

HR Letters

Human Resource Letters - 4

C1 – C2

Module 1

Summary

- ❑ Complaints About An Annoying Co-worker.
- ❑ Conflict Resolution Between Two Warring Colleagues.
- ❑ Exercises.

Here's What
We will be
Learning in this
Presentation:



Vocabulary

Whiny: complaining; fretful; cranky.

Lose your cool: fail to maintain a calm and controlled attitude.

Breaching: an act of breaking a law, promise.

Deem: regard or consider in a specified way.

Reprimand: a formal expression of disapproval.

