



SPOT CHECK ON „HUMAN RESOURCES“

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: 5

Your points:

Points: 10

Your points:

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

- a) **TASK 1:** Decide if the British addresses are correctly written according the rules. If not, correct them:
- b) **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: _____



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:



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

Points: 8

Your points:

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



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 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. No phone calls please.

Points: 14

Your points:



Points: 10

Your points:

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

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

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TOTAL: