Ministerio de Educación Pública

COLEGIO TECNICO PROFESIONAL CARLOS LUIS FALLAS SIBAJA
ALAJUELA VOCACIONAL NOCTURNO

Self-Study Guide for Business Computing 2020

Week 7

Self-Study Guide for English Subjects of Technical Education

Self-study is the ability to perform tasks by ourselves, without the presence of the teachers.

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

High School Name:	Colegio Técnico Profesional Nocturno Carlos Luis Fallas Sibaja
Sub area:	English for Communication
Specialty:	Business Computing
Year:	2020
Teacher's name:	María de los Ángeles Azofeifa Coto
Channel of Communication:	Institutional email WhatsApp messages Microsoft Teams
Virtual Office Hours:	Fridays from 6:00 pm to 9:00 pm

1. Getting ready to work on my self-study guide. Aspects to verify before I start working:

Materials needed / Resources:	*What do students need for the lesson?* *Suggested materials:* • Notebook, pencil, pen, eraser, highlighters, etc. • Self- study guide #1 for business computing • Computer & Internet access **if possible**
Conditions of the place to work	• Avoid strong noises • work in a silent well-lit place • Make sure you feel comfortable. • Have all you need on hand
Expected time to work this self-study guide	• This self-study guide will take you 120 minutes to be completed.

2. The student is ready to start working

Topic/ Study Unit:	***Introductions in the business activities***
Objective/ Linguistic achievement	• *Making predictions about products or services of the future.* • *Discussing conditions for starting new business in public and private sector companies.* • *Providing advice for people who are starting new business by writing a letter.*
Task outline	**1. Vocabulary**: Match the following business terms with the definition.

a) Interest rate	( )	All the members of a particular organization or population who are able to work, viewed collectively.
b) Exchange rate	( )	A government measure that is intended to encourage individuals and businesses to spend money or to save money by reducing the amount of tax that they have to pay.
c) Inflation	( )	When a company or individual from one nation invests in assets or ownership stakes of a company based in another nation.
d) Labor force	( )	The value of one currency for the purpose of conversion to another.
e) Tax incentives	( )	The difference in value between a country's imports and exports.
f) Foreign investment	( )	The proportion of a loan that is charged as interest to the borrower, typically expressed as an annual percentage of the loan outstanding.
g) Balance of trade	( )	A general increase in prices and fall in the purchasing value of money.

2. Listening exercise: Listen to the audio. Double click on the image (it is uploaded at Microsoft Teams). Then answer the following questions.

seeking-capital
Guía 7.mp3

1. Mr. Peters is already a customer of the bank.
( ) True ( ) False

2. Pool Protect makes chemicals that keep your swimming pool clean.
( ) True ( ) False

3. The company made a very small profit in its first year.
( ) True ( ) False

4. Mr. Peters would like to make more sales internationally.
( ) True ( ) False

5. Pool Protect would like to increase their advertising.
( ) True ( ) False

6. The bank will write a letter with its answer in the next couple of days.
( ) True ( ) False

7. Melanie is quite pessimistic about the loan application.
( ) True ( ) False

3. Grammar:

TIME CLAUSES

Time clauses are used in English to demonstrate a period of time based on an action or event. Example: ***When*** *I finish my project, I will send it to my boss.*

These are some examples of time clauses: *since, after, before, until, as soon as, when, whenever, while, as, once*

The time clause introduces a time. It is mandatory to use future in the main clause and present in the time clause.

MAIN CLAUSE (SENTENCE)				TIME CLAUSE
Subject	**Will/ Be going to**	**Main verb**	**Complement**	
I	will	quit	my job	***when I*** win the lottery.
I	am going to	travel	a lot	**as soon as** I retire.

The time clause may come before or after the main clause with no change in meaning. However, when the time clause comes first, we use a comma (,)

TIME CLAUSE	MAIN CLAUSE (SENTENCE)			
	Subject	**Will/ Be going to**	**Main verb**	**Complement**
When I win the lottery,	I	will	quit	my job.
As soon as I retire,	I	am going to	travel	a lot.

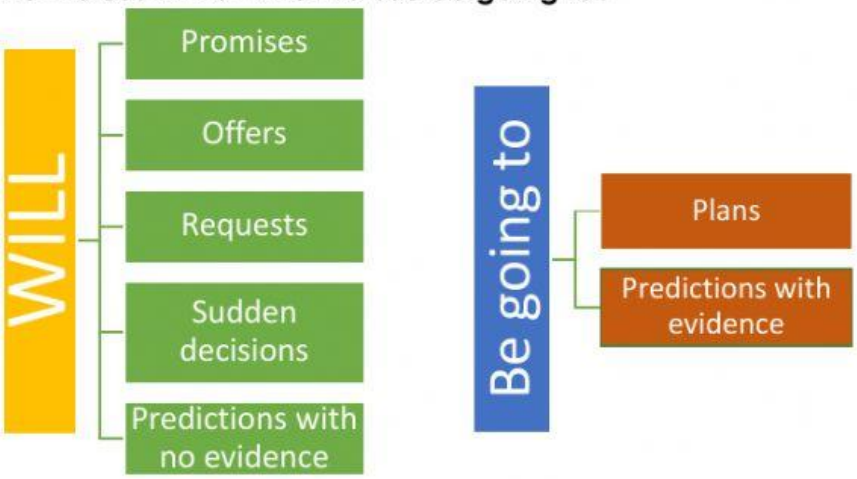
Let's see some more examples:

FUTURE TENSES

We use future tenses to talk about plans and actions for the future. Let's check simple future!

SIMPLE FUTURE

When to use will or when to use be going to?



Besides using Will and be going to, we can also use ***present continuous.*** We use the present continuous when **the plan is an arrangement** – already confirmed with at least one other person and we know the time and place.
Examples:
*I **am meeting** Lucy at 8 o'clock on Saturday.*
*We **are having** a party next Saturday. Would you like to come?*

We often use the present continuous to ask about people's future plans. Example:
***Are** you **doing** anything interesting this weekend?*

FUTURE TENSES FORMATION

How to form simple future:
Will
Will + **verb**
I **will finish** this report tomorrow.

Affirmative sentence: Subject + will + verb + complement
I will call you tomorrow.
Negative Sentence: Subject + will not + verb + complement.
I will not assist to the meeting.
Questions: Will + subject+ Verb + Complement?
Will you call me tomorrow?

Will not=
Won't

Be going to
be going to + **verb**

Affirmative sentences: Subject + verb Be + going to + verb + Complement
My company is going to open a new branch next month.
Negative sentences: Subject +verb Be +not +going to +verb +complement.
The company is not going to open the new branch next month.
Questions: Verb be + going to + verb + complement?
Is the company going to open the new branch next month?

	4. Exercises **A. Choose the right option.** 1. I _____ to her again as long as I live. a. speak b. won't speak c. don't speak 2. We _____ the dog for a walk when it stops raining. a. have taken b. take c. will take 3. As soon as I _____ this medicine, I will feel better. a. will take b. take c. am going to take 4. Will you explain the problem when she _____ here? a. have arrived b. arrives c. will arrive 5. When I _____ time, I'll paint the house. a. have had b. will have c. have **B. Complete the sentences with the correct form of the verbs.** 1. As soon as I _____ (get) there, I _____ (phone) for a taxi. 2. When technology _____ (improve), more people _____ (be able) to travel to space. 3. I _____ (let) you know, as soon as I _____ (hear) any news.
Extended Activity:	**THINK** about the future of business computing and how it will change. Be ready to discuss your opinions on the next virtual session.
Delivery Date:	**June 12th, 2020**

3. putting into practice what I have learned: Self-Regulation and Self-Assessment. Write down the list of evidences you have accomplished according to the tasks assigned by the teacher. Mark with an x below the icon that shows the state of the evidence.

EVIDENCES What did you do to achieve the objective? (the student writes what he/she has accomplished and also what she/he failed, according to the teacher instructions in each task)		
Did I participate on the Teams session?		
Did I read the instructions carefully?		
Did I do the matching exercise?		
Did I understand the listening exercise?		
Did I answer the listening exercise?		
Did I read the grammar information?		
Did I understand the grammar explanation?		
Did I complete the exercises?		

Once the teacher receives the evidence from the development of the activities carried out by the students, the teacher will send feedback to each student through the established channel of communication, according to the educational scenario of the student. This evidence will serve as an input for the follow-up of the student by their parents and their teacher.

Mark with an X below the icon that best describes the goals you have already achieved or not.

CAN DO LIST		
I can do...		
1. Listening		
2. Reading		

Remember: Stay home. Let's flatten the curve.

ANNEX # 1

Listening Transcript

Melanie Short: Good afternoon, Mr. Peters.
Mr. Peters: Good afternoon.
Melanie Short: I'm Melanie Short, from our bank's Business Loan Department, I understand you wanted to speak to somebody today about getting a loan for your company.
Mr. Peters: Yes, that's right.
Melanie Short: You had a loan from us last year, didn't you?
Mr. Peters: Yes, we did.
Melanie Short: Excellent, can you tell me something about your company? What is its name?
Mr. Peters: Pool Protect.
Melanie Short: Okay, and what do you do?
Mr. Peters: We make swimming pool covers.
Melanie Short: Oh, I didn't know such companies exist.
Mr. Peters: Well, it's very important to cover your swimming pool if you have one and are not using it. You can stop leaves going into it, but it makes your home and your garden a lot safer if you have young children.
Melanie Short: Of course, it's very dangerous to have an open pool.
Mr. Peters: Yes, it is.
Melanie Short: And how is your company doing, Mr. Peters? Are you financially strong?
Mr. Peters: Well, the company started three years ago. We have 24 people working for us and we now have two offices. We want to open a third office next year. This is one of the reasons that we want the loan from you.
Melanie Short: What about profits? I have all the documents saved in my e-mail, but you can tell me something, just a summary, please.
Mr. Peters: We made a small loss in the first year because of manufacturing costs.
Melanie Short: That's understandable.
Mr. Peters: Yes. In our second year, we made a small profit and we increased this profit by 40% last year.
Melanie Short: 40% is very good, Mr. Peters. Do you sell only in this country?
Mr. Peters: We have some international sales and this is another reason we need extra capital.
Melanie Short: Oh?
Mr. Peters: We need some money to go to international trade fairs and also to pay for some newspaper and magazine advertising in some selected countries.
Melanie Short: Which countries?
Mr. Peters: The United Kingdom, Ireland, Holland and Germany. We are very ambitious about the future.
Melanie Short: I'm very happy to hear it. You said you have a workforce of 24 -- do you think you will take on more people if you increase your international business?
Mr. Peters: Absolutely. We need new people, international salespeople, interpreters, advertising and marketing people, and so on.
Melanie Short: What are your profit forecasts for the current year, Mr. Peters?
Mr. Peters: We forecast profits about 30 to 40% above last year's.
Melanie Short: Okay, we can give you an answer for the loan in the next day or two. We will call you, but I don't think there will be any problems.
Mr. Peters: Thank you very much.
Melanie Short: Goodbye.
Mr. Peters: Goodbye.