High School. Colegio Patriarca San Jose.
Teacher: Lic. Roberto Bolaños Quesada.
Subject: Listening
Level: 11th Grade

Self-Study Guide.

UNIT 7

Listen and read the following vocabulary words about "ROLES AND RESPONSABILITIES"

Accessible	Able to be reached or entered
Accountable	Having a duty to report to someone or for an action.
Concentrate	To focus one´s attention.
Defend	To support someone or something that is being criticized.
Efficiency	Competency; the act of doing things well.
Entrepreneur	A person who starts their own business, specially when it involves risk
Facilitate	To make something easier, to assist with the progress of
Honest	Free of deceit and untruthfulness
Indispensable	Necessary; essential
Negative	Expressing refusal or denial; lacking positive qualities such as optimism and enthusiasm.
Participate	To take part, to be involved.
Responsible	Having control or authority over something; the cause of something.
Secretary	A person who does general clerical work for an individual or organization.
Sincere	Genuine and honest.
Standardize	To make so that all things of one kind are the same as each other
Listen and read the following vocabulary words about "ROLES AND RESPONSABILITIES"	
Procedure	an act or a manner of proceeding in any action or process; conduct.
Bellhop	a person who is employed, especially by a hotel, to carry guests' luggage, run errands, etc.
Payroll clerk	manage any employee complaints and questions regarding payroll and investigate and resolve any errors in payroll in a timely manner.
Probationary period	Probationary periods are defined periods of time that employees are exempt from certain contractual items.
Personnel manager	involves the administrative tasks that address the hiring and compensation of a company's employees.
Criticized	used for describing someone or something that is loved, respected etc a lot or by many people
Contribute	to give (support, money, etc) for a common purpose or fund
Equal	like or alike in quantity, degree, value, etc.; of the same rank, ability, merit,
Mailroom clerk	accept incoming mail and then process, sort, and deliver it to the proper recipients.
Queries	a question; an inquiry. mental reservation; doubt.

II PART. SHORT ANSWER. Listen to the following audio and type the correct missing word on the corresponding space.

1. When Brian _____on a task, it is hard to get is attention.
2. Pam will try to discourage you, so be ready to _____your proposal.
3. The webmaster is in charge of improving the _____of how we manage our website.
4. An _____ must be comfortable with risk.
5. None of its leaders responded to _____ from The Daily Beast.
6. The house was made to be _____ by anyone in wheelchair.
7. The manager is _____ for the mistakes of his subordinates.
8. As HR manager, I _____ workshops, and counselling for employees.
9. The woman appreciates the _____ boy who returned her lost wallet.
10. Many patients have already undergone the _____ with promising results.
11. The _____ waved at them and they cawed at her and flew off.

III PART. Multiple Choice. Listen to the following audio and tick on the correct option that corresponds to the concept from the audio.

1.

A. efficiency B. inefficiency C. query

2.

A. captivate B. prize C. defend

3.

A. loser B. enterprise C. entrepreneur

4.

A. formalize B. facilitate C. motif

5.

A. unfair B. honest C. risk

6.

A. entrepreneur B. dishonest C. indispensable

7.

A. contribute B. risky C. entrepreneur

8.

A. dislike B. equal C. concentrate

9.

A. payroll B. mailroom clerk C. query

10.

A. neutral B. equal C. queries

"Self- assessment of my performance" Al terminar por completo el trabajo, autoevalúo el nivel de desempeño alcanzado.			
I TYPEAN (X) in the level that best represents my obtained performance in each indicator.			
Indicators of Learning	Performance Levels		
	To achieved: ***(Beginner)*** Learner is in process to achieve the task. Learner presents some issues	***In progress:*** ***(Intermediate)*** Learner can achieve the task with some difficulty and needs improvement	***Achieved:*** *(Advanced)* Learner can achieve the task without any difficulty.
The student recognizes vocabulary words related to ROLES AND RESPONSABILITIES by performing listening tasks.			