

Reading Lesson

A1 Business: One Day at a Time

Summary: The reading is about a day in the work life of a Human Resources employee.

Time: Approximately 30 minutes

Skills: Reading, Writing, Speaking

Language focus: Vocabulary

Materials needed: One worksheet per student

Reading

Before reading, you may want to ask students to speculate on what working in a Human Resources Department is like and what someone in that position does in a typical day. Ask them to check their ideas as they read.

Key:

A human resources employee attends to meetings, see people that have problems, interview candidates, and organizes their datebook.

Vocabulary

Key:

1. b 2. c 3. a 4. c 5. a

Comprehension

Key:

1. False 2. False 3. True 4. False 5. True

Thinking

Have students respond to the question in small group discussion or in writing.