UNIDAD EDUCATIVA "ALFONSO LITUMA CORREA"

Dir.: Manuel Guillén y Huayna Cápac • Telf.: 072255-134 • Gualaceo - Azuay

INSTRUMENTO DE EVALUACIÓN DEL PRIMER TRIMESTRE

NIVEL: Bachillerato Técnico	**ASIGNATURA:** English Applied to Business	**AÑO LECTIVO:** 2026 - 2027
CURSO / AÑO: Primero de Bachillerato	**PARALELO:** D	**ÁREA:** Foreign Language
DOCENTE: Mgt. Sonia Torres		**EVALUACIÓN:** Primer Trimestre
ESTUDIANTE: _____		**FECHA:** _____ / _____ / 2026

INDICADORES DE EVALUACIÓN	ÍTEMS	VALOR
Learners can understand and apply basic business and workplace terminology in context.	**1. Complete each sentence with the correct word from the box.** *headquarters (HQ) • accountant • intern • supervisor • invoice • budget* 1. Our company has its main _____ in Chicago, and smaller offices in other cities. 2. Please send me the _____ for the office supplies we ordered yesterday. 3. The _____ prepares and checks all the financial records of the company. 4. The manager controls the _____ carefully so the department does not spend too much money. 5. A _____ oversees the daily work of the employees in a section. 6. An _____ is a student or trainee gaining real work experience in the office.	6
Learners can associate organizational roles, company hierarchy terms, and workplace definitions accurately.	**2. Match the business terms and job titles with their correct definitions.** **Terms** | **____** | **Definitions** **1. CEO** | **____** | a. A section or division of a company (e.g., Sales, Logistics). **2. Department** | **____** | b. A person or company that buys goods or services. **3. Client / Customer** | **____** | c. A diagram showing the company hierarchy and reporting lines. **4. Organizational Chart** | **____** | d. The highest-ranking executive in a company. **5. Human Resources (HR)** | **____** | e. The amount of money in an account, or difference between debits and credits. **6. Balance** | **____** | f. The department that manages personnel, hiring, and recruitment.	6
Learners can apply Present Simple structures, third-person singular rules, possessive adjectives, and prepositions of position in workplace contexts.	**3. Complete the sentences using the correct form of the verb in parentheses (Present Simple / verb 'to be').** 1. Meridian Trading Co. _____ (be) a medium-sized import company. 2. Mr. David Lin _____ (check) incoming invoices every morning. 3. He _____ (not / work) on Saturdays. 4. _____ Ms. Patricia Owens _____ (manage) the Sales Department? 5. The employees _____ (arrive) at eight o'clock every day. 6. _____ the offices _____ (be) located in Chicago?	6
Learners can select appropriate possessive adjectives and prepositions of position to describe organizational structures.	**4. Circle the correct option (Possessive Adjectives & Prepositions of Position).** 1. Mark is the director, and _____ office is on the top floor. **a. her** **b. his** **c. its** 2. Mrs. Ana Torres is _____ the Accounting Department. **a. under** **b. above** **c. in charge of** 3. The company updates _____ financial budget every quarter. **a. its** **b. their** **c. my** 4. The Sales Department is on the second floor, right _____ the reception on the first floor. **a. in charge of** **b. above** **c. under** 5. Sonia coordinates _____ administrative tasks before leaving the office. **a. his** **b. our** **c. her**	5

LIVEWORKSHEETS

INDICADORES DE EVALUACIÓN	ÍTEMS	VALOR
Learners can identify main ideas, specific details, and reporting relationships in short workplace texts.	**5. Read the text and complete the tasks below.** *"At the top of Meridian Trading Co. is the CEO, Mr. Robert Hall. He reports to the board of directors. Below him, four managers are in charge of the main departments: Sales, Accounting, HR, and Logistics. Ms. Owens is the Sales Manager. Two supervisors and six sales assistants report to her. In Accounting, Mr. Lin works with another accountant and one intern. They report to the Finance Manager, Mrs. Ana Torres."* **A. Complete the sentences with 'reports to' or 'is in charge of':** 1. Mr. Robert Hall _____ the board of directors. 2. Ms. Owens _____ the Sales Department. 3. Mr. Lin and the intern _____ Mrs. Ana Torres. **B. Write True or False:** 4. Meridian Trading Co. has four main departments. (_____) 5. Six sales assistants report directly to the Finance Manager. (_____)	5
	TOTAL	**28**
	EQUIVALENCIA (10/10)	**10/10**

ELABORADO	REVISADO	REVISADO
DOCENTE/S: Mgt. Sonia Torres	**DIRECTOR DE ÁREA:** Mgt. Prisila Ríos	**VICERRECTOR:** Mgt. Javier Seminario
Firma: _____ **Fecha: 13 – 11 – 2026**	Firma: _____ **Fecha: 13 – 11 – 2026**	Firma: _____ **Fecha: 13 – 11 – 2026**

LIVEWORKSHEETS