# 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

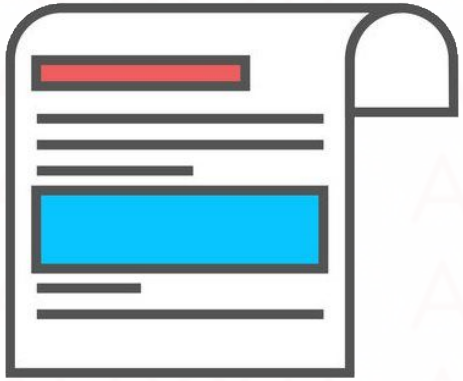
**Whiny:** complaining; fretful; cranky.

**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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