



# English for Human Resources

UNIT TITLE		TOPICS	USEFUL LANGUAGE AND SKILLS
1	<b>Recruitment</b>	Job descriptions Person specifications Recruitment sources and advertising	The language of job descriptions Exchanging information Making suggestions Agreeing and disagreeing
2	<b>Selection</b>	Job advertisements A curriculum vitae The job interview Ageism	Arranging an appointment The language of interview questioning Establish rapport
3	<b>Employee relations</b>	Employment contracts Disciplinary and grievance procedures Health and safety at work - stress and workplace injuries	The language of contracts Writing offer and rejection letters Giving and requesting information
4	<b>HR development</b>	HR development practices Dealing with staff problems Appraisal interviews and reports Training courses Equal opportunities and diversity	Making recommendations The language of appraisal interviews ( diplomatic language, softening disagreement )
5	<b>Reward and remuneration</b>	Salaries and fringe benefits Salary reviews	Asking for and giving feedback Clarifying Agreeing and disagreeing Interrupting Talking about figures and numbers
6	<b>Industrial relations</b>	The role of trade unions Labour relations A wage negotiation	The language of negotiating ( persuading, bargaining )