**Sidi Mohammed Ben Abdallah University**

Faculty of Letters & Human Sciences

English Studies

*Modular Degree Program*



**Business communication**

**Prof. Belfakir**

**HR Management: Exercise**

**Insert the following words**: ***training, conflict , business sectors, qualifications, personnel function , the benefits, specialists, staff, labor market, qualified***

1. HR or ……. can be helpful for much more than simply processing payroll or handling the open enrollment season once a year.
2. Human resources ensures competitive and realistic wage-setting based on studying the………., employment trends and salary analysis based on job functions.
3. The key functions of HRM team include recruiting people, ……..them, performance appraisal, motivating employees as well as workplace communication, workplace safety, and much more.
4. A good working condition is one of ……..that the employees can expect from an efficient human resource team.
5. They organize business meetings, seminars and various official gatherings on behalf of the company in order to build up relationships with other…….
6. Workplace ……is inevitable, given the diversity of personalities, work styles, backgrounds and levels of experience among employees.
7. Human resources conducts needs assessments to determine the type of skills training and employee development necessary for improving skills and…….
8. Companies can benefit from identifying training needs for existing…….
9. Human resources …….usually are charged with the responsibility of determining the level of employee satisfaction.
10. Human resources balances recruiting the most …….applicants, selecting the most suitable candidates and retaining the most talented employees.

**Choose the best (most logical) response to complete each of the following sentences:**

1. This job is too ***(stressed-out/stressful)*.**

2. I was ***(hired/heard)*** last month.

3. They ***(fired/failed)*** two of my co-workers, and I'm afraid I might be next.

4. The dress (***code/rule***) is casual.

5. I get along well with most of my (***colleagues/employees)*** (= co-workers).

I got a (***motion/promotion***) last year.

7. He's not very ***(producing/productive)*.** He just chats to his friends on Facebook all day.

8. The ***(upper/most)*** management people are not very well liked by the rest of us.

9. I'm taking a week ***(off/of)*** to go on vacation.

10. The work load isn't too ***(strong/heavy)*.**