

PEOPLE'S DEMOCRATIC REPUBLIC OF ALGERIA
MINISTRY OF HIGHER EDUCATION AND SCIENTIFIC RESEARCH
LHADJ LAKHDHER UNIVERSITY-BATNA 1
DEPARTMENT OF ECONOMICS, BUSINESS AND MANAGEMENT
FACULTY: HUMAN RESOURCES MANAGEMENT
LEVEL: MASTER 2
TEACHER: Ms. BOUZIDI

Correction of the First Term Exam in English

Exercise One:(1 point)which of the following is the correct dicta of this email address?

Harvey.specter@thepearson_lawfirm.org

- harvey dot specter at the pearsonunderscor law firm dot org-

Exercise two:(5 points)Match each sentence with its correct function in an Email?

If I can be of any further assistance, please do contact me again (**Closing phrases**)

Kind regards(**Signing off**)

I am sorry to inform you(**Reasons for the email**)

Dear Sir/ Madam(**Salutations**)

Thanks for your email(**Opening phrases**)

Exercise Three:(4 points)Order the following presentation sentences from 1 to 5. (**5 points**)

That concludes my presentation today. To refresh your memory.....	4
Good morning, I'm delighted to be speaking with you today.	1
By way of an introduction, my name is Paula and I head up the Human resources management department at Lego.	2
To list the main advantages, there are five main ones to this approach	3

Exercise Four:(4 points)Identify which of the following sentences are features of the soft and hard approach to HRM?

Soft Approach	Hard Approach
<ul style="list-style-type: none"> - Rewards are related to the performance of the employees - motivates employees - Focus on the needs of the workforce 	<ul style="list-style-type: none"> - Dictatorial

Exercise Five:(5points)Put these main headings into a logical order in which they might appear on a CV.

Education	4
personal profile	2
career history	3
personal details	1
key skills	5

Exercise Six:(1point)which of the following should be included in the abstract?

- Findings