

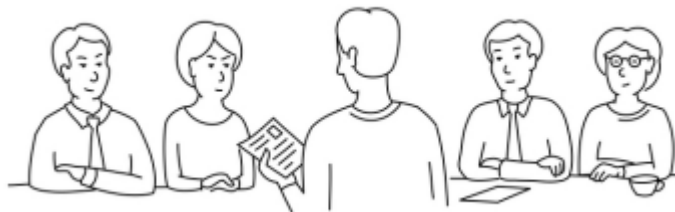
WORKING IN HUMAN RESOURCES

1) HR Tasks

Match the verbs on the left with the words on the right to form phrases.

- | | |
|--------------|-------------------------------------|
| 1. recruit | a. company working conditions |
| 2. improve | b. honest feedback |
| 3. verify | c. job candidates |
| 4. interview | d. new employees |
| 5. answer | e. questions about company policies |
| 6. appraise | f. references of job candidates |
| 7. give | g. training for company staff |
| 8. resolve | h. worker conflicts |
| 9. organise | i. workers' performance |

Can you think of any other tasks that a human resources specialist may do



2) Listening

Now listen to Susan Clarke describe her work as a human resources manager for an IT distribution company called Xcel Systems. Answer the questions below.

1. Which of the tasks in Exercise 1 does she mention?
2. What does she enjoy about her work?
3. What does she dislike about her work?



3) Useful expressions for talking about your job

Listen to the recording again and complete the sentences:

1. My include recruiting new employees and organising training for company staff..
2. It's also my to improve the company's working conditions.
3. I my work very interesting mainly because I enjoy working with people.
4. I don't like so much is when I have to deal with a difficult employee.

Now complete the phrases below:

charge most part quite responsible

I'm for ...

I'm in of ...

What I like about my work is ...

One task I don't like is ...

The I don't really like is ...

Rewrite sentences 1-4 above using these phrases.