

Reading Lesson

A1 Business: One Day at a Time

Reading

Read the text about Evelyn. What does a person who works in the Human Resources Department do?

One Day at a Time

We asked Evelyn Black to tell us about her job in the Human Resources Department.

“When you work in HR, every day is different. That’s because all the people in our company are different. When I get to work at 8:30 a.m., I check my datebook. Then I know what meetings I have for that day. In the morning, I try to see people who have problems. For example, perhaps one of the staff made a mistake and the manager wants to know what to do. I speak to the manager and help him or her decide. Perhaps the person needs to be more careful, or the manager needs to give them clear instructions. I have a break at lunchtime. It’s a good opportunity to chat with people and learn about things in different parts of the company.

“In the afternoon, I talk to people who want to work for our company. I ask them about their occupation now and what they hope to do. Sometimes I give them jobs, and sometimes I don’t, but I listen carefully to all of them. At the end of the day, I complete my datebook with all my meetings for the next day and then I’m ready to go home.”

HR (n): Human Resources Department; the part of a company that hires and trains people



Vocabulary

Choose the correct option.

- When I need to see someone, I write it in my ... and I don’t forget.

a instructions	b datebook	c occupation
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- I don’t know how to use this machine. I don’t have ... for it.

a breaks	b meetings	c instructions
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- I have a/an ... with James now in his office.

a meeting	b occupation	c datebook
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- What is your ... right now? What job do you do?

a datebook	b instruction	c occupation
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Reading Lesson

5. I need to have a ...! It's lunchtime.

a break

b meeting

c datebook

Comprehension

Choose *True* or *False*.

1. Evelyn's day is always the same. **True / False**
2. In her job, Evelyn tells people to be careful. **True / False**
3. Some problems come from instructions that aren't clear. **True / False**
4. Evelyn tells people how to find a good job. **True / False**
5. Evelyn plans the next day before she goes home. **True / False**

Thinking

What do you think is hard about working in the Human Resources Department of a large company?