

El **trabajo autónomo** es la capacidad de realizar tareas por nosotros mismos, sin necesidad de que nuestros/as docentes estén presentes.

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Nivel/ Level : 10 th / decimo
Asignatura/ Subject : Academic English Class: Student's name:



1. Me preparo para hacer la guía/ **Getting ready to do my self-study guide**

Pautas que debo verificar **antes de iniciar** mi trabajo. /**Aspects to verify before I start working**:

Materiales o recursos que voy a necesitar/ Materials needed	<i>Suggested materials:</i> <ul style="list-style-type: none"> • Notebook, pencil, pen, eraser, highlighters, etc. • Self- study guide #4 for 10th grade • Computer & Internet access if possible
Condiciones que debe tener el lugar donde voy a trabajar/ Conditions of the place to work	<ul style="list-style-type: none"> • Work in a place where you do your assignments and homework daily. Trabaje en un lugar donde usted haga sus asignaturas y tareas diariamente
Tiempo en que se espera que realice la guía/ Expected time to work this self-study guide	<ul style="list-style-type: none"> • This self-study guide will take you 1 weeks to be completed from 22 to 26 2021. • Esta guía de autoestudio le llevará 1 semana en completarse del 22 al 26.

2. Voy a recordar lo aprendido en clase. **Recalling what I learned in class.**

Indicaciones / Instructions	<i>Dear student,</i> The following tasks will help you review and reinforce 1: Love What We Do! WORKING TO LIVE OR LIVING TO WORK?
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Actividad / Activity	Task 1. PAST PERFECT TENSE	
Preguntas para reflexionar y responder	+ Affirmative Statements	We form affirmative statements with the following formula subject + had + past participle of verb + complement. E.g. She had given him very little time to complete the task.
Questions to reflect	- Negative Statements	We form affirmative statements <i>with</i> the following formula subject + had + not + past participle of verb + complement. E.g. He hadn't asked her for the financial report.
	? Yes/ No Questions	We form yes/ no questions with the following formula Had + subject + past participle of verb + ? A: Had they arrived? B: Yes they had. / No they had not.

on and
answer

Complete the following sentences using the Past Perfect Tense.

1. A: _____ Jim ever *(fly)* _____ before his flight last week?
B: Yes, he _____.
2. A: _____ your sister *(eat)* _____ breakfast before she left?
B: No, she _____.
3. James said he _____ already *(see)* _____ the movie last year.
4. I got lost because I *(forget)* _____ to bring a map.
5. They *(not study)* _____ English before last year.
6. She *(live)* _____ in Leeds before she moved to London.
7. The baby *(fall asleep)* _____ before eight o'clock.
8. I *(not think)* _____ of that question before.
9. Sue got wet because she *(not bring)* _____ an umbrella.
10. He *(own)* _____ his car for a year before he sold it.
11. I didn't notice that the traffic light *(turn)* _____ red.
12. He *(order)* _____ rice, but the waiter served him soup.

Task 2: Read the questions and circle the best option that fits the answer.
Lea las preguntas y haga un circulo a la mejor opción

Read the question and circle the best option.

- a. What generates stress? (being on your own / having help)
- b. What is a reason to work? (taking care of your family / making new friends)
- c. What reward is better for you? (money / free time)
- d. What represents a challenge? (improving / resting)



3. Pongo en práctica lo aprendido en clase / Putting into practice what I learned in class.

Indicaciones / Instructions

Task 3. Think about your dream Jobs and write a little paragraph describing it

Task 4. Read the cover letter and complete the chart below

THE GREETING
Here you will include the date and the name of the recruiter.

THE OPENING
Here you include the name of the company, the name of the job you're applying for, why you're applying, and why you think you'd be a good fit for the role.

THE BODY
Here you need to highlight your accomplishments and skills and give an explanation on the details on your résumé.

THE CLOSING
Here you should summarize your interests and convince the employer to contact you.

October 2019
Ms. Juliana Hidalgo,

I am writing to apply for the position of manager at your fast food restaurant. I am a hard-working and well-organized person. I'm also very good at dealing with people.

While I was working for Fresh Foods, I was trained in all the safety standards. As soon as I finished the training, I was put in charge of the management area and received a reward for best employee of the year.

As you can see from my résumé, I have a lot of experience in the fast food industry and as a manager. I have also had a lot of responsibilities.



I hope you will consider me for the job as I am very interested in the position. Please do not hesitate to contact me if you require any further information.







I look forward to hearing from you.


Mr. Alberto Alvarado

	Yes	No	Information
employee name			
employer name			
position			
work performance			
skills			

	<p>Task 5. Use the information above you write your cover letter / Use the information anterior y escriba su propia carta de presentación</p> <p>Greeting: _____</p> <p>Opening: I am writing to apply for the position of _____</p> <p>Body (skills, abilities, experience) I am _____</p> <p>Closing: I hope you _____</p> <p>Signature _____</p>
<p>Indicaciones o preguntas para auto regularse y evaluarse/ Instructions or questions for self-regulation and self-assessment</p>	<p>Review the following questions to self-regulate and self-assess:</p> <p>Did I read the instructions carefully? Did I check on the words that I didn't understand? Did I use a dictionary or asked a relative about the meaning of the words that I didn't understand? Did I read the instructions again when I didn't understand what I had to do?</p>

<p>Con el trabajo autónomo voy a aprender a aprender / With the self-study guide, I'm going to learn how to learn.</p>	
<p>Reviso las acciones realizadas durante la construcción del trabajo. / I check the actions carried out while completing the self-study guide</p>	
<p>Marco una X encima de cada símbolo al responder las siguientes preguntas/ Mark with an X on the icon that answers the following questions.</p>	
<p>¿Leí las indicaciones con detenimiento? Did I read the instructions carefully?</p>	<p><input type="checkbox"/>  <input type="checkbox"/> </p>

¿Revisé las palabras que no conocía? Did I check on the words that I didn't understand?	 
¿Busqué en el diccionario o consulté con un familiar el significado de las palabras que no conocía? Did I use the dictionary or asked a relative about the meaning of the words that I didn't understand?	 
¿Me devolví a leer las indicaciones cuando no comprendí qué hacer? Did I read the instructions again when I didn't understand what I had to do?	 

 4. Autoevalúo mi nivel de desempeño/ I self-assessment my performance level			
Al terminar por completo el trabajo, autoevalúo el nivel de desempeño alcanzado.			
Marco una equis (X) encima del nivel que mejor represente mi desempeño en cada indicador.			
INDICADORES DE APRENDIZAJE	Niveles de desempeño		
	Inicial:	Intermedio:	Avanzando:
Completo oraciones utilizando las palabras adecuadas.	Completo muy pocas oraciones utilizando las palabras adecuadas. ()	Completo la mayoría de las oraciones utilizando las palabras adecuadas. ()	Completo oraciones utilizando las palabras adecuadas. ()
W2.1 Prescribo una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre.	No prescribo una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre. ()	Prescribo con un poco de dificultad una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre. ()	Prescribo fácilmente una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre. ()