

Emailing on HR topics practice

Choose words from the left-hand column and right-column below related to HR, then say what you would write in an email matching those words, including the whole email from opening greeting to your name at the end. You can be someone writing to the HR department or the HR department writing to a person or people. Your partner will listen to your email, then say what they would write in a reply (even when a reply is maybe not common). Reply to their email if necessary, and continue the exchange until a natural ending. Then take turns starting other email exchanges related to HR in the same way.

Functions	Topics
<ul style="list-style-type: none"> ● announce/ give info about ● apologise for ● apply for ● ask for feedback on ● ask for ideas about ● ask for more information on ● bring forward ● cancel ● check/ confirm/ clarify ● complain about ● enquire about/ inquire about ● explaining/ justifying ● give bad news on ● give a deadline/ deadlines for ● give feedback on ● give good news on ● invite applications for ● invite to ● make suggestions on ● offer ● postpone/ delay/ put back ● remind about ● request ● share data on ● thank for ● warn about 	<ul style="list-style-type: none"> ● (results of) the staff feedback survey ● a job reference ● a job/ job application/ job interview ● (new/ amended) HR policy ● a social event ● conflict ● contract negotiations ● contracts ● downsizing/ reorganisation/ restructuring ● duties/ role/ responsibilities ● early retirement ● failed... ● feedback on... ● overtime ● performance management ● prizes ● recruitment ● redundancy packages ● rules/ regulations ● sabbaticals ● staff development ● successful... ● team building ● teamwork ● top performers ● training ● work-life balance ● working conditions