



## Formal and Informal Human Resource (HR) Vocabulary

*How can you say the following things in more professional/ formal/ technically correct/ polite/ euphemistic ways?*

1. Sack/ fire
2. Lay off
3. Quit
4. Skipping work/ Bunking off work
5. Job for life
6. Christmas bonus
7. Salary before tax and National Insurance
8. Time off for a funeral
9. Time off to have a baby
10. Direct boss
11. Subordinate
12. Salary per year
13. Perks
14. Trial period
15. Unemployed

*Compare your answers with those under the fold.*

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1. Dismiss
2. Downsize/ Restructure
3. Leave/ Resign/ Hand in your notice
4. Missing work/ Absenteeism
5. Permanent job
6. Annual bonus/ Winter bonus
7. Gross salary
8. Compassionate leave
9. Maternity leave
10. Line manager
11. Member of my...
12. Annual salary/ Salary per annum/... PA
13. Benefits
14. Probationary period
15. Out of work/ Between jobs/ Seeking employment

*Without looking at the top section, test each other the other way round (formal to informal).*