English as Second Language

Name: _____ **Position:** _____

Part I: Role of Human Resources

Direction: *Tell whether the following are roles of human resources or not*

1. Skills development
2. Recruitment
3. Customer service
4. Employment
5. Return of service
6. Employee training
7. Payment and bills
8. Human resource management
9. Sales and marketing
10. Product management

Part II: What do we do at work?

Direction: *Rearrange the jumbled letters in able to come up with the synonyms of the given words below.*

11. (n o e d i r s c) _____ is the synonymous word of **think of**.

12. (o i m f d y) _____ is the synonymous word of **change**.

13. (i o n j o r f e c s) _____ is the synonymous word of **work together**.

14. (t s i e a t e m) _____ is the synonymous word of **guess**.

15. (b s o t c e l s a) _____ is the synonymous word of **problem**.

Part III: Words commonly used by Human Resource

Direction: Choose the correct word commonly used by Human Resource to complete the given sentences.

16. Our company carries out performance _____ once a year.

a. appraisals b. asset c. authoritarian

17. We have set the _____ for the succession plan strategy.

a. strict b. bench c. benchmark

18. The commission was set up to address issues of _____ in the workplace.

a. compulsory b. discrimination c. credible

19. "We before me" is a _____ often used in our company.

a. jargon b. substitute c. fill in

20. We adopted a _____ approach to applicant recruiting.

a. systematic b. unoccupied c. vacancies

LIVEWORKSHEETS

Part IV: Parts of an Email

Direction: *Drag down the appropriate words inside each box.*

Salutation	Opening Sentence	Body of the email	Closing sentence	Signature
I am reaching out about...	I hope you had a great start to the week.	Best Wishes,		
I'm getting back to you about...	I trust you're doing fine.	Yours Sincerely,		
This is to follow up from...	I hope you're all fun and frolic.	Have a pleasant day ahead.		
As discussed in the foregoing discussion...	I hope this email finds you well.	Best,		
21.	**22.**	Cheers!		**23.**

Good Morning Mr. (last name)	I look forward to hearing from you soon.			
Hello Ms. (last name)	Looking forward to a prompt response.			
Dear Ms. (last name)	I'd appreciate your prompt attention to this matter.			
Mr. (last name) A very good morning!	Please advise, as necessary.			
Hey! (first name)				
24.	**25.**			

Part V: Common Phrases used by Human Resource

Direction: *Identify the common phrases used by HR that are being described in each statement.*

_____ **26.** Hiring applicants to complete the work force

_____ **27.** Refuse a given chance or opportunity

_____ **28.** Accomplish your work while at home

_____ **29.** Take a rest out of your busy schedule

_____ **30.** Information given ahead of time

_____ **31.** Continuously resume the job given to a person

_____ **32.** Voluntarily leave your job

_____ **33.** A bright future can be seen

_____ **34.** Face to face consultation to know more about the person

_____ **35.** Look for resources to support you financially

LIVEWORKSHEETS

Part VI: Human Resource Tasks

Direction: *Match column A(verbs) with column B (appropriate words to form phrases)*

Column A	Column B
36. improve	**a.** new employees
37. verify	**b.** job candidates
38. interview	**c.** references of job candidates
39. organize	**d.** training for company staffs
40. recruit	**e.** employees' performance

Part VII: Alternative ways to say…

Direction: *Identify the synonymous phrase or words of the following statements. Write LETTERS only.*

a. For example	**b.** As I said before	**c.** I'm busy	**d.** Let me know
e. I will find out	**f.** According to	**g.** Calm down	**h.** Can you repeat?

_____ **41.** As believed by

_____ **42.** Take a deep breath

_____ **43.** To give you an idea

_____ **44.** Keep me updated

_____ **45.** That's not my area of expertise but I'll ask someone else

_____ **46.** Do you mind repeating that?

_____ **47.** My agenda is full

_____ **48.** In agreement with

_____ **49.** Earlier, I explained

_____ **50.** Sorry, I didn't hear what you said

LIVEWORKSHEETS