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**SPOT CHECK ON „HUMAN RESOURCES“**

**Points: 5 Your points:**

**EXERCISE 1: Find a profession behind the definition:**

1. a person who designs building and houses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. a person who designs roads, bridges, dams etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. a person whose job is to build, repair houses, bridges etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. a person who plans how something new will look and be made \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. a person who answer the phones, write e-mails etc. in an office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Points: 10 Your points:**

**EXERCISE 2**: **In this exercise, you have got 2 tasks to do:**

1. ***TASK 1:*** *Decide if the British addresses are correctly written according the rules. If not, correct them:*
2. ***TASK 2:*** *Write the suitable salutations and complimentary closes to addresses:*

* Jane Taylor, England, Brick Bridge 12, Sussex, Chester, Great Britain, CHE2Y 25Z
* Peter Smith – architect, London, Hampshire, 10 Flower Lane, LO13 1YA, Great Britain, England

**EXERCISE 3: Imagine that you have your own projectant company. You are looking for somebody for a position of a projectant. Here are short descriptions of 2 applicants. Who would you employ and why? Give at least 3 reasons:**

**Points: 8 Your points:**

**Peter:** He´s 27, single, university graduate with a degree in civil engineering. He has experience in drawing projects in drawing programmes CAD and Revit. He has fluent English, communication and organizational skills. He is very independent, a teamplayer, gets on well with colleagues.

**Mark:** He´s 36, divorced, secondary school graduade in a field of civil engineering. He has little experience with drawing programmes. He prefers working in hand. He can speak English and German, is helpful and has got respect in a team of colleagues. Sometimes he is very moody. He is very moody.

**Your answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EXERCISE 4:**

**Points: 8 Your points:**

**Imagine that you are at a job interview for your dream job. Sell yourself to your potential employer. Mention your skills, knowledge, education, personal qualities, social skills, hobbies. Write at least 10 sentences:**



**EXERCISE 5: Choose the correct word to complete the sentences:**

**Points: 8 Your points:**

1. *Normally, before you can get a job, you have to attend a(n) \_\_\_\_\_\_\_\_\_\_\_\_ . If you do well in that, they offer you the position.*
2. **appointment b) arangement c) interview d) meeting**
3. *A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a document which contains all details about somebody´s month´s salary.*
4. **payslip b) payment c) pay day d) wage**
5. *The personal manager decided to \_\_\_\_\_\_\_\_\_\_\_\_\_ a marketing specialist to help with the project.*
6. **fire b) employ c) promote d) hide**
7. *If I want to find a job, I should visit a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ first.*
8. **call centre b) a recruitment agency c) employee d) interview**
9. *When I work 40 hours a week, I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ job, but my colleague works only 10 hours a week, so she has a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ job.*
10. **Temporary–full time b) part time–permanent c) temporary–permanent d) full-time part-time**
11. *This week I worked 48 hours, so I had 8 hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
12. **shifts b) overtime c) part-time d) temporary time**
13. *He is very important person in a company. He is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3 departments.*
14. **in position b) in charge on c) responsible for d) apply for**
15. *This man is somebody who is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ human resources in the company.*
16. **in charge of b deal with c) responsible on d) work on**

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**EXERCISE 6: Read this job advert. with a suitable words according the meaning:**

**JOB ADVERTISEMENT: published (1) \_\_\_\_\_\_\_ www.gumtree.co.uk**

**(2) \_\_\_\_\_\_\_\_\_\_\_\_ : Junior Architect**

The job is for university **(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_** who has a professional degree in  architecture. We are **(4) \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_** a candidate who will have a **(5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_** attitude to their duties.

**(6) \_\_\_\_\_\_\_\_\_\_\_\_:** [Bates Masi Architects](http://archinect.com/batesmasi) Ltd., London  
Bates Masi Architects is a fourteen-person architecture **(7) \_\_\_\_\_\_\_\_\_\_\_\_\_** located in London specializing in modern architecture.

We **(8) \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_** innovative design of buildings

The successful **(9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** qualifications will include:

* **(10)\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**  in construction documents and digital modeling, at least 5 years
* Drawing programmes – CAD, Revit
* Excellent communication and organizational **(11) \_\_\_\_\_\_\_\_\_\_\_\_**
* **(12) \_\_\_\_\_\_\_\_\_\_\_\_\_** English

Please email your **(13) \_\_\_\_\_\_\_\_\_\_\_\_** and **(14) \_\_\_\_\_\_\_\_\_\_\_\_** and samples of design and  construction document work on [info@batesmasi.com](mailto:info@batesmasi.com). No phone calls please.

**Points: 14 Your points:**



**Points: 10 Your points:**



**EXERCISE 7: Decide, if these statements are and correct the wrong ones:**

1. Human Resources Department selects suitable candidates for a job. TRUE – FALSE
2. Successful canditates are not invited for a job interview. TRUE – FALSE
3. Asking a recruitment agency to help with employees is not very common. TRUE – FALSE
4. If your company is profitable, it means it is very successful. TRUE – FALSE
5. When I work just a few hours a week it means I have a full-time job. TRUE – FALSE
6. The abbreviation *Ltd* after company´s name means *limited liability company.* TRUE – FALSE
7. You needn´t send a letter of application when you are looking for a job. TRUE – FALSE
8. When writing a CV, you should highlight your skills and experience. TRUE – FALSE
9. Someone who accepts and tolerates problems is impatient. TRUE – FALSE
10. Somebody who has a job is unemployed. TRUE – FALSE



**TOTAL:**