



Spanish for Human Resources Managers

William C. Harvey M.S.

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With increasing numbers of non-English-speaking Hispanics entering the national work force and making positive contributions in business and industry, it's important for personnel managers to know a few fundamentals of spoken Spanish, plus Spanish phrases to cover the specialized vocabulary used in personnel offices. Such ability enables them to interview prospective employees, make sensible hiring decisions, help applicants fill out forms, and explain job duties and employee benefits. William Harvey offers basic Spanish instruction that avoids the drudgery of formal grammar training, but gives personnel managers and job supervisors enough of the language to communicate effectively. Helpful dialogues are presented that simulate bilingual interviewing and job instruction, and all needed words and phrases are accompanied by easy-to-read pronunciation aids to speed the learning process. The book also features a bilingual glossary and a study review section.

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