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TITLE : ENGLISH FOR HUMAN RESOURCES
DISCUSSION : READING

ENGLISH FOR HUMAN RESOURCES

In this book English for human resources there are six units.

- Unit 1
Title : Recruitment
- Unit 2
Title : Selection
- Unit 3
Title : Employee relations
- Unit 4
Title : HR development
- Unit 5
Title : Reward and remuneration
- Unit 6
Title : Industrial relation

The unit's :

1. Unit 1 : Have many topics there are Job descriptions, Person specifications, Recruitment sources and advertising. Useful language and skills : the language of job descriptions for example to develop, to work, to prepare, to involve. Exchanging information for example "can we just have a word about..?". Making suggestion for example "I suggest we...". And Agreeing and disagreeing for example "I agree/I disagree"

2. Unit 2 : Have many topics there are Job advertisement, A curriculum vitae, The job interview, and Ageism. Useful language and skills : Arranging an appointment for example by telephone “what date would be convenient for you” , The language for interview questioning for example “what do you know about” , Establishing rapport and relaxing the candidate for example “It’s nice to welcome you here and I hope you’ll enjoy the interview”
3. Unit 3 : Have many topics there are Employment contracts, Disciplinary and grievance procedures, Health and safety at work – stress and workplace injuries. Useful language and skills : The language of contracts used in contracts of employment is highly formal and includes fixed phrases, formal vocabulary, the passive, and the will future. Some examples are given below. Giving information for example “I’d like to tell you something about...” and request information for example “Could you tell me”
4. Unit 4 : Have many topics there are HR development practices, Dealing with staff problems, Appraisal with staff problems, Appraisal interviews and reports, Training courses, Equal opportunities and diversity. Useful language and skills : Making recommendations for example “We need to introduce...” , The language of appraisal interviews “The idea of appraisal is to put the wrongs right and then look forward. Questions should always be formulated carefully to avoid upsetting the appraisee during the interview. Being diplomatic and using language to soften disagreement also helps to create a ‘positive’ environment.
5. Unit 5 : Have many topics there are Salaries and fringe benefits and Salary reviews. Useful language and skills : Asking for somebody’s opinion or ideas for example “what is your view on this” and giving an opinion or feedback “Yes, I think we need...” , talking about figures and numbers are used extensively in human resources to talk about salaries, bonuses and budgets. The following abbreviations are commonly used in writing
6. Unit 6 : Have many topics there are The role of trade unions, Labour relations, A wage negotiation. Useful language and skills : The language of negotiating. A negotiation is often a very delicate procedure where even the language you use can influence the

outcome. Thile diplomatic language (see page 38) and building rapport are both essential for keeping the negotiation polite and friendly, there are also many fixed phrases which can help make finding the right words easier. Below are some typical phrases for persuading and bargaining.

CONCLUSION :

English for human resources has been developed for people who work in HR and who need English in their job. English for Human Resources has six units, each of which deals with different aspect of HR. Every unit begins with a Starter, which consists of a short exercise, a brainstorming, activity, or a quiz. Following this section there are dialogues, texts and authentic. With this short course, HR managers, their staff and also those employed in personnel agencies can learn the relevant expressions. Job advertisements can also be shortened to job ads or job adverts. They are also known as requitment advertising or in newspapers and trade magazines as appointments and sometimes job opportunities.