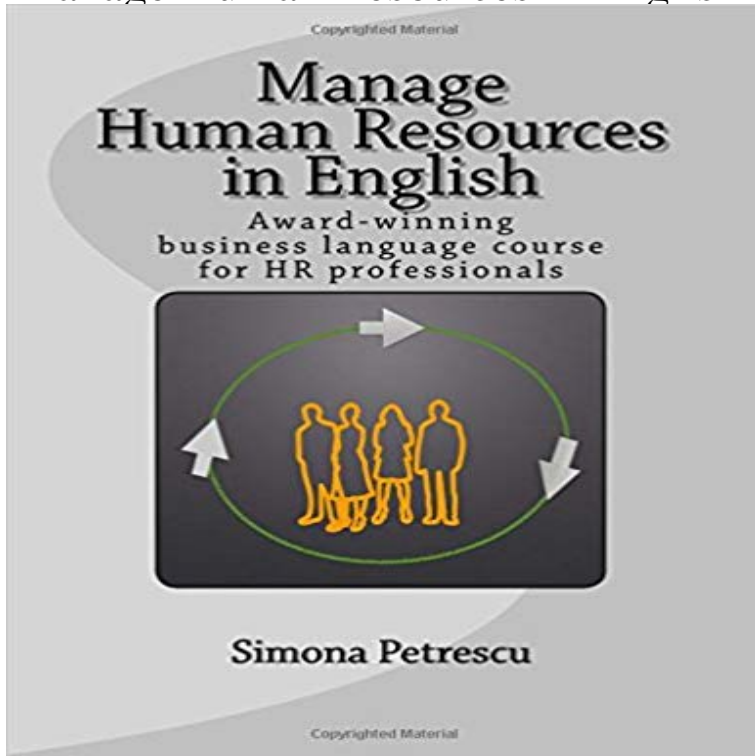


Manage Human Resources in English



This is a course of English for experienced HR professionals with managerial responsibilities. The course is mapped on the HR processes, which were broken down to individual tasks and further into steps that require a particular type of language. Each lesson focuses on an HR task that involves productive communication (speaking or writing). The tasks are examined from the HR content, as well as the language, point of view. The course is suitable for speakers of English from an intermediate level upwards. Language has been approached as a spin-off of the HR processes, in other words it emerged from the work task that was involved in a particular process. Each lesson is centred on a communicative task within the HR process, which is illustrated by a mind map at the beginning the lesson. The lessons are consistently built on a step-by-step pattern, from analysing the conceptual content of the task to the words and to the language structures required to perform the task. In the final stage of the lesson, using a Help Page where the mind map attaches typical language to the communicative task, the learner has to integrate the language learnt and finally perform the task. The concept of this book was awarded the prestigious British Council ELTONS Award for Innovative Writing in 2011.

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