UNIDAD EDUCATIVA "MUEY"

Av. Carlos Espinoza Larrea José Luis Tamayo – Salinas - Ecuador

PERIODO LECTIVO ESCOLAR 2026 -2027

EVALUACIÓN DE INGLÉS TÉCNICO

INSTRUMENTO DE EVALUACIÓN:	**Parcial**		**Trimestre**	**II**	**Supletorio**		**Calificación** (Sobre 10 puntos)
ESTUDIANTE:							
CURSO:		**FIGURA PROFESIONAL:**					
PARALELO:		**FECHA:**					
DOCENTE	Lic. Melanie Garzón						
TIEMPO:	**60 minutos**	**X**	**40 minutos**				

La evaluación es un proceso que permite identificar los conocimientos, habilidades y competencias que posee el estudiantado al inicio del año escolar o de un proceso formativo en cualquier momento del periodo lectivo.

INSTRUCCIONES GENERALES:

- Lea detenidamente las instrucciones para desarrollar la evaluación sumativa del **II Trimestre**
- El tiempo destinado para desarrollar la evaluación sumativa es de 60 minutos y será calificado sobre 10 punto.
- Para el desarrolle la evaluación sumativa, el uso del esferográfico de color negro o azul es obligatorio. No está permitido el uso de lápiz o bolígrafos borrable.
- No se admiten borrones, tachones, manchones o cualquier otro tipo de correcciones en la respuesta, tampoco el uso de corrector; en caso de haber usado ó haber cometido algo de lo que aquí se indica, la respuesta es anulada.
- No se permite consultas entre compañeros, ni sacar medios escritos, equipos tecnológicos (celulares u otros) en el transcurso y realización de la evaluación, de hacerlo se retirará la misma y se calificará el avance realizado.
- Los estudiantes que cometan actos de **deshonestidad y falta de probidad académica** enfrentarán sanciones disciplinarias establecidas en el Reglamento a la LOEI.

INDICADORES DE EVALUACIÓN DE LA ASIGNATURA

I.EFL.4.7.1. Learners can identify the main idea and some details in short straightforward spoken audio texts set in familiar contexts when the message is delivered slowly and there is other contextual support. (I.2, I.3, S.4)
I.EFL.4.9.1. Learners can use simple language to describe, compare and state facts about familiar everyday topics such as possessions, classroom objects and routines in short, structured situations, interacting with relative ease. (I.3, I.4, S.4)
I.EFL.4.11.1 Learners can understand main ideas and some details in short simple online or print texts on familiar subjects, using contextual clues to help identify the most relevant information. (Example: title, illustrations, organization, etc.) (I.2, I.4)

1. PICTURE-BASED CLASSIFICATION ITEM (0,25 each correct) (1 mark).

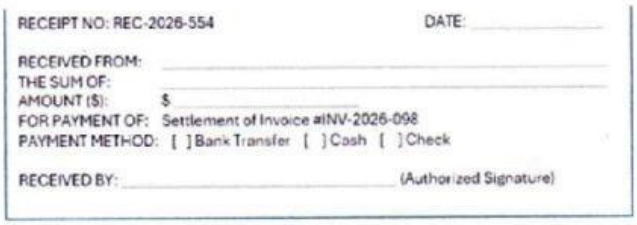
TOPIC: VOCABULARY

Indicator: Look at the pictures and select the correct names by marking with an " X " in the left box the right answer.


DATE: | CALL TO ORDER (Start Time):
LOCATION: | ADJOURNMENT (End Time):
CHAIRPERSON: | SECRETARY:
ATTENDEES:
ABSENT:
1. DISCUSSION & DECISIONS:
2. ACTION ITEMS TABLE:

Task / Description	Person Responsible	Deadline

	A) Commercial Invoice
	B) Office Notice
	C) Meeting Minutes
	D) Payment Receipt

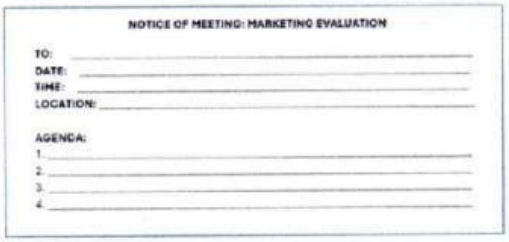

RECEIPT NO: REC-2026-554 DATE: _____
RECEIVED FROM: _____
THE SUM OF: _____
AMOUNT ($): $ _____
FOR PAYMENT OF: Settlement of Invoice #INV-2026-098
PAYMENT METHOD: [ ] Bank Transfer [ ] Cash [ ] Check
RECEIVED BY: _____ (Authorized Signature)

	A) Commercial Invoice
	B) Office Notice
	C) Meeting Minutes
	D) Payment Receipt


OFFICE TECH SOLUTIONS S.A.
Tax ID: 1790045892001
INVOICE NO: INV-2025-098
DATE: October 25th, 2026
DUE DATE: _____
BILLED TO:
Global Trading Co.

Qty	Description	Unit Price ($)	Total Price ($)
5	Executive Chairs	100.00	
2	Laser Printers	200.00	
		SUBTOTAL:	
		VAT (15%):	
		TOTAL AMOUNT DUE:	

	A) Commercial Invoice
	B) Office Notice
	C) Meeting Minutes
	D) Payment Receipt


NOTICE OF MEETING: MARKETING EVALUATION
TO: _____
DATE: _____
TIME: _____
LOCATION: _____
AGENDA:
1. _____
2. _____
3. _____
4. _____

	A) Commercial Invoice
	B) Office Notice
	C) Meeting Minutes
	D) Payment Receipt

LIVEWORKSHEETS

2. COLUMNS RELATION ITEM. (4 Marks) (1 each correct)

Indicator: Make the relation between Column A and Column B. Read carefully and point with an "X" on the left box the right relation.

TOPIC: WRITING MEMO BODIES

Column A	Column B	Answers options
1. Imperative	a) Direct sentences	A) 1d, 2a, 3b, 4c
2. Must / must not	b) A recommendation	B) 1a, 2c, 3b, 4d
3. Should / should not	c) Absolute obligation	C) 1a, 2b, 3c, 4d
4. Please + verb	d) A command	D) 1c, 2a, 3d, 4b



TOPIC: OFFICIAL CIRCULARS

Column A	Column B	Answers options
1. Circular	a) Mass-distributed	A) 1d, 2a, 3b, 4c
2. Scope	b) Official control number	B) 1a, 2d, 3b, 4c
3. Serial number	c) Please be informed that	C) 1a, 2b, 3c, 4d
4. Formal opening phrase	d) Formal document	D) 1d, 2a, 3c, 4b

TOPIC: OFFICE NOTICES

Column A	Column B	Answers options
1. Who	a) Exact date, start, and end time	A) 1c, 2a, 3d, 4b
2. What	b) Subject / Purpose	B) 1a, 2c, 3b, 4c
3. When	c) To / Organizer	C) 1c, 2b, 3a, 4d
4. Where	d) Physical room or Zoom/Teams link	D) 1a, 2d, 3c, 4b

TOPIC: INTERNAL BULLETINS

Column A	Column B	Answers options
1. Bulletin	a) A visual publication	A) 1c, 2a, 3d, 4b
2. Catchy Headlines	b) Employee of the month	B) 1a, 2c, 3b, 4c
3. Design Layout	c) Column, text boxes, bullet points, and icons.	C) 1c, 2b, 3a, 4d
4. Common Section	d) Short, high-impact titles	D) 1a, 2d, 3c, 4b

LIVEWORKSHEETS

3. SIMPLE SELECTION ITEM. (5 Marks) (0,50 each correct)

Indicator: Read carefully the following sentences and point with an "X" in the left box the right answer for each one.

TOPIC: THEORY

3.1 _____ an official accounting document issued by a seller (Vendor) to a buyer (Client/Customer).	**3.2 _____ is a semi-formal or informal visual publication designed to motivate staff.**
a) Invoice	a) Invoice
b) Internal Bulletins	b) Internal Bulletins
c) Reported Speech	c) Reported Speech
d) Minutes of the meeting	d) Minutes of the meeting
3.3 _____ records events that already occurred in the past.	**3.4 _____ serve as the official legal and historical record of decisions made.**
a) Invoice	a) Invoice
b) Internal Bulletins	b) Internal Bulletins
c) Reported Speech	c) Reported Speech
d) Minutes of the meeting	d) Minutes of the meeting

TOPIC: TECHNICAL INVOICING GLOSSARY

3.5 TOTAL AMOUNT DUE	**3.6 DUE DATE**
a) Value Added Tax	a) Value Added Tax
b) Cost of one single unit	b) Cost of one single unit
c) Mandatory final payment deadline	c) Mandatory final payment deadline
d) Final net amount payable	d) Final net amount payable
3.7 UNIT PRICE	**3.8 VAT**
a) Value Added Tax	a) Value Added Tax
b) Cost of one single unit	b) Cost of one single unit
c) Mandatory final payment deadline	c) Mandatory final payment deadline
d) Final net amount payable	d) Final net amount payable

TOPIC: WRITING AMOUNTS IN WORDS

3.9 $450.00	**3.10 $2,250.50**
a) Four hundred fifteen dollars and 00/100	a) Two hundred two thousand fifty dollars and 50/100
b) Four thousand fifty dollars and 00/100	b) Two hundred two thousand five dollars and 50/100
c) Four thousand fifteen dollars and 00/100	c) Two thousand two hundred fifty dollars and 50/100
d) Four hundred fifty dollars and 00/100	d) Two thousand two hundred five dollars and 50/100

Firma del estudiante

Elaborado por:	Coordinador de área:	Tutor(s) de curso:		Aprobado por:
NOMBRE DE EDUCADOR	NOMBRE	NOMBRE	FIRMA	MSc. Joffre Pozo C.
Lic. Melanie Garzón	Lic. Melanie Garzón	MSc. De La Cruz Marjorie		Vicerrectorado
FIRMA	FIRMA			SELLO

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LIVEWORKSHEETS