

English as Second Language

Name: _____

Position: _____

Part I: Word families...

Direction: Complete the following sentences with the words related to the key word (employ). You might need to add prefixes or suffixes and change the form.



1. We are unable to use people who are _____ unless they work for several different companies.
2. There are more people on the job markets when levels of _____ are high.
3. We _____ her in the same position when she returned from maternity leave.
4. Last year, we _____ two team leaders for our call center.
5. We've revised our overall _____ procedures because of the new employment legislation.

Part II: Language of Job descriptions

Direction: Identify the correct word to complete the following sentences.

1. To _____ for the training budget
 - a. be sensible
 - b. be responsible
2. To _____ future needs of the employees
 - a. identify
 - b. exclude
3. To _____ an initial training audit
 - a. carry in
 - b. carry out
4. To _____ with branch managers
 - a. work distantly
 - b. work closely
5. To _____ general training programs
 - a. capture
 - b. develop

Part III: HR Payroll Vocabularies

Direction: Match HR Payroll vocabularies with its appropriate meaning. Connect it using a line.

- | | |
|--|------------------------------|
| 1. _____ means that men and women get the same pay for doing the same job. | a. competitive salary |
| 2. _____ is the amount paid that depends on the quality or quantity of work. | b. salary scale |
| 3. _____ is the amount earned after deductions | c. undertake a salary review |
| 4. _____ is an increase in pay. | d. attractive salary |
| 5. _____ is a good one for that particular job. | e. initial salary |
| 6. _____ is the range of salaries available. | f. performance-related pay |
| 7. When you start a job, you will receive your _____. | g. pay rate |
| 8. If a salary is good, we can say that it is _____. | h. net pay |
| 9. If you _____, you look at all the salaries to decide which need changing. | i. pay rise |
| 10. _____ is the amount per hour (or some other period) that you pay. | j. equal pay |

Part IV: HR Recruitment tasks

Direction: Determine whether the following statements are HR recruitment task or not.

1. Select the most suitable candidate
2. Plan and execute marketing strategies.
3. Check or write the job description.
4. Send feedback to unsuccessful applicants.
5. Develop talent and employees' aptitudes and skills.
6. Submit payroll reports and audit management.
7. Shortlist applicants from the first interview.
8. Carry out screening and interviews.
9. Implement new training course.
10. Prepare staff training manual.

Part V: Parts of an Email

Direction: Label the following examples with the correct part(s) of an email.

Salutation	Opening Sentence	Body of the email	Closing sentence	Signature
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I am reaching out about...

I'm getting back to you about...

This is to follow up from...

As discussed in the foregoing discussion...

1.

I hope you had a great start to the week.

I trust you're doing fine.

I hope you're all fun and frolic.

I hope this email finds you well.

2.

Best Wishes,

Yours Sincerely,

Have a pleasant day ahead.

Best,

Cheers!

3.

Good Morning Mr. (last name)

Hello Ms. (last name)

Dear Ms. (last name)

Mr. (last name) A very good morning!

Hey! (first name)

4.

I look forward to hearing from you soon.

Looking forward to a prompt response.

I'd appreciate your prompt attention to this matter.

Please advise, as necessary.

5.

Part VI: Ways to...

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

- | | | | |
|-----------------------|-------------------|---------------------------|---------------------|
| a. Looking forward to | b. Let me know | c. Alternative for strong | d. Can you help me? |
| e. I advise you to | f. It is my habit | g. None of the above | h. All of the above |

- ____ 1. I spend a lot of time at the gym.
- ____ 2. Keep me posted
- ____ 3. It might be a reasonable idea to share a detailed accounting of all the expenses paid on that trip.
- ____ 4. I often tend to watch TV series on my spare time.
- ____ 5. I am hoping to see you soon.
- ____ 6. Muscular and energetic
- ____ 7. Can you give me a hand with this?
- ____ 8. Please notify me as soon as possible
- ____ 9. I am eagerly anticipating that next year will be a year of abundance and healing.
- ____ 10. Keep me informed
- ____ 11. Could you spare a moment?
- ____ 12. Vigorous and mighty
- ____ 13. Can I ask a favor?
- ____ 14. I have high expectations of seeing you in the awards night.
- ____ 15. I have a habit of reading books before going to sleep.