**Student’s Worksheet 1**

**Exercise 1**

**Read the email below to find out the following information:**

* **What is the name of the new employee?**
* **Who has stopped working?**
* **Which job is still available?**

|  |
| --- |
| Dear Team,  I hope you will all join me in welcoming Sara Bradshaw to our sales team. She’s taking  **1.** \_\_\_\_\_\_ from Tom Clarke, who retired last month. Sara has recently returned to the UK after five years working in the New York office. She **2.** \_\_\_\_\_\_\_\_\_ up a lot of sales tips while she was there, which she’s looking forward to sharing with us.  In addition to her sales work, Sara will be acting **3.** \_\_\_\_\_\_ a temporary marketing assistant. As you are aware, we have already started recruiting for that position and we expect to be able to **4.** \_\_\_\_\_\_ someone on permanently by the end of the month. Let me know if you are interested in applying.  Jason |

**Exercise 2**

**Choose the correct word for each gap.**

1. **A** over **B** up **C** on **D** down
2. **A** got **B** looked **C** picked **D** set
3. **A** in **B** for **C** up **D** as
4. **A** put **B** get **C** take **D** let

**Student’s Worksheet 2**

**Read the sentences below and choose the correct word for each gap.**

**Then talk to a partner about why you have chosen this answer and why you think the other options are not correct.**

1. We hope that offering this bonus will \_\_\_\_\_\_\_\_\_\_ to increased motivation and productivity.

**A** result **B** lead **C** belong **D** head

1. Why didn’t his lack of experience \_\_\_\_\_\_\_\_\_\_\_ up in the interview?

**A** put **B** look **C** come **D** turn

1. Before you send out the contract, make sure you \_\_\_\_\_\_\_\_\_\_ it one more time to check all the details are correct.

**A** go over **B** refer to **C** look back **D** see through

1. Only applicants who \_\_\_\_\_\_\_\_\_\_ this test will be invited to interview.

**A** get on with **B** get through **C** get down to **D** get into

1. Anyone wishing to \_\_\_\_\_\_ time off during the summer must submit a request by the end of this week.

**A** let **B** break **C** put **D** take

**Student’s Worksheet 3**

**Read the text and discuss the questions below with a partner.**

|  |
| --- |
| **Working in Human Resources** |
| Human Resources (HR) managers are responsible for developing, advising on and implementing policies which ensure the effective use of staff in an organisation. They are involved in recruitment, training and development opportunities. They are responsible for dealing with issues related to contracts, salaries and conditions of employment. |

* What skills does an HR manager need?
* What might be the challenges of this kind of work?
* Why do you think people might enjoy working in HR?
* Would you be interested in working in this field? Why? / Why not?

**Student’s Worksheet 4**

**Linguaskill Business Sample Task**

**Choose the correct answer – A, B, C or D.**

Because of the increase in demand they decided to take **1** \_\_\_\_\_\_\_ more staff.

**A** up

**B** on

**C** out

**D** in