am presenting** the HR report later today.



Grammar present continuos

- The managers **are checking** the results of the engagement survey.
- Our department **is implementing** a new HR system.
- I **am discussing** a grievance case with the legal team.
- The company **is investing** in digital onboarding tools.
- We **are evaluating** candidates for the new leadership program.



Reading

Human Resources departments are going through a major transformation. Traditionally, HR focused on administrative tasks such as record keeping, payroll processing, and organizing paperwork. Today, however, HR teams are becoming strategic partners in organizations. Many HR professionals are now using workforce analytics to understand employee behavior, predict future staffing needs, and reduce turnover. Companies are increasingly relying on real-time data to track performance and identify skill gaps in their workforce.

Another important responsibility for modern HR teams is improving the employee experience. Many HR departments are designing more efficient onboarding programs to help new hires adapt more quickly to the company culture. At the same time, HR is reviewing retention strategies to reduce resignations and keep high-performing employees. Many organizations are also using digital platforms to manage compliance training, performance appraisals, and internal communication.



Reading

Despite the move toward digitalisation, HR departments continue to handle traditional responsibilities. These tasks include resolving conflicts between employees, supporting managers, managing employee grievances, and ensuring that the company complies with labor laws. HR professionals are also coordinating job rotations, monitoring employee engagement, and organizing training programs to close skills gaps.

As workplaces change, HR professionals need to develop new competencies. They must be able to analyze data, understand technology systems, manage change, and communicate effectively with employees from different cultural backgrounds. The modern HR role requires flexibility, creativity, and a strong understanding of both people and organizational strategy.



Reading Comprehension Questions

1. How is the role of HR changing in modern companies?
2. Why are workforce analytics becoming important?
3. What actions are HR teams taking to improve the employee experience?
4. Which traditional responsibilities does HR still manage?
5. Why does modern HR require new skills?
6. How is digitalization affecting HR tasks?
7. What challenges might HR face when implementing new systems?



Speaking questions

- **What HR projects is your company working on right now?**
- **Which HR trends are you noticing in your industry?**
- **Is your department implementing any new digital systems?**
- **How is your HR team improving recruitment or onboarding?**
- **What changes are you making to employee engagement or retention?**
- **Are you updating any policies or procedures this month?**
- **Which HR skills are becoming more important in your role?**



Practice

1 – Complete the sentences with the correct form of the verb in brackets (am / is / are + verb + ing).

1. I _____ (review) the candidates' CVs right now.
2. She _____ (prepare) the monthly HR report today.
3. We _____ (analyze) the employee engagement results.
4. They _____ (interview) three applicants this morning.
5. HR _____ (work) on a new onboarding program.
6. The managers _____ (look) at the skills gap analysis.
7. Our department _____ (organize) compliance training this week.
8. The company _____ (update) the recruitment policy.
9. I _____ (deal) with a complex employee relations issue.
10. We _____ (plan) a workshop for new team leaders.



practice

Use the present continuous form.

Verbs: hire / update / run / review / check / develop

1. They _____ a new performance appraisal system.
2. HR _____ a new project manager for the IT department.
3. We _____ the results of the latest employee survey.
4. She _____ the onboarding documents for new hires.
5. The team _____ the recruitment procedures this month.
6. We _____ applications for the leadership program.



practice

1. HR (is updating / updates) the training policy right now.
2. She usually (works / is working) in recruitment, but today she (is helping / helps) with payroll.
3. We (run / are running) an engagement survey every quarter.
4. They (are not following / don't follow) the new offboarding process correctly at the moment.
5. The company gradually (is improving / improves) its employee experience strategy.



practice

- We _____ preparing the annual HR budget.
- I _____ interviewing candidates this afternoon.
- The HR team _____ organizing a training session.
- She _____ dealing with a grievance case right now.
- They _____ not updating the policies this week.
- The managers _____ reviewing employees' objectives.



practice

Use the verbs in brackets.

Subject: HR Projects – Weekly Update

Hello team,

This week, we _____ (work) on several important HR projects. First, we _____ (revise) the onboarding process for new employees. The training department _____ (prepare) new digital learning materials, and we _____ (test) a new feedback system for new hires.

In recruitment, we _____ (interview) candidates for the senior marketing role. The managers _____ (review) their profiles and _____ (discuss) the final shortlist.

Finally, we _____ (organize) a meeting with department heads to talk about the skills gap analysis.

Best regards,

HR Manager



practice

Use the present continuous.

1. This week, I am _____.

2. In our HR department, we are

_____.

3. Today, my manager is

_____.

4. At the moment, the company is

_____.

5. Right now, many employees are

_____.

