Human Resource Letters - 4

C1 – C2

Module 1

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

Summary

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

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Vocabulary

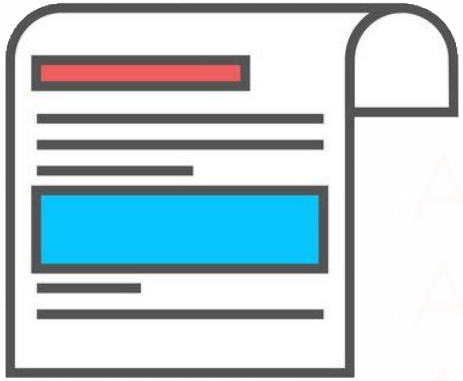
Whiny: complaining; fretful; cranky.

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.



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