



1er Año – Tecnicatura Superior en Gestión de Pymes

Ciclo lectivo 2026

Name and Surname: _____

Clase virtual N°: 3 (Clase 24/06 – Clase 25/06)

Unidad del programa: Bloque 1

Contenido/s:

- Personal Information
- Completar planilla
- Comprensión de texto

Objetivos de la clase:

- Reconocer vocabulario trabajado en las clases presenciales
- Habilidad comprensión lectora

Actividad:

Match the following questions with the correct answer: *Personal Information*:

- | | |
|-----------------------------------|---|
| 1. What is your name? | a- My telephone number is 487521 |
| 2. What is your surname? | b- I am Argentinian |
| 3. How old are you? | c- My address is San Antonio Street 495 |
| 4. Where are you from? | d- I am 12 years old |
| 5. What is your address? | e- My name is Susy |
| 6. What is your telephone number? | f- I am a student |
| 7. What is your nationality? | g- I am from Gualeguay |
| 8. What is your job? | h- My surname is Lopez |

Forms – Fill in the Information



Instructions: Drag and drop the information below into the correct location on the form.

SarahJones@gmail.com

145 Lauzon Rd.

MacDonald

05/23/1985

02/16/2021

H.

Mike Henry Macdonald

Windsor

N9R 4T3

College Degree

Playing Hockey

ON

MikeMac@yahoo.com

Walmart Greeter

519-373-9401

Male

Mike

Good with Computers

Sarah Jones



Family Name: _____ Given Name: _____
 MI: _____ Gender: _____ DOB: _____
 Phone: _____
 Email Address: _____
 Street Address: _____
 City: _____ Province: _____ Postal Code: _____
 Skills: _____
 Hobbies: _____
 Education Level: _____
 Work Experience: _____
 Reference Name: _____
 Reference Email: _____
 Signature: _____ Today's Date: _____

Small Talk By Hugh Trenchard

It happens to everyone. Somebody introduces you to a friend and then walks away. Now you're standing with somebody you don't know. What do you talk about?

The **weather** is always a possibility. But there isn't always much to say. To make a conversation **flow**, it's better to ask questions. Ask the other person what they do for a **living**, and what their job **involves**. **Discussing** your own former jobs is a good option, too.

Other safe **topics** include your home town and your education. But **avoid** asking people about their **religion**, age and **marital status** until you know them better.

2 Read this extract from a blog, then complete the table using information from the passage.

| When talking to someone you don't know ... | |
|--|--|
| talk about ... | 1 _____ |
| ask about ... | 2 _____ what their job involves |
| discuss ... | jobs you did in the past 3 _____ 4 _____ |
| don't talk about ... | religion 5 _____ marital status |

3 Fill in the blanks with the correct words from the word bank.

word BANK

avoid discuss flow involves living

- 1 What does Heidi do for a _____?
- 2 Graham's job _____ buying supplies.
- 3 _____ personal topics with strangers.
- 4 Helen's conversation with Rick didn't _____.
- 5 Fiona chose not to _____ religion with clients.

4 Match the words (1-5) with the definitions (A-E).

- | | |
|------------------|----------------------|
| 1 ___ small talk | 4 ___ religion |
| 2 ___ weather | 5 ___ marital status |
| 3 ___ topic | |

- A a polite conversation about everyday things
 B a belief or worship of a god or gods
 C the temperature, rain, clouds and wind
 D the condition of either being married or single
 E a subject for conversation or study