1. **Seminar**

This year, the EnglishSmart company will organize a seminar to introduce new products.

All the employees are busy prepare for this event. To assurance for thoughtful assistance stages, human resource plan will hire 2 secretary more and 5 receptionist. One assistant is also hired to convenient for assistance and report. Brochure, voucher, manual and catalogues of products be prepare carefuly to attractive participant. To attend seminar, the participant must register online on company website or they must make procedure register on the spot at day takes place seminar. Here president will introduce about current consumer trends and new products. This time seminar be expectation will attractive a lot of representations as well as the partners come from large company.

1. **Contract**

Executives of ES company call for director of partner company to make an appointment discuss about upcoming project. This project relate to contract negotiation with a supplier. However, he is attending international conference at Tokyo, this employee had to make leave a message for receptionist.

1. **Candidate**

To become official employee at ES company, the candidates must spend through an interview with director. Thereafter, they will take part in a training session for 2 month. After the training, the applicants will sign probationary contract and assigned work depend on situation. For 2 this months, they must demonstrate be themself talent. If candidate work not effective, they will substituted by other person or fired. else , if working is well, they will sign official contract and take adequate insurance medical. Become official employee acsynonym with the affear must facte to face with workflow giant and dark deadline. Official employees are mandatory must attend meeting every month to contribute idea and propose strategy. Lastest month, exellent employee will be given awards.

1. **Schedule**

The ES copany plan to renovate facility and relocate a branch at Linh Trung and merge with headquarters. Due to noising while prepare and not want work interrupted, company decide reschedule working. However, This affear cause expense unexpected. So company decide reimburse for that expenses as a way encourage employee go to work. Company expected the reparing will finish ahead of schedule or on schedule, However, Due to the reason of weather, the reparing behind schedule to 5 days to finished.

1. **Caterer**

Next month, company will organize a retirement party for a supervisor large old as well as anniversary annual. Due to tight budget, company is not make an reservation at restaurent as annual which instead that will organize self-sufficient at company. To in preparation for reception, company contacted with a renowned caterer. However, having malfunction in payment due to the receipt losted. So shipping was interrupted. Manager immediately resolve issue and make colleague impressed with how handle clever.