

Human Resources



This week...

Chris has just transferred to the Human Resources department from the Sales department. Mark, the HR manager, is telling him what his tasks in the new department will be.

Lesson Objectives...

- Discussing day-to-day HR duties and tasks
- Starting in a new department

Business English Conversation

Basic Class

Warm Up – Topic Question



What skills are useful in Human Resources?

Picture Description

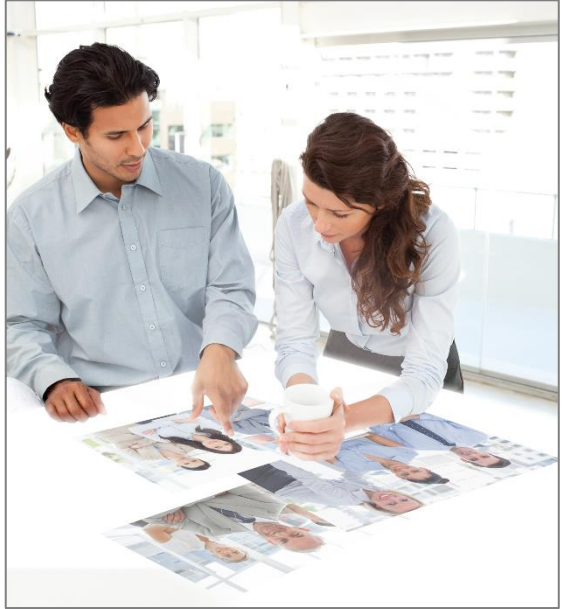
Why is that woman laughing?



A



B



What are they working on?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences using the vocabulary

1. tasks
2. answer
3. recruiting
4. explain

I'll **explain** later, when we both have more time.



1. I'm glad to finally meet the CEO.
2. You will need to complete this before the end of the day.
3. I thought I would be finished by now.
4. Is there anything else I need to do this afternoon?

- Words
- Phrases

Mark Welcome to the HR department, Chris. It's good to have you join us.

Chris I'm glad to finally be here.

Mark So let me go over some of the tasks I need you to do. You will need to answer employees' questions and process incoming emails.

Chris I thought I would be doing recruiting as well.

Mark That will be one of your tasks once you get settled in.

Chris Great. Is there anything else I need to know?

Mark That's all for now. I will meet with you later in the day to explain things in more detail.

Chris Thanks, Mark. I can't wait to get started.

1. I'm glad to finally
2. You will need to
3. I thought I would be.....
4. Is there anything else I need to?

Responses - Prepositions

*please select the most appropriate response for each item below:

1. A: What's the big news?
B: I've been transferred a new office.

at / of / to

2. A: Where is your new office?
B: It's up the ninth floor.

in / on / at

3. A: Will I be working the same colleagues?
B: Most of them will be new.

at / for / with

4. A: Is there anything else I need to know?
B: That's all now.

to / with / for

5. A: When will your meeting end?
B: I'm not sure. The last one lasted five hours!

for / on / in

6. A: Can you stay here and help me?
B: I have to go a meeting very soon.

in / to / at

Role Play – Human Resources

Student B has recently joined the HR department. Student A is showing Student B around, while answering questions about the work he/she will be doing.



Student A: Welcome to the HR department. It's good to have you join us.
Student B: I'm glad to finally be here.

* Continue the conversation using the **Key Phrases** and **Proposals** from below.

Key Phrases

- Let me go over some of the tasks you will be required to do. You need to
- You also need to
- That will be one of your tasks once you get settled in.
- That's all for now.
- I thought I would be
- Is there anything else I need to know?
- I can't wait to get started.
- *Other*

HR Duties

- handle employees concerns
- resolve disputes
- process incoming emails
- arrange transfers
- recruiting
- enforce policies
- *other*

- Do you have the right skills to work in HR?
- Which department do you think you are best suited to?

- answer - *Can you please **answer** the phone?*
- duty - *You have several **duties** and responsibilities.*
- else - *Is there anything **else** to do?*
- explain - *I will **explain** it to you later.*
- promotion - *The boss offered me a **promotion!***
- recruiting - *I enjoy doing the **recruiting** for my company.*
- tasks - *I need to complete many **tasks** today.*