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TITLE : English For Human Resources
DISCUSSION : READING

RESUME OF ENGLISH FOR HUMAN RESOURCES

In this book “ENGLISH FOR HUMAN RESOURCES” there are several units. Unit 1 until unit 6. Unit 1 about Recruitment. Unit 2 about selection. Unit 3 about employee relations. Unit 4 about HR development. Unit 5 about Reward and remuneration. And unit 6 about industrial relations.

❖ UNIT 1 : Recruitment

Unit 1 discusses about recruitment. In this chapter we will learn about Job descriptions, Person specifications and Recruitment sources and advertising. And the useful language and skill required are the language of job descriptions, exchanging information, making suggestions and agreeing and disagreeing. In this chapter are also exercises like the example problem.

❖ UNIT 2 : Selection

Unit 2 discusses about Selection. In this chapter we will learn about Job advertisements, a curriculum vitae, the job interview and ageism. And the useful language and skill required are the arranging an appointment, the language of interview questioning and establishing rapport. In this chapter are also exercises like the example problem.

❖ UNIT 3 : Employee relations

Unit 3 discusses about employee relations. In this chapter we will learn about employment contracts, disciplinary and grievance procedures, health and safety at work-stress and workplace injuries. And the useful language and skill required are the language contracts, writing offer and rejections letters, giving and

requesting information. In this chapter are also exercises like the example problem.

❖ UNIT 4 : HR development

Unit 4 discusses about HR development. In this chapter we will learn about HR development practices, dealing with staff problems, appraisal interviews and reports, training courses and equal opportunities and diversity. And the useful language and skill required are making recommendations, the language of appraisal, interviews (diplomatic language, softening disagreement). In this chapter are also exercises like the example problem.

❖ UNIT 5 : Reward and remuneration

Unit 5 discusses about reward and remuneration. In this chapter we will learn about salaries and fringe benefits and salary reviews. And the useful language and skill required are asking for and giving feedback, clarifying, agreeing and disagreeing, interrupting and talking about figures and numbers. In this chapter are also exercises like the example problem.

❖ UNIT 6 : Industrial relations

Unit 6 discusses about industrial relations. In this chapter we will learn about the role of trade unions , labour relations and a wage negotiations. And the useful language and skill required are the language of negotiating (persuading, bargaining). In this chapter are also exercises like the example problem.

CONCLUSION

So this book is made to determine the ideal quickcourse for HR and recruitment professionals who need English for their jobs. It can be used to supplement a regular coursebook, on its own, as a stand-alone intensive specialist course, or for self-study. English for human resources has been developed for people who work in HR and who need English in their job. With this short course, HR managers, their staff, and also those employed in personnel agencies can learn

the relevant expressions and vocabulary that will enable them to communicate effectively in English in their field. English for human resources also deals with issues relevant to the field of HR, every unit end with output exercise, which is related to the topic of the unit and encourage discussion.