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## Оценочные материалы для промежуточной аттестации по дисциплине

Иностранный язык

Код, направление подготовки	38.03.03 Управление персоналом
Направленность (профиль)	Кадровое обеспечение и развитие персонала организации
Форма обучения	очная
Кафедра-разработчик	Иностранных языков
Выпускающая кафедра	Государственного и муниципального управления и управления персоналом

## Типовые задания для контрольной работы

Семестр 1

### Контрольная работа №1

1. Read the text and complete the gaps with a suitable word: achieve, gained, qualified, highlighted, valuable, directing, workforce, relationships.

As humans, we constantly develop \_\_\_ and carry our interpersonal skills from childhood to workplace interactions - the core focus of HRM.

Since the mid-1980s, HRM has \_\_\_ recognition as a multidisciplinary field drawing from management, psychology, sociology, and economics.

A pivotal 1994 observation \_\_\_ a significant shift in competitive advantage sources: from capital and technology in the past, to product quality later, and ultimately to human capital today. This prediction has materialized, with most modern managers acknowledging people as their organization's most \_\_\_ asset.

The HRM's goal is maximizing employee contributions to \_\_\_ organizational productivity while simultaneously fulfilling individual and societal objectives. It encompasses hiring, motivating, developing, and retaining \_\_\_ personnel positioned appropriately within the organization.

According to Edward B. Philippo's definition, HRM involves planning, organizing, \_\_\_, and controlling personnel functions. More broadly, it comprises activities, policies, and practices for obtaining, developing, and maintaining the right workforce mix to accomplish organizational objectives.

In essence, HRM represents the art of building and sustaining a competent \_\_\_ to achieve organizational goals efficiently and effectively, balancing organizational needs with employee fulfillment and societal responsibilities.

2. Choose the correct tense for the verbs. Select from: Present Simple, Present Continuous, Past Simple, Past Continuous, Present Perfect.

1. Large organizations typically \_\_\_\_\_ a number of levels of management.
  - a) had (Past Simple)
  - b) have (Present Simple)
  - c) are having (Present Continuous)
  - d) have had (Present Perfect)
2. Managers \_\_\_\_\_ according to their level in the organization.
  - a) differentiated (Past Simple)
  - b) can be differentiated (Present Simple)
  - c) are differentiating (Present Continuous)
  - d) have differentiated (Present Perfect)
3. Top managers \_\_\_\_\_ up the relatively small group of executives who control the organization.
  - a) have made (Present Perfect)
  - b) make (Present Simple)
  - c) are making (Present Continuous)
  - d) made (Past Simple)
4. They \_\_\_\_\_ the organization's goals, overall strategy, and operating policies.
  - a) established (Past Simple)
  - b) establish (Present Simple)
  - c) are establishing (Present Continuous)
  - d) have established (Present Perfect)
5. The job of a top manager \_\_\_\_\_ likely to be complex and varied.
  - a) has been (Present Perfect)

- b) is (Present Simple)  
b) is being (Present Continuous)  
c) was (Past Simple)
6. They often \_\_\_\_\_ long hours and spend much of their time in meetings.  
a) work (Present Simple)  
b) are working (Present Continuous)  
c) worked (Past Simple)  
d) have worked (Present Perfect)
7. Top managers \_\_\_\_\_ decisions about activities such as acquiring other companies.  
a) made (Past Simple)  
b) are making (Present Continuous)  
c) make (Present Simple)  
d) have made (Present Perfect)
8. Middle management \_\_\_\_\_ probably the largest group of managers in most organizations.  
a) has been (Present Perfect)  
b) is (Present Simple)  
c) is being (Present Continuous)  
d) was (Past Simple)
9. They primarily \_\_\_\_\_ for implementing the policies developed by top management.  
a) are responsible (Present Simple)  
b) are being responsible (Present Continuous)  
c) were responsible (Past Simple)  
d) have been responsible (Present Perfect)
10. In recent years, many companies \_\_\_\_\_ the ranks of middle managers.  
a) thin (Present Simple)  
b) are thinning (Present Continuous)  
c) thinned (Past Simple)  
d) have thinned (Present Perfect)
11. Middle managers \_\_\_\_\_ necessary to bridge the upper and lower levels of the organization.  
a) are (Present Simple)  
b) are being (Present Continuous)  
c) were (Past Simple)  
d) have been (Present Perfect)
12. They \_\_\_\_\_ also be a significant source of innovation and productivity.  
a) could (Past Simple)  
b) can (Present Simple)  
c) are (Present Continuous)  
d) have been (Present Perfect)
13. First-line managers \_\_\_\_\_ and coordinate the activities of operating employees.  
a) supervise (Present Simple)  
b) are supervising (Present Continuous)  
c) supervised (Past Simple)  
d) have supervised (Present Perfect)
14. Common titles for first-line managers \_\_\_\_\_ foreman, supervisor, and office manager.  
a) have been (Present Perfect)  
b) are (Present Simple)  
c) are being (Present Continuous)  
d) were (Past Simple)
15. These \_\_\_\_\_ often the first positions held by employees who enter management.  
a) are being (Present Continuous)  
b) are (Present Simple)  
c) were (Past Simple)  
d) have been (Present Perfect)

3. Match the terms with their definitions:

to supervise, executive, experienced, to retire, management, to implement, to hire, occupational, employment, competitive.

1. a high-ranking manager who has the authority to make important decisions in a company.
2. the process of organizing people and resources to achieve business goals efficiently and effectively.
3. to carry out or execute something that has been decided or designed.
4. to watch over and direct the work of others ensuring tasks are completed correctly and according to standards.
5. to employ someone offering him/her a position within an organization.
6. be able to perform as well as or better than rivals.
7. related to a job or profession.
8. the state of having a paid job.
9. to leave one's job or career permanently, usually due to age.
10. having skills, knowledge and practical wisdom gained from doing something for a long time.

Семестр 2

Контрольная работа № 2

1. Read the text and complete the gaps with the given words: *hiring, advertisements, workload, applications, employees, communication, appealing*.

AI recruitment technology offers significant advantages to modern \_\_\_ processes. AI automates time-consuming tasks like resume screening, interview scheduling, candidate scoring, reducing the \_\_\_ for human recruiters. Well-trained AI helps to create inclusive job \_\_\_ and evaluate candidates objectively. AI-powered chatbots enable \_\_\_ with all applicants, keeping candidates informed throughout the process and improving company reputation. AI revolutionizes mass recruitment by quickly scanning thousands of \_\_\_ for relevant qualifications and skills. Intelligent platforms identify and remove gender-biased language from job descriptions, making positions more \_\_\_ to diverse candidates. Overall, AI simplifies the hiring process, strengthens diversity initiatives, and builds stronger relationships with potential \_\_\_.

2. Answer the questions to the text above.

1. What specific time-consuming tasks does the text mention that AI can automate in the recruitment process?
2. What is the main advantage of using AI in recruitment mentioned in the text?
3. How do chatbots help during the hiring process?
4. What happens when AI removes gender-biased language from job descriptions?
5. According to the text, how does well-trained AI help promote inclusivity in the hiring process?

3. Put the verbs in brackets into the correct form of the Passive voice:

1. Information in the company (exchange) through various communication channels.
2. Last year, thousands of job applicants (process) by our new AI recruitment system.
3. Currently, a new guide to business communications (develop) by our HR department.
4. The company's reputation (affect) negatively since the communication problems began.
5. Next month, a new AI hiring procedure (implement) to improve communication with applicants.
6. During the recruitment process, applicants' messages often (ignore) due to the high volume of applications.
7. The company's communication skills training (attend) by all employees last quarter.
8. Since the implementation of our new system, business operations (conduct) more effectively.
9. Currently, the payroll operations (transfer) to a more efficient system.
10. The new advertisements for the upcoming product (include) in next month's marketing campaign.

4. Match the term and its definition: customer, software, application, vendor, feedback, payroll, supervisor, government, frustration, policy.
1. A person or organization that buys goods or services from a business.
  2. The list of employees who receive salary or wages, or the total amount of money paid to these employees.
  3. A person or company that sells goods or services to others.
  4. Information about reactions to a product, service, or performance that is used as a basis for improvement.
  5. The group of people with authority to govern a country or state.
  6. A person who oversees and directs the work of others.
  7. A set of rules or guidelines that determine how an organization operates.
  8. A formal request for something (like a job), or a software program designed to perform specific tasks.
  9. Programs and operating information used by computers to perform specific tasks.
  10. The feeling of being upset or annoyed as a result of being unable to achieve something.

### Типовые вопросы к зачету:

#### 1 семестр

Устное монологическое высказывание (20-25 предложений) по пройденным темам.

1. Student Life and Education. Study and Work: How to Manage Both? Important Skills for Students: Time Management and Networking.
2. Science and HR. Does Psychology Help in Working with People? What Motivates Employees?
3. Jobs and Careers. What Jobs Are Available in HR? How to Build a Career in Human Resources?

#### 2 семестр.

Устное монологическое высказывание (20-25 предложений) по пройденным темам.

1. Technology in HR. How Does Artificial Intelligence Help in Recruitment? Popular HR Tools.
2. Social Issues. Diverse Teams: How to Work Together? Eco-Friendly Offices: How Can HR Help?
3. Business Communication. How to Write Emails and Reports? How to Conduct On-line Interviews?