

# 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

## 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'm getting back to you about...

This is to follow up from...

As discussed in the foregoing discussion...

21.

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.

22.

Best Wishes,

Yours Sincerely,

Have a pleasant day ahead.

Best,

Cheers!

23.

Good Morning Mr. (last name)

Hello Ms. (last name)

Dear Ms. (last name)

Mr. (last name) A very good morning!

Hey! (first name)

24.

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.

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

## 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