

Merkulova Galina Dmitrievna

HUMAN RESOURCES MANAGEMENT: ESP COURSE

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ПЕДАГОГИКА, ПСИХОЛОГИЯ, СОЦИОЛОГИЯ

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Galina Dmitrievna Merkulova

Siberian State University of Railway Engineering in Novosibirsk

HUMAN RESOURCES MANAGEMENT: ESP COURSE®

It is essential for every person to get a proper job. There are some reasons to choose the career, for example:

- personal satisfaction;
- chance to meet a lot of people;
- long-term career prospects;
- the opportunity to travel.

Would you say that you are a happy worker, or usually depressed or bored at work? Although many people work only because they have to, there are others who really love what they do. Of course, a lot of employees believe that the best part of their job is the pay cheque. People will naturally hate their jobs if they feel that they are forced to do things which they are not very good at, or which they simply don't like doing. It is obvious that in some cases, such people are in the wrong career. Most experts agree, however, that you should take measures to improve your present job situation before you think about a complete change of direction in search of the perfect job.

So, how do you know if you are in the right career? There are a number of points, which should be taken into consideration. Firstly, can you use the skills and talents you enjoy the most? Studies show that people who truly enjoy what they do for a living are more motivated to work hard, and they feel a greater sense of personal progress. In other words, if you have a passion for what you do, your job will give you both professional and personal satisfaction.

The world of work is changing: outsourcing, international mobility, talent shortages, new labor laws, globalization, shifting demographics, and an ageing workforce. It is becoming increasingly important for future HR managers not only to meet the requirements of today, but be ready for challengers of the future. In the conditions of uncertainty and dynamic changes in the business environment, the importance of having strategy becomes paramount. Business strategy is defined as an ability of use favorite candidates and opportunities to explore new development areas and change boundaries of the business. HR strategy should ensure that there is a clear framework for planning and decision making about the people in the organization and provide a focus on activities such as recruitment, reward, performance management, career development, and training.

At our ESP course for Human Resources Managers students can learn the relevant vocabulary and expressions that will enable to communicate effectively in English in their field.

The course programme gives us a general direction for planning our teaching. To decide on the specific aims for particular lesson, we should think about our learners' needs and the stage they have reached in their learning. A main aim describes the most important thing we want to achieve in a lesson or a sequence of lessons. Subsidiary aims show the language or skills learners must be able to use well in order to achieve the main aim of the lesson. It is essential to combine mixed types of activities at the lessons. You can see some examples of different exercises below:

1. Match the English and Russian terms:

- | | |
|-------------------------------------|----------------------------------|
| 1. assessing | a) название должности |
| 2. salary scale | b) пособия работающих по найму |
| 3. labor relations | c) дополнительные льготы |
| 4. job title | d) тарифная сетка |
| 5. direct compensation of employees | e) проверка, рассмотрение, отбор |
| 6. fringe benefits | f) должностная инструкция |
| 7. screening | g) оценка |
| 8. employee benefits | h) прямые выплаты служащим |
| 9. job description | i) квалификационные требования |
| 10. job specification | j) трудовые отношения |

2. Fill in the gaps with the correct form of the word:

1. He turned out to be the only _____.	apply
2. At this stage an _____ is expected to ask some questions about the company.	interview
3. Candidates should make their _____ on standard forms available at the Human Resources Department.	apply
4. Your experience will help you to handle with the _____ of new team members.	recruit

5. Administrative skills are crucial to make a good _____ director.	manage select promote recruit employ interview
6. This form is very _____ and they usually get what they want.	
7. She was the first woman who has been _____ to administrative job in this company.	
8. You will have to see our _____ officer.	
9. His job is to provide a wide range of activities for the _____ of organization.	
10. Some questions are always asked by the _____.	

3. Match the terms with their definitions:

1. Job Specification	a) Provides information about an individual's skills and knowledge to determine whether that person is suited to the position.
2. Screening	b) Defines the duties, responsibilities of the position.
3. Job Description	c) The Budget.
4. The Statement of Income	d) Details the knowledge, education, qualities, skills needed to perform the job satisfactorily.
5. The Cash Flow Statement	e) A method used to forecast future profitability.

4. Discuss in pairs:

1. What personal traits are necessary to be a good leader? / Emotional stability, dominance, high energy, charisma, etc.
2. What helps the leaders to lead professionally?
3. What do good leaders have to do to create an effective leadership?
4. What measures would you prefer to motivate your employees?
5. What function of personal manager is the most important for you?

It seems to us that needs analysis may be carried out - whether by a specialist or by a teacher - at any of four different levels: (1) the global; (2) the rhetorical; (3) the grammatical-rhetorical, and (4) the grammatical level. Such analyses may, of course, focus upon either written or spoken language at all four levels.

Level	Area specified	Examples
Global	The situations in which learners will need to use the language, and language-related activities which typically occur in those situations	In university classes: lecturing, taking notes, asking questions, reading black-board notes
Rhetorical	The typical way information is organized in any language-related activity	In university lectures: an initial transition from yesterday's lecture, overview of points to be covered, review of standard procedure used in solving a problem
Grammatical-rhetorical	Those language forms used to realize the information structure of the language activity	(In the section of a lecture which reviews standard procedures) - use of the passive aspect as opposed to the active
Grammatical	The frequency with which language forms are used in different communication situations	(In theoretical lectures) - the relative percentages of active and passive verb forms

Decisions about how to present the 'best' learning experience for a group of students inevitably depend on the individual teacher's ability to work out what those students appear to need, while also remaining aware of what they expect to happen in the learning situation.

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