Career Paths: Human Resources is a new educational resource for HR professionals who want to improve their English communication in a work environment. Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking, and writing. Career Paths: Human Resources addresses topics including types of employees, benefits, interviews, workplace diversity, and employee relations.

The series is organized into three levels of difficulty and offers a minimum of 400 vocabulary terms and phrases. Every unit includes a test of reading comprehension, vocabulary, and listening skills, and leads students through written and oral production.

Included Features:
- A variety of realistic reading passages
- Career-specific dialogues
- 45 reading and listening comprehension checks
- Over 400 vocabulary terms and phrases
- Guided speaking and writing exercises
- Complete glossary of terms and phrases

The Teacher's Book contains a full answer key and audio scripts. The audio CDs contain all recorded material.
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<td>Discussing drawbacks</td>
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<td>Making a suggestion</td>
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<td>Training and Development</td>
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<td>Incident report</td>
<td>dismiss, escort, fire, grounds for, hearing, let go, premises, release, security, termination, violation, warning, write up</td>
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<td>Newspaper article</td>
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<td>Textbook excerpt</td>
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<td>Email</td>
<td>adopt, behavior, change, change management, commitment, denial, exploration, identify, implementation, Lewin's change model, planning, refreeze, resistance, SWOT analysis, unfreeze</td>
<td>Expressing confusion</td>
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<td>4</td>
<td>Workplace Diversity</td>
<td>Webpage</td>
<td>brightest, cultural bias, culture, diversity, employer of choice, EOE, global, heterogeneous, make up, range, reflect, society, welcoming</td>
<td>Making a suggestion</td>
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<td>5</td>
<td>Human Capital Metrics</td>
<td>Handbook excerpt</td>
<td>absence rate, benefits cost, compensation cost, cost per hire, health care costs, hiring costs, HCVA, HR expense, human capital, human capital, human capital metrics, personnel costs, revenue, ROI, turnover rate, value added, workday</td>
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<td>Webpage</td>
<td>anonymous, assess, engagement, fill out, honesty, morale, organizational health, questionnaire, reprisal, satisfaction, survey</td>
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<td>Employee Relations</td>
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<td>argument, complaint, conflict resolution, counsel, employee relations, escalate, grievance, insubordinate, moderate, off the record, official, on the record, party, personal, vent</td>
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<td>8</td>
<td>Succession Planning</td>
<td>Email</td>
<td>advance, bench strength, internal, key, leadership, management, pool, recruit, succession planning, talent</td>
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<td>Talent Management</td>
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<td>Mergers and Acquisitions</td>
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<td>acquisition, buyout, cross selling, economy of scale, horizontal merger, market share, merger, synergy, takeover, turnover, vertical merger</td>
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<td>Handbook section</td>
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<td>Showing understanding</td>
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<td>12</td>
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<td>13</td>
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<td>14</td>
<td>Sexual Harassment</td>
<td>Handbook section</td>
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<td>Reacting to bad news</td>
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<td>15</td>
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<td>Poster</td>
<td>age, based upon, bias, deny, disability, discrimination, gender, illegal, inquire, lawsuit, prejudice, race, religion, sexual orientation</td>
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Get ready!

1. Before you read the passage, talk about these questions.
   1. What are some potential workplace hazards, and how can they be avoided?
   2. What can a worker do if he or she is injured at work?

Reading

2. Read the poster. Then, mark the following statements as true (T) or false (F).
   1. Wearing improper footwear causes a safety hazard.
   2. Workers should wait at least two weeks to file an injury claim.
   3. Workman’s comp does not cover for lost wages.

Vocabulary

3. Match the words or phrases (1-8) with the definitions (A-H).
   1. __ injury
   2. __ health
   3. __ file
   4. __ fall
   5. __ hazard
   6. __ failure
   7. __ protective
   8. __ medical cost

A. a dangerous or risky venture
B. the absence of success
C. a damage or harm to a person
D. an expenditure associated with medical care
E. a person’s state of wellbeing
F. to place a claim on record
G. when something is meant to keep something safe or undamaged
H. to move quickly downward and in an uncontrolled manner
4 Fill in the blanks with the correct words or phrases from the word bank.

**Word Bank**

- compensate
- risk
- claim
- prevent
- workplace safety
- workman's comp
- slip

1. Some workers wear special shoes, so that they do not ______________________________ at work.
2. Many insurance policies ______________________________ workers when they are injured.
3. Employees follow safety procedures to ______________________________ injuries.
4. ______________________________ is a priority for businesses, because it protects workers from injury.
5. Injured workers must file a ______________________________ to be considered for payment.
6. Most businesses have ______________________________, which pays for workers’ medical costs.
7. Employees should avoid any unnecessary safety ______________________________ in the workplace.

5 Listen and read the poster again. What is one way to avoid workplace injuries?

Listening

6 Listen to a conversation between an HR rep and a manager. Choose the correct answers.

1. What is the main idea of the conversation?
   - A. how the company is improving workplace safety
   - B. new changes to workman’s comp
   - C. the penalties for workplace safety violations
   - D. a worker who was injured on the job

2. What can prevent an employee from receiving workman’s comp?
   - A. not waiting a week to file a claim
   - B. being injured in the head or neck
   - C. creating undue workplace hazards
   - D. being injured within a year of employment

7 Listen again and complete the conversation.

**HR Rep:** Hey Frank, I want to talk about an 1 ____________ that happened in your department.

**Manager:** Oh. Sure, Theresa. Did an employee submit a 2 ____________ ?

**HR Rep:** Yeah. The claim was 3 ____________ today, actually.

**Manager:** Oh, okay. What happened?

**HR Rep:** Well, the injury claim is from a warehouse worker. He 4 ____________ on some oil last week, and hit his head.

**Manager:** Ouch! Is he okay?

**HR Rep:** Yeah, he’s alright. He didn’t break anything, because he was wearing his 5 ____________ helmet.

**Manager:** Great, that’s good news. I was worried.

**HR Rep:** Me too. But the doctors expect his 6 ____________ to return in a few weeks.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

**USE LANGUAGE SUCH AS:**

- Did an employee submit ... ?
- That’s good news. / He was wearing his ...

**Student A:** You are an HR rep. Talk to Student B about:
- a worker who was injured
- an injured worker filing a claim
- the health status of an injured worker

**Student B:** You are a manager. Talk to Student A about workplace safety.

Writing

9 Use the poster and the conversation from Task 8 to write a statement about a workplace injury you received. Include: the cause of the injury, steps taken to prevent the injury, and requests for compensation.
Get ready!

1 Before you read the passage, talk about these questions.

1 What traits should someone have to pursue a career in HR?
2 What basic types of HR positions are available?

If you enjoy working with others, consider a career in human resources. The field offers opportunities for many different types of people. If you like to do something different every day, consider becoming a generalist. You’ll need to be versatile. Generalists have to deal with any problem that comes up.

Of course, not everyone likes unpredictability. If that’s you, consider becoming a specialist. These HR representatives become experts in specific areas.

But generalists and specialists have some things in common. For one, they both provide support for staff and business operations. They both report to the Chief HR Officer.

Reading

2 Read the webpage. Then, mark the following statements as true (T) or false (F).

1 ___ The site recommends that specialists be versatile.
2 ___ According to the site, generalists deal with unpredictability.
3 ___ Specialists report to different executives than generalists.

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

1 ___ support 4 ___ Chief HR Officer
2 ___ expert 5 ___ report to
3 ___ career 6 ___ unpredictability

A to be managed and directed by
B occupation, which a person is a part of for a long time
C to provide assistance
D the state or quality of being difficult to anticipate
E an executive that controls and directs all human resources activities
F a person who is very well-trained at something

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 specialist / generalist

A A ____________________ deals with only one type of issue.
B The department ____________________ can help with almost every kind of problem.

2 versatile / specific

A We want you to focus only on one ____________________ problem.
B The HR rep will deal with many issues, so he or she must be ____________________.
Listen and read the webpage again. What are some of the qualities someone should have to work in human resources?

Listening

Listen to a conversation between two HR representatives. Choose the correct answers.

1 What is the conversation mainly about?
   A becoming a Chief HR Officer
   B dealing with unpredictability
   C finding out whom to report to
   D changing careers to a specialist

2 What does the woman recommend?
   A meeting with another specialist
   B studying health insurance issues
   C speaking to the Chief HR Officer
   D becoming an expert in payroll matters

Speaking

With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS AS:

Can I talk...?
You’re a..., right?
Why don’t you...

Student A: You are an HR representative. Talk to Student B about:
• his or her position
• a change you are considering
• what you should do before the change

Student B: You are an HR representative. Talk to Student A about a career change.

Writing

Use the conversation from Task 8 to fill out the career guide.

What type of HR job is right for you?

Type 1: ____________________________
This type of job focuses on one ____________________________ area. You must be an ____________________________ on that topic.

Type 2: ____________________________
This type of job involves many different issues. You must be able to deal with ____________________________, since you can’t know what will come up every day. And that means you’ll need to be ____________________________ enough to address many problems.
absence rate [N-UNCOUNT-U5] The absence rate is determined by comparing the number of workers with absences to the total salary and full-time wage employment.

acquisition [N-COUNT-U10] An acquisition is the purchase of one company by another.

adopt [V-T-U3] To adopt a course of action is to choose it or implement it.

advance [V-I-U8] To advance is to move forward or to improve.

age [N-UNCOUNT-U15] Age is the measurement of how long a person has been alive.

age of majority [N-UNCOUNT-U11] The age of majority is the age at which a person is legally considered an adult.

anonymous [ADJ-U6] If something is anonymous, it is not identified by name.

anticipate [V-T-U9] To anticipate something is to expect it to happen.

appraise [V-T-U1] To appraise something is to determine or judge its value.

approach [N-COUNT-U1] An approach is a way of doing something or considering something.

approve [V-T-U12] To approve something is to accept or agree to it.

argument [N-COUNT-U7] An argument is a disagreement.

assess [V-T-U6] To assess something is to determine or evaluate its nature or its worth.

attract [V-T-U8] To attract someone or something is to interest, draw, or invite it.

bargain [N-COUNT-U11] A bargain is a deal or arrangement reached between two or more parties.

based upon [PHRASE-U15] If something is based upon something else, it is caused by it or directly related to it.

behavior [N-COUNT-U3] A behavior is a way of acting.

bench strength [N-UNCOUNT-U8] Bench strength is the number and quality of employees available to fill positions, including leadership positions, that may become vacant.

benefits cost [N-UNCOUNT-U5] Benefits cost is the amount it costs for a company to provide benefits for its employees.

bias [N-COUNT-U15] A bias is a predisposition toward certain feelings or ideas, regardless of the facts.

boycott [V-T-U12] To boycott a company is to refuse to purchase goods or services from that company as a form of protest against that company's actions or policies.

brightest [ADJ-U4] If someone is the brightest, they are the most intelligent or most promising.

bully [V-T-U14] To bully someone is to use superior strength or power to force them to do something.

buyout [N-COUNT-U10] A buyout is the purchase of enough shares in a company to obtain a controlling interest.

career development [N-UNCOUNT-U1] Career development is the cultivation of opportunities for advancement or success in one's field of employment.

change [V-T-U3] To change something is to cause it to vary or become different in some way.

change management [N-UNCOUNT-U3] Change management is the process of controlling the effects of change on a business.

child labor [N-UNCOUNT-U11] Child labor is the employment of children.

claim [N-COUNT-U13] A claim is a request for payment in accordance with the terms of an insurance policy.

coerce [V-T-U14] To coerce someone is to persuade them to do something against their will using force or superior power.

collective bargaining [N-UNCOUNT-U12] Collective bargaining is the process of negotiation between a union and an employer.

commitment [N-COUNT-U3] Commitment is the act of dedicating or applying oneself or one's resources to something.

compensate [V-T-U13] To compensate someone is to pay them for work performed or to offer recompense for some injury, suffering, or loss.
Career Paths: Human Resources is a new educational resource for HR professionals who want to improve their English communication in a work environment. Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking, and writing. Career Paths: Human Resources addresses topics including types of employees, benefits, interviews, workplace diversity, and employee relations.

The series is organized into three levels of difficulty and offers a minimum of 400 vocabulary terms and phrases. Every unit includes a test of reading comprehension, vocabulary, and listening skills, and leads students through written and oral production.

Included Features:
- A variety of realistic reading passages
- Career-specific dialogues
- 45 reading and listening comprehension checks
- Over 400 vocabulary terms and phrases
- Guided speaking and writing exercises
- Complete glossary of terms and phrases

The Teacher’s Book contains a full answer key and audio scripts. The audio CDs contain all recorded material.