

**INSTITUTO SUPERIOR DEL COLEGIO DE GESTORES
DE LA PROVINCIA DE BUENOS AIRES**

INGLÉS TÉCNICO – EXAMEN DE PROMOCIÓN

Promotion requirement: 80/100 points

PART 1 – READING COMPREHENSION – 20 points

Read the text carefully.

A Day at a Management Office

My name is Laura Fernández and I am 34 years old. I live in La Plata, Argentina, and I work in a small management office near the city centre. I am an administrative assistant. My job is sometimes busy, but I really like it.

I usually start work at 8:30 a.m. First, I check my emails and organize the documents for the day. Then, I answer phone calls and help clients with simple questions. My manager, Daniel, works in the office next to mine. He usually meets clients in the morning.

There are four people in our office. We all have different responsibilities. I can speak English quite well, so I sometimes help foreign clients. My colleague Sofia can use different computer programs, but she can't speak English.

Yesterday was a very busy day. I arrived at the office at 8:15 and answered ten emails before 10 o'clock. At midday, a client came to the office with an important document. We checked the information and completed a form together. I finished work at 5:30 and went home.

A. True or False? Correct the false statements. – 10 points

1. Laura lives in Buenos Aires City. _____
2. She starts work at 8:30. _____
3. Daniel usually meets clients in the afternoon. _____
4. Sofia can use different computer programs. _____
5. Yesterday Laura helped a client complete a form. _____

B. Answer the questions. – 10 points

1. Where does Laura work?

2. What does she do first in the morning?

3. How many people work in the office?

4. Why does Laura sometimes help foreign clients?

5. What time did she finish work yesterday?

PART 2 – USE OF ENGLISH – 30 points

Inglés Técnico – Examen de Promoción

A. Complete with am, is or are. – 5 points

1. I _____ a student at the Institute.
2. My colleagues _____ very friendly.
3. The office _____ near the bank.
4. You _____ responsible for this document.
5. She _____ from Argentina.

B. Choose the correct option. – 5 points

1. This is (my / I / me) office.
2. Mr Brown is (a / an / some) English client.
3. (This / These / That) documents here are important.
4. María is my sister. (Her / His / Your) job is very interesting.
5. These are the (client's / clients / client) documents. They belong to one client.

C. Complete the sentences with the Present Simple form of the verbs. – 10 points

1. Julia _____ (work) in an office.
2. I _____ (check) my emails every morning.
3. My manager _____ (not speak) English.
4. _____ you _____ (work) on Saturdays?
5. What time _____ the office _____ (open)?

D. Complete with can or can't. – 5 points

1. I speak English and Spanish. I _____ speak two languages.
2. Tom doesn't know how to drive. He _____ drive.
3. _____ you use Microsoft Excel?
4. My secretary _____ answer your question. She has the information.
5. We _____ enter the office. We don't have the key.

E. Complete with some, any, how many, this or these. – 5 points

1. Are there _____ documents on the desk?
2. There are _____ clients in the waiting room.
3. _____ people work in your office?
4. _____ is my identification card here.

5. _____ forms here are for new clients.

PART 3 – VOCABULARY & FUNCTIONAL ENGLISH – 15 points

A. Match. – 5 points

1. accountant	a. a person who receives a professional service
2. receptionist	b. a place where people work
3. manager	c. a person who organizes and controls a business or team
4. client	d. a person who deals with money and financial records
5. office	e. a person who answers calls and welcomes visitors

1. ____ 2. ____ 3. ____ 4. ____ 5. ____

B. Complete the conversation. – 5 points

Use: Can – name – help – spell – Thank

A: Good morning. Can I _____ you?

B: Yes, please. My _____ is Thomas Green.

A: _____ you spell your surname, please?

B: Yes. G-R-E-E-N.

A: _____ you.

B: You're welcome.

C. Complete with a preposition of place: next to – opposite – between – in – on. – 5 points

1. The documents are _____ the desk.
2. The manager is _____ his office.
3. The bank is _____ the post office and the supermarket.
4. Our office is _____ the bank. They are side by side.
5. The café is _____ our building, on the other side of the street.

PART 4 – PAST SIMPLE – 20 points

A. Complete with the Past Simple. – 10 points

1. Yesterday I _____ (work) until 6 p.m.
2. The client _____ (call) the office this morning.
3. We _____ (not finish) the document yesterday.

4. _____ you _____ (visit) the office last week?

5. Where _____ she _____ (work) last year?

B. Rewrite the sentences as indicated. – 10 points

1. She worked at the office yesterday.

Negative: _____

2. They visited the client last Monday.

Question: _____

3. He completed the form.

Negative: _____

4. You called the manager.

Question: _____

5. The meeting started at 10 a.m.

Question with What time: _____

PART 5 – WRITING – 15 points

Complete this professional profile. Write 60–80 words.

Imagine you are introducing yourself to a new workplace. Include:

- your name, age and city;
- your job or studies;
- your daily routine;
- two things you can do;
- something you can't do or don't usually do;
- what you did yesterday or last weekend.

Write in complete sentences.
