

Module: Human Resources (Business)

In the advanced section of the course the learner is provided with extensive practice in more complex areas of business English such as negotiations, presentations, analyzing data and the business press.

The various lexical fields are presented through freer practice in simulations, telephone calls and general conversation; encouraging the student to draw from personal experience to give meaningful, contextual practice.

More complex structures such as the second conditional, narrative tenses and future forms are used to carry out tasks such as giving presentations, dealing with clients and expressing opinions. Throughout the course the emphasis is on learner independence through exposure to the correct usage of the target language with attention to practical situations and the use of idioms and phrasal verbs.

Human Resources (Business)

1 **Starting work - Where are the departments?**

In this lesson the student will learn about the location of different departments in a company building and hear brief descriptions about what each department does. In addition the student will learn vocabulary related to this area such as particular department names, prepositions of place and directions.

You've got mail:

In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions

The tutor will give feedback on this work.

2 **Company rules**

In this class we practice explaining the company rules to a new colleague using the imperative.

An introduction to some common verb/noun partnerships: arrive at work, wear a suit, eat a sandwich, talk to friends, drink a glass of water, work, call (telephone), write an email/report, read an email/report.

3 **Responsibilities**

Practice using: (Don't) Have to, can/can't (permission) to talk about the things we have to do at work.

More verb/noun partnerships: meet a deadline, target, prepare for a business trip, wear protective clothing.

4 **Performance appraisal**

Talk about the different parts of a performance appraisal, past achievements and future plans, intentions and ambitions as well as discuss our strengths and weaknesses.

Role-play a short performance appraisal using notes.

5 **Job interview**

Talk about ways to find a job and the interview process.

Common vocabulary: to apply for a job, fill in a form, work history, impressive, gaps in employment, to take a year out/gap year, to do voluntary work/work experience, qualifications.

Role-play a short job interview.

6 **Consultant**

7 **The right person for the job**

Evaluating personal qualities and choosing the best candidate from given information.

Comparing and contrasting candidates and giving opinions and reasons for our choices.

8 **Are you a lone wolf?**

Discussing working styles and personality traits.

Giving reasons and explanations for opinions.

Adjectives to describe character: moody, open, a loner, selfish, sensitive, practical, gossip, practical joker, lone wolf.

9 **Going on strike - It's an expensive business**

In this lesson the student will learn about the kinds of disputes that can arise at work and the ways of settling grievances and solving differences.

The student will dub and record the talent of choice in the movie to practice intonation, stress and pronunciation. In this way the student will be involved in a real life situation that improves intonation, emphasis and understanding.

This lesson presents and consolidates the language of organized trade disputes, grievances, terms of employment and proposals for solving these problems.

At the end of the lesson the learner completes the tests to see what was learned from the unit with different activities.

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The tutor will give feedback on this work.

10 **Human resources**

The language of the Human Resource department: redundancy package, golden handshake, to let someone go/lay people off, headhunting, disputes, settlements, hiring and firing, payroll, performance appraisals, liaise with.

Describing functions and procedures within a HR department.