

Agroportica's Technical High School!

Diagnostic Practice

English oriented to accounting!

12th Level!

Teacher: Melisa Jiménez Montero

Group: 12- ____

Student: _____

1. Complete these sentences using the following words:

CV— application - apprenticeship - multilingual—employers- interview - skills - Apprentices- Training

- a) A good _____ tells employers your skills, helps you get the job!
- b) Companies need _____ workers to understand different clients from other countries
- c) _____ are the ones in charge of leading employees.
- d) To run a company well, you need to lead others, be organized, change when needed.
- e) A strong _____ is the first step to your dream job!
- f) _____ learn a lot while working with more experienced people.
- g) An _____ program teaches you skills to start your career and succeed in your job.
- h) Do well in your _____! Learn about the company, practice questions, dress well.
- i) People with good _____ are wanted in many jobs!
- j) _____ gives you the skills you need to be good at your job.

2. Imagine you work at a new company. List the company's rules regarding each of the following aspects:

Aspect	Rules
Working hours (schedule)	
Lunch break	
Dress code (at least three rules)	
Remote working	
Holidays	

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3. Read the following CV, then answer the multiple choice questions!

Curriculum Vitae

Name: Sarah Thompson

Contact Information:

Address: 123 Main Street, Cityville, USA

Phone: (555) 555-5555

Email: sarah@email.com

LinkedIn: linkedin.com/in/sarahthompson

Objective:

Dedicated and organized professional with 5 years of experience in secretarial activities, seeking a challenging role to contribute my skills in administrative support and office management.

Professional Experience:

Administrative Assistant | XYZ Company | 2018 - Present

Provide comprehensive administrative support to the executive team.
Manage executive calendars, schedule meetings, and coordinate travel arrangements.
Prepare and proofread documents, reports, and correspondence.
Maintain and organize office records, files, and databases.
Act as the main point of contact between the executive team and external stakeholders.
Assist in planning and organizing corporate events and conferences.

Executive Secretary | ABC Corporation | 2016 - 2018

Assisted the CEO in daily operations, managing emails, and scheduling appointments.
Prepared and edited reports, presentations, and business correspondence.
Managed office supplies, inventory, and maintained office equipment.
Handled incoming calls, screened inquiries, and redirected calls as needed.
Organized and maintained confidential files and documents.

Education:

Bachelor of Science in Business Administration | City University | 2015

Secretarial Certification | Secretarial Institute | 2014

Skills:

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
Strong organizational and time management skills.
Excellent written and verbal communication skills.
Attention to detail and ability to maintain confidentiality.
Familiarity with office equipment and technology.
Multilingual: Fluent in English, Spanish, and French.

Languages:

English (Native)

Spanish (Fluent)

French (Intermediate)

Certifications:

Certified Administrative Professional (CAP)

Interests:

Traveling, reading, and volunteering at local community events.

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Answer these questions:

1. What is Sarah's current job title?
 - a) Executive Secretary
 - b) Administrative Assistant
 - c) CEO of ABC Corporation
 - d) Sales Manager
2. How many years of experience does Sarah have in secretarial activities?
 - a) 1 year
 - b) 3 years
 - c) 5 years
 - d) 10 years
3. Which language is Sarah NOT proficient in?
 - a) English
 - b) Spanish
 - c) French
 - d) German
4. What is one of Sarah's interests mentioned in her CV?
 - a) Playing soccer
 - b) Volunteering at community events
 - c) Collecting stamps
 - d) Watching horror movies
5. Where did Sarah receive her secretarial certification?
 - a) City University
 - b) XYZ Company
 - c) Secretarial Institute
 - d) ABC Corporation
6. Which software applications is Sarah proficient in?
 - a) Only Microsoft Excel
 - b) Microsoft Office Suite
 - c) Adobe Photoshop
 - d) AutoCAD
7. What does Sarah mention about her language skills?
 - a) She is a native speaker of French.
 - b) She is fluent in English and Spanish.
 - c) She can only speak English.
 - d) She is learning Japanese.
8. In which section of the CV can you find Sarah's contact information?
 - a) Education
 - b) Skills
 - c) Objective
 - d) Contact Information

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4. Matching: Match the words with their definitions.

WORDS	DEFINITIONS!
1. Accountant	() a person who sells products
2. Bank teller	() a person who educates others
3. Factory worker	() a person who assembles products
4. Teacher	() a person who organizes financial records
5. Designer	() a person who shapes how something looks
6. Salesperson	() a person who works in financial institutions

5.

Place a check (✓) next to the response that answers the question.

1 Do you work part-time?

A ☐ Yes, I only work on Mondays and Thursdays.

B ☐ Yes, I work nine hours a day, five days a week.

2 Do you have experience working with computers?

A ☐ Yes, I hope there will be a lot of opportunities.

B ☐ Yes, I worked in a computer department.

3 Is your job temporary?

A ☐ Yes, it's only for six months.

B ☐ Yes, I only work three hours a day.

4 Does your job come with a pension plan?

A ☐ Yes, it puts \$100 a month into a retirement fund.

B ☐ Yes, I am planning to retire at the end of the year.

6. Write this into your notebook.

Imagine you own a company, describe the main objectives of your company, 5 main rules, and two future projects. Also include 1 pros and 1 cons of that project.

7. Present that information to your teacher orally!