

HR vocabulary the same or different

Without looking at the list below, listen to your teacher and indicate whether you think that the words have the same or different meanings (not thinking about other differences such as formality and connotations).

Mark each line below S for the same or D for different, depending just on their meanings. If there are more than two, they are all the same or all different.

1. Absenteeism/ Skipping work
2. Advertising a vacancy/ Advertising a post
3. Annual bonus/ Christmas bonus/ Performance-related bonus/ Semi-annual bonus
4. Annual/ PA/ Per annum
5. Applicant/ Candidate
6. Application form/ Cover letter/ CV
7. Be dismissed/ Quit
8. Be dismissed/ Be fired/ Be sacked
9. Benefits/ Perks
10. Between jobs/ Unemployed
11. Business hours/ Working hours
12. Businessman/ Office worker
13. CV/ Résumé
14. Casual/ Freelance
15. Certificate/ Qualification
16. Closing date/ Deadline for applications
17. Compassionate leave/ Maternity leave/ Sabbatical/ Sick leave
18. Cover letter/ Letter of application
19. Day off/ Holiday
20. Direct boss/ Line manager
21. Director/ Manager
22. Discrimination/ The glass ceiling
23. Dispatch company/ Recruitment company
24. Diversity/ Equal opportunities
25. Downsize someone/ Lay someone off/ Make someone redundant
26. Duties/ Responsibilities
27. Education/ Qualifications
28. Employee/ Member of staff
29. Employee/ Staff
30. Employees/ Staff
31. Employee/ Worker
32. Entrance test/ Psychometric test
33. Fire someone/ Make someone redundant
34. Freshman/ New recruit
35. Full time/ Permanent
36. Gap year/ Sabbatical/ Year out
37. Gross salary/ Net salary
38. HR department/ Personnel department

39. Headquarters/ HQ/ Head office
40. Income tax/ National insurance
41. Income tax/ Payroll tax
42. Interviewee/ Interviewer
43. Job centre/ Recruitment agency
44. Job for life/ Permanent post
45. Job/ Occupation/ Profession
46. Labor union/ Trade union
47. Maternity leave/ Paternity leave
48. Motivating/ Motivated
49. National insurance/ Social security
50. Overtime/ Overwork
51. Part time/ Temporary
52. Payroll/ Staff levels/ Workforce
53. Performance-related pay/ Profit sharing
54. Personal/ Personnel
55. Personal qualities/ Qualifications
56. Probationary period/ Trial period
57. Quit/ Resign
58. Quit/ Retire
59. Relevant experience/ Relevant experiences
60. Salary/ Wage
61. Staff turnover/ Turnover
62. Training/ Development

Check as a class, then test each other on the vocabulary]

- Play the same listening for the same or different game
- Say one which has a synonym next to it and see if your partner can think of something that has the same meaning

HR discussion questions

Using the vocabulary above if you can/ if you like, discuss these questions together:

Women in business discussion questions

- Is there still a glass ceiling/ discrimination against women in your country?
- Is that changing, for example are companies changing to make things easier for women?
- How can having more women and more women in positions of responsibility help the company?

Recruitment discussion questions

- How do companies usually recruit people in your country? Is that changing?
- How common is using recruitment companies in your country? Is that changing?
- How can recruitment companies help job seekers?
- What advice would you give someone before a job interview?
- How is the job market changing?

Optional cards for students to hold up
One of each card per student

The same	Different
The same	Different
The same	Different
The same	Different
The same	Different
The same	Different
The same	Different
The same	Different