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|  | logo_membrete**SERVICIO NACIONAL DE APRENDIZAJE SENA**  **PROGRAMA DE ARTICULACIÓN CON LA EDUCACIÓN MEDIA TRANSVERSALIDAD INGLÉS** |
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**Taller Plan de Mejoramiento 2**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ficha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Read about Steven Smith typical day. Then complete the information about his day. After that, complete the chart with your own information.*

Steven Smith

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| Hi. My name’s Steven Smith. I’m Canadian and I live in Toronto. I live with my partner, Leila. She’s a nurse. We have a son, Peter. He’s three. I work for a Bank in Toronto. I get up at five o’clock, and I leave home at 5:30. I go to work by bus. It takes an hour and it’s very crowded. The normal time to start work at my company is seven o’clock. I get to work at 6:30 because I always have a lot of work. I finish work at 6 o’clock every day. I get home an hour later. It’s a long day, but I don’t work on the weekend. |

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| **A typical day** | **Smith** | **You** |
| 1. I get up at |  |  |
| 1. I leave home at |  |  |
| 1. I go to work by |  |  |
| 1. I get to work at |  |  |
| 1. I finish work at |  |  |
| 1. I get home at |  |  |

**Put the words in the correct order to make the interviewer’s questions**.

1. you / get up / do / what time?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. do / leave / you / what time / home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. go / how / you / do / to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. get / what time / to work / you / do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. finish / do / what time / work / you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. home / what time / you / do / get? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**After you organize the questions, ask those questions to one of your classmates. Then change roles.**

**Prepositions**

Complete the sentences with the correct preposition, ***at, by, for, from, in.***

1. I get to work \_\_\_\_\_\_\_ 7:30 a.m.
2. We come \_\_\_\_\_\_\_\_\_\_\_\_ Colombia.
3. I work \_\_\_\_\_\_\_\_\_\_\_\_\_ Air Europe.
4. They live \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ London.
5. We go to work \_\_\_\_\_\_\_\_\_\_\_\_\_ bus.
6. I need English \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my job.
7. They finish work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6:00 p.m.

Business Language

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| *Stephanie Debord*  I’m a lawyer in the south of Belgium and my clients work in agriculture. They do business with countries like the UK and the USA. They get a lot of documents in English. So I read and explain the documents for them. I don’t speak English at work. I sometimes answer the phone, but it’s difficult to understand. I prefer using English for emails and letters. |

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| *Timo Kekkonen*  English is very important in my job. All the information I need is in English. My colleagues are in the USA. We speak on the phone and write emails in English. I use English all the time, speaking English is a normal part of my life. I love speaking English and working with people from other countries. It’s great. But when I write emails in English I make a lot of spelling mistakes. It’s really tricky! |

***Okay, now answer the following questions to see if you got the idea…circle the correct answer:***

**Stephanie Debord needs English to…**

1. visit her relatives in the UK.
2. learn some of her favorite recipes.
3. communicate with her husband.
4. read and explain the documents for her clients in Belgium.

**Timo Kekkonen needs English for…**

1. sing karaoke every time he can.
2. write and speak with his colleagues in the USA.
3. read the local newspaper every day.
4. fill in some customer satisfaction surveys.

**True Or False?**

1. Stephanie is a lawyer ( )
2. Her clients don’t work in agriculture ( )
3. Her clients do business with countries like UK and USA ( )
4. She writes and explains the documents for her clients ( )
5. She speaks English in her office all the time ( )
6. In her opinion, it’s easy to understand English when she answers the phone ( )
7. Timo doesn’t make spelling mistakes when writing emails ( )
8. His colleagues are in New York and Los Angeles ( )
9. He dislikes English ( )
10. Timo speaks Spanish with his colleagues all the time ( )

Starting a phone call

**Complete the sentences and questions** **1 - 8 with the words and phrases** **a - h.**

1. Good morning. Cosmic International. How…
2. Hello. Could…
3. Are you…
4. I’m calling…
5. Who’s calling…
6. Hold…
7. This …
8. Just a …

|  |
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| **1 \_\_\_\_\_ 2\_\_\_\_\_ 3\_\_\_\_\_ 4\_\_\_\_\_ 5 \_\_\_\_\_ 6\_\_\_\_\_ 7\_\_\_\_\_ 8 \_\_\_\_** |

1. ***…is Carol Brunner.***
2. ***…about the meeting.***
3. ***….please?***
4. ***…moment, please.***
5. ***…free on Monday afternoon?***
6. ***…can I help you?***
7. ***…on, please.***
8. ***…I speak to Mr. Johnson?***

**Do the phrases have the same meaning?** Write **yes** or **no.**

1. hold on, please **=** Just a moment, please \_\_\_\_\_\_\_

2. I’m calling about …. **=** Yes, speaking. \_\_\_\_\_\_\_

3. It’s … **=** This is …\_\_\_\_\_\_\_

4. How can I help you? **=** How are you? \_\_\_\_\_\_\_

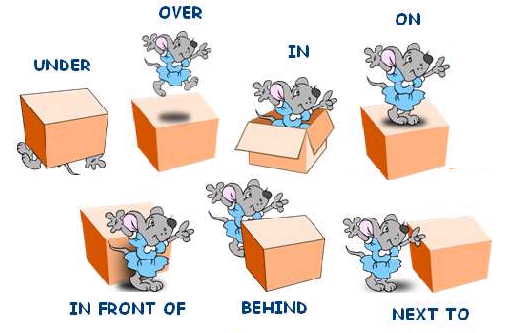
5. Who’s calling, please? **=** Is that Ingrid? \_\_\_\_\_\_\_

6. I’m phoning about … **=** I’m calling about…\_\_\_\_\_\_\_

7. Can I speak to …? **=** Could I speak to…? \_\_\_\_\_\_\_

8. Fine, thanks. **=** Good morning. \_\_\_\_\_\_\_

**Look at the mouse and comprehend the prepositions:**



**Now, look at the picture of the office. Complete the sentences with the correct preposition.**



1. The computer is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the desk.
2. The agenda is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the mouse.
3. The clock and the calendar are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the wall.
4. The computer screen is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the keyboard.
5. The pens and pencils are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the cup.
6. The desk is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ all that office stuff.
7. The notes are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the computer’s screen.

Business Cards

1. **Read the information on these business cards**

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| --- |
| **PACIFIC**  **ADVERTISING AGENCY | Yoshiro Takeo –Copywriter**  ***Creative Division***  12th floor, Mita-Kokusai Building  3-1-6 Shinohara-Nakamachi, Minato-ku,  Tokyo 176 0014  Tel: (81) 03-5227-061 Fax: (81)03-5227-068/9  E-mail: creat@pacificadvertising.co.jp |

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| UC  **UNIVERSITY OF CHATANOOGA**  Tennesse  **DEPARTMENT OF ENGINEERING**  Dr. Jasmine Akanje  Bos 122, Chatanooga, TN 37314-674, USA  Tel: (1) 615-9123-146 Ext.1472  E-mail: Jakanje@ten.chatt.educ |

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| **Sanjay Shiraz**  ***Raj Software Design***  **Software Designer**  **97 Jai Singh Road, PO BOX N° 28**  **New Delhi 116 9974**  **Tel: (91) 11 371 2922 / 2923 Fax: (91) 11 371 1866**  **TELEX: 472296 IND** |

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| NOVALUX S.A.  2 Avenue Louis Durand, 13456 Marseille, France  Tel: (33) 5786 11004  **FLORENT CANAUX**  *Senior Manager*  Purchasing Department  e-mail: *florent.canaux@novalux.co.fr* |

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| BRYCE ANDERSON  FINANCIAL SERVICES  ELENA FINKELSTEIN  **ACCOUNTANT**  **101 PROSPEKT MIRA**  **129812 MOSKOW**  **TEL: (7) 095 247911**  **E.MAIL: FINKEL.E@BRYCEANDERSON.GLAS.APC.ORG**  LONDON \* PARIS \* MOSKOW \* HONG KONG \* ROME |

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| KANGNAM  INTERNATIONAL  BOOK COMPANY  Assistant Manager  Promotions Department  **HANNAH BACINO**  **Sung Ding BD 234-1 Sungjak-Ku, Seoul 147-643 Korea**  **Tel: (82) 2 471 6632 Fax: (82) 2 471 6624**  **Skype id: cookbooks789**  **E-mail: hbacino@kangman.co.kr** |

**Now match the names on the left with the correct information on the right.**

Raj Software Design is a teacher of engineering.

Elena Finkelstein is on the twelfth floor.

Florent Canaux has offices in Dubai.

Bryce Anderson is a book company.

Dr. Akanje works in the Purchasing Department

Yoshiro Takeo’s office is an accountant.

Kangnam International is a software designer.

Sanjay Shiraz has branches in Rome and Paris.

**Complete the sentences. Use the words in the box**

|  |
| --- |
| e-mail address Tokyo works Marseille extension fax |

1. Yoshiro Takeo works in …………………..
2. Dr. Jasmine Akanje ……………………for the University of Chattanooga in Tennessi.
3. You can contact Sanjay Shiraz by Skype, cell phone, and ……………..
4. The Novalux office is in …………………….
5. The …………………….of Bryce Anderson Financial Services is 101 Prospekt Mira, 129812 Moskow, Russia.
6. You can contact Hannah Bacino by ……………………….. . Her e-mail is hbacino@kangman.co.kr
7. Dr. Akanje’s telephone number is (1) 615 9123 146. Her …………………………is 1472.

**Write the questions**

**Examples:**

1. *What is Yoshiro Takeo´s e-mail address?*

Yoshiro Takeo’s e-mail address is creat@pacificadvertising.co.jp.

1. *Where is the Kangnam office?*

The Kangnam office is in Seoul.

1. ……………………………………………………………………………………..

Elena Finkelstein’s telephone number is (7) 095 247911.

1. ……………………………………………………………………………………..

The Novalux office is in Marseille.

1. ……………………………………………………………………………………..

Yoshiro Takeo’s fax number is (81) 3 5227 0689.

1. ……………………………………………………………………………………..

The University of Chattanooga is in Tennessee.

1. ……………………………………………………………………………………..

Florent Canaux’s e-mail address is florent.canaux@novalux.co.fr

1. ………………………………………………………………………………………

The Raj Software Design office is in New Delhi.

1. ………………………………………………………………………………………

Hannah Bacino’s Skype id is cookbook789.

Company Descriptions

**Read the information about some of Asia’s major companies.**

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| **Sony**  Sony has more than 150,000 employees and 65 factories worldwide. The 52 year-old Japanese company is involved in music, movies, and consumer electronics. |

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| **Hyundai**  South Korea’s largest car maker. Hyundai is expanding into China, India, and Indonesia. |

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| **Jollibee**  The Jollibee Food Corporation is the top fast food chain in the Philippines. It has 55 percent of total fast food sales. It has branches in the United States. |

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| **Bajaj Auto LTD**  Bajaj Auto Ltd. is India’s leading two and three wheel vehicle manufacturer. The company exports to more than 70 countries and sold 1.4 million vehicles in the last financial year. It is the largest three-wheel vehicle manufacturer in the world |

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| **Evergreen Marine Corporation**  It is one of the world’s largest shipping companies, with around 100 ships. This Taiwanese company is now expanding into airlines and ports. |

**Write the questions.**

1. ……………………………………………………………………………..…..?

More than 150,000.

1. What …………………………………………………………………………..?

It makes cars.

1. What ……………………………………………………………………………?

It sells fast food.

1. What kind of ………………………………………………………………….?

It produces two-and three-wheel vehicles.

1. How many …………………………………………………………………….?

It has around 100.

**Write a description of your favorite company and answer why you like it so much? You can follow the companies’ descriptions above.**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Lifestyles…**

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| Teacher Patricia is a great teacher, she lives in Buga, but she works in Cali. She teaches English and she loves her students. The problem is that her students don’t really appreciate her sacrifice. They don’t study seriously, don’t do homework, they “*copy-paste*” from the Internet. “Sometimes I think”, the teacher says “*they ignore how necessary education is*”. She has to take the bus from Buga to Cali every day. How long does the journey take? “It takes an hour and a half”. Do you find the journey stressful? “Well, a little bit. I take the bus at 5:30, then I get off at the bus terminal, then I get another bus to school. Doing the same journey every day by bus is hard because the traffic is complicated at that hour and I have to get 2 buses! Teacher Patricia spends a lot of money in transportation and she arrives home late. Currently she studies music and she buys great books, “*I buy books because I love knowledge, but I study music because it’s my therapy*”. |

**PRESENT SIMPLE *he/she/it***

Read the examples and grammar rules.

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| **Positive**  Teacher Patricia **lives** in Buga, but she **works** in Cali. Her journey **takes** an hour and a half.  Currently she **studies** music and she **buys** great books.  **Negative**  She doesn’t live in Cali, she lives in Palmira.  **Question** **Short answer**  Does she work in your school? Yes, she does.  Does she think her students appreciate her sacrifice? No, she doesn’t.  **Question**   **Answer**  How long does the journey take? It takes an hour and a half.  What time does she arrive back to Buga? She arrives late. |

**Look at the verb endings listed in the table below.**

|  |
| --- |
| **live lives**  **work works**  **take takes**  **study studies**  **buy buys**  **love loves** |

Can you say what the difference is between them?

Yes, the difference is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Complete the description of Karina Fisher. Use the correct form of the verb on brackets:**

Karina Fisher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**come**) from Germany. She \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**live**) in Hamburg and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**work**) for a company which\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(develop) computer software. She \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**go**) to work by car and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**start**) work at 8:00 am. At work she \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ (**not, have**) time for lunch, so she usually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**eat**) a sandwich at her desk. She \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**work**) late so she \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_(**not, go out**) a lot in the evenings. Her hobby \_\_\_\_\_\_\_\_\_\_\_\_\_\_(**be**) painting. She \_\_\_\_\_\_\_\_\_\_\_\_(**paint**) landscapes and she \_\_\_\_\_\_\_\_\_\_(**have**) exhibitions of her paintings in Hamburg.

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