

THE 5 BASIC HR TENSES

Fill the blanks writing the verbs in brackets in the right tense. The tenses can be present simple, present continuous, past simple, past continuous or future simple.

A

Our HR department 1) (focus/currently) on improving the hiring process for developers. We 2) (analyze/usually) applications faster using an AI tool. The recruitment team 3) (work) with managers to 4) (define) role requirements more clearly. We also 5) (schedule) regular interviews and 6) (share) feedback with candidates. This approach 7) (help) us reduce time-to-hire. Since we 8) (apply) this method we continue to 9) (attract) stronger talent.

B

Last year, HR 10) (coordinate) the end-of-year party, which 11) (be) our biggest event so far. The team 12) (book) a venue, 13) (hire) a DJ, and 14) (arrange) catering for more than 100 people. Many employees 15) (share) positive feedback afterward and 16) (mention) that the event 17) (increase) team spirit. This year, we 18) (decide) to make the event even more engaging. HR 19) (work) on creative ideas such as photo booths, fun awards, and live music. These efforts 20) (strengthen) our community and 21) (support) employee wellbeing, while 22) (create) lasting memories.

C

Our HR system 23) (monitor) employee attendance and punctuality automatically. This 24) (help) us 25) (track) patterns such as late arrivals or frequent absences. Soon, we 26) (introduce) stricter policies to encourage responsibility. The platform 27) (generate) weekly reports, which managers 28) (analyse) and take action whenever something catches their attention. In the future, HR 29) (be able) to 30) (predict) attendance trends and plan schedules more effectively.

D

Yesterday morning was a usual office day for the team. Some employees 31) (work) quietly at their desks while others 32) (attend) a video call with clients. The HR team 33) (hold) a meeting with some of the leaders and 34) (discuss) plans for the next quarter when the CEO suddenly 35) (join) them to share some new goals. At the same time, we 36) (meet) with the finance director and 37) (negotiate) the budget for training and events. Together, we 38) (review) costs.