

Name: _____

Date: _____

Everyday Conversations & Personal Information: 4-Skills Assessment

Section 1: Listening Comprehension

Guion de audio: Escucha mientras tu docente o compañero lee este diálogo de recepción en una oficina entre Carlos y Elena:

Carlos: "Hi Elena! I really need to talk to you."

Elena: "Hi Carlos! By all means, go ahead. How can I help you today?"

Carlos: "First of all, I am not feeling well. I have a severe headache, and I was thinking about leaving early."

Elena: "I understand completely. You can count on me. Before you leave, please give me your full name and an emergency contact number for the office records."

Carlos: "Thank you! My name is Carlos Gomez, and my contact number is 555-0192."

1. Why does Carlos need to speak with Elena?

- ☐ A) He wants a promotion. ☐ B) He feels sick and wants to go home early. ☐ C) He needs to borrow office equipment.

2. Which phrase does Elena use to give Carlos permission to speak immediately?

3. What expression does Elena say to show Carlos she will support him?

- ☐ A) "A little risky" ☐ B) "I was thinking" ☐ C) "You can count on me"

4. Which two specific pieces of personal information does Elena ask Carlos to provide?

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5. Carlos states his contact number as:

☐ A) 555-0129

☐ B) 555-0192

☐ C) 555-0912

☐ D) 555-1092

Section 2: Reading Comprehension & Privacy

Lee el texto a continuación:

Everyday conversations in modern offices follow four key steps: **Greeting, Asking, Answering, and Closing**. When colleagues discuss personal topics or illness, they use fixed phrases called **language chunks**, such as "*By all means*" or "*First of all*."

Furthermore, professionals must be careful with digital privacy. Sensitive personal details like home addresses, national ID numbers, and private telephone numbers should never be posted on public noticeboards or shared with unknown visitors. For practice and public role-plays, language coaches recommend using fictional information (such as *Alex Brown* or *555-1234*) to protect personal identity and maintain cybersecurity.



6. According to the text, what is the main benefit of learning fixed expressions as "language chunks"?

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7. Identify the four stages of a standard conversation listed in the passage:

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8. True or False: It is safe to share your private home address and national ID with any office visitor.

☐ True

☐ False

9. Why do language teachers recommend using invented details (like Alex Brown, 555-1234) during classroom activities?

10. Which transition phrase from the text is used to introduce the primary point or first reason?

Section 3: Writing & Language Chunks

Banco de palabras: thinking | By all means | First of all | count on me | How can I help you

11. Completa la oración: "May I ask you a quick question?" : "Yes, _____! Go right ahead."

12. Completa el espacio en blanco usando la estructura del pasado continuo: "I was _____ about scheduling a quick meeting for tomorrow."

13. Elige el verbo correcto: "Fortunately, you and your coworker _____ similar interests."

☐ A) share

☐ B) had

☐ C) compare

☐ D) carry

14. Reordena las palabras mezcladas para formar una oración cortés en el trabajo:

you / help / today / I / can / how / ?

15. Imagina que un compañero de trabajo te dice: "*I have an emergency at home and need to leave now.*" Escribe una respuesta breve y comprensiva (2 oraciones) usando la expresión "**You can count on me**" y ofreciendo ayuda.

Section 4: Speaking & Role-Play Prompts

Trabaja con un compañero. Lean cada consigna en voz alta y respondan usando oraciones completas en inglés.

16. Inicio de un diálogo: Practica saludar cordialmente a tu compañero y decir que necesitas hablar con urgencia. ¿Qué frase dirás primero en voz alta?

17. Dar permiso para hablar: Tu compañero te pregunta si puede hablar contigo durante cinco minutos. Di en voz alta dos expresiones naturales que puedes usar para invitarlo a hablar.

18. Intercambio seguro de información: Representa una conversación en la que le pides a tu compañero tres datos de contacto personales. Escribe las tres preguntas que dirás en voz alta usando datos ficticios seguros:

19. Transición cortés: Completa la respuesta oral usando una frase de transición: "Before you leave, _____ to ask you for your badge."

☐ A) I was risky

☐ B) I have to

☐ C) by all counts

20. Cierre de la conversación: ¿Cómo confirmarías cortésmente el acuerdo y cerrarías la conversación después de que tu compañero prometa cubrir tu turno de trabajo? Escribe las palabras exactas que dirás en voz alta.

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