

101 Expressions for HR Professionals

+ 5 simple activities to play, practise and learn every day!



Alena Konečná

Access the list of 101 expressions

1. Is DuoCards new to you? Use this [link to download the FREE DuoCards app](#) and create your account!


2. Do you use DuoCards already? Use this [link to connect with me!](#)

If you connect with me, we will both receive 1 month of the Premium.

I will NOT be able to see your activity in the app.

 3. Use this [link to access](#)

the 101 Expressions for HR Professionals



Probationary period

Employee engagement

Redundancy

How to use DuoCards

You can simply **practise the vocabulary** in the 101 Expressions set using the DuoCards app.

You can **create your own set** and add new expressions from other materials or the library within DuoCards.



watch the tutorial video

If you prefer to have the translation of the word on the card, you can edit the card.



watch the tutorial video



**Incentive
program**



Ambiguous




Learn, practise and play to sound more professional in 2 minutes a day!


No time to improve your English? Here are three activities that will take you only around **2 minutes**! No more excuses ;)

 **“Use it!”** - pick a random word from the list of expressions and use it in a sentence.

Tip: write the sentence just for yourself or go to LinkedIn, Facebook, or other social network and use the word in a comment or a message to somebody.

 **“Taboo!”** - pick a random word from the list of expressions and explain what it means without actually using it.


Tip: this is a life-saving skill! It is completely normal to forget how to say something - even in our mother tongue!

 **“What do you think about XXX?”** - pick a random word from the list of expressions and imagine someone asked you “What do you think about [the random word]?”

Tip: try to speak for at least 60 seconds. It will be challenging at first but it will get better, I promise :)

Learn, practise and play to sound more professional in 10 minutes a day!

Maybe you have a bit more time today, maybe you want to try something different. Here are two more very effective activities that can take you between **5 - 15 minutes**.

 **“Positive, negative, question”** - pick a random word from the list of expressions and use it in 3 sentences, for example: There are many opportunities for promotion in this company. He didn't get the promotion he expected. Will you give him a promotion?

Tip: you can also use the word in different tenses (present, past, future)




 **“One day, I...”** - open the list of expressions and create a story using at least 10 words. Every time you use a word, go to the next one.

Tip: don't worry, you don't have to sound like Shakespear! The craziest story, the easiest it will be to remember the expressions :)

Next steps?

consistent practice makes confident

It is not necessary to know all these expressions right away. You are not a walking dictionary!

-  Make sure you **practise** saying the words **out loud**.
-  Find at least **3 minutes a day** to actively connect with English. Use an alarm on your phone or a notification of DuoCards app.
-  Get **feedback**. All of the activities can be practised with other people. Practising together with a friend, colleague or a family member can be both fun and effective!



Be kind to yourself! Life happens and it is OK to skip a day or two. Every day counts but it is OK to take a break :)

Thank you!

I appreciate that you took the time to read this e-book and (fingers crossed!) started practising the 101 Expressions for HR Professionals. I hope you will find the list and the activities fun, challenging and useful!

If you have any questions or feedback, don't hesitate to reach out.

Good luck, I hope to get to know you better!

Alena Konečná

Are you ready to feel more confident when speaking English at work?

Send me a private message on LinkedIn saying "CONFIDENCE" "and I will share with you my latest project!



"We are what we repeatedly do. Excellence, then, is not an act, but a habit."

Aristotle