



## WORKSHOP 1-PERSONAL INFORMATION PERFORMANCE EVIDENCE

**COMPETENCIA: COMPRENDER TEXTOS EN INGLÉS EN FORMA ESCRITA Y AUDITIVA**

**RESULTADOS DE APRENDIZAJE:**

- Comunicarse en tareas sencillas y habituales que requieren un intercambio simple y directo de información cotidiana y técnica.
- Comprender frases y vocabulario habitual sobre temas de interés personal y temas técnicos.
- Leer textos muy breves y sencillos en inglés general y técnico.
- Encontrar vocabulario y expresiones de inglés técnico en anuncios, folletos, páginas web, etc.
- Realizar intercambios sociales y prácticos muy breves, con un vocabulario suficiente para hacer una exposición o mantener una conversación.

### LISTENING: BUSINESS CARDS

TIP: Use LINGUEE to get translations to Spanish.

#### Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

#### Vocabulary

#### Definition

- |                           |                                                         |
|---------------------------|---------------------------------------------------------|
| 1. .... lead programmer   | a. a person who works in a job to get experience        |
| 2. .... a manager         | b. machines that doctors use                            |
| 3. .... an intern         | c. a job that is not for a long time                    |
| 4. .... Ltd               | d. the main programmer                                  |
| 5. .... a director        | e. a person who leads other people in a company         |
| 6. .... a temporary job   | f. the highest level of university education            |
| 7. .... a doctorate       | g. the person at the top of a company                   |
| 8. .... medical equipment | h. 'Limited', a kind of company that has private owners |

Listen to the following audio and solve the Task 1 <https://youtu.be/qDGqb01gfoA>

#### Task 1

Are the sentences true or false?

1. Peter Miller is not a medical doctor.
2. Peter sells machines for hospitals and doctors.
3. Starlight is the name of Alessandro's company.
4. Alessandro is the manager of the company.
5. Megumi thinks her real name is difficult to say.
6. Andres is not a permanent member of the team.

#### Answer

- |      |       |
|------|-------|
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |



## Task 2

Match the sentences to the people who said them.

Andres Mulligan Jr

Dr Peter Miller

Megumi Tanaka

Alessandro Rossi

- ..... My doctorate was in electronic engineering.
- ..... I'm the project leader.
- ..... I use another name when I'm working internationally.
- ..... I'm happy to be joining this team for the next few months.

## READING: IDENTIFYING BUSINESS CARDS

### Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

#### Vocabulary

- ..... education
- ..... a head
- ..... marketing
- ..... international
- ..... telecommunications
- ..... a sales representative

#### Definitions

- a manager or leader of a group or department
- connected to promoting or advertising a product
- connected to teaching, training or schools
- happening in more than one country
- connected to exchanging information by telephone, television, radio, the internet, etc.
- someone who visits people to sell them products or services

**BUSINESS CARDS:** Look at the following business cards and answer the Task 1 and Task 2.

|                                                                                                                                      |                                                |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>KPD Foods</b>                                                                                                                     | <b>Bruno Silva</b><br><i>Head of Marketing</i> |
| Address: Avenida Paulista 53, Bela Vista, São Paulo, 01311-914, Brazil<br>Tel: (+55) 11 8134 7706<br>Email: bruno.silva@KPDFoods.com |                                                |

|                                                                                                                            |                                                               |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
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### Task 1

Circle the best answer.

1. Who should you contact to talk about teaching and schools?  
a. Bruno                      b. Olivia                      c. Ji-Yeon                      d. Rashid
2. Who should you see if you want to do a tour?  
a. Bruno                      b. Olivia                      c. Ji-Yeon                      d. Rashid
3. Who should you see if you want to talk about mobile phone technology?  
a. Bruno                      b. Olivia                      c. Ji-Yeon                      d. Rashid
4. Who should you see if you want to talk about promoting fruit and vegetables?  
a. Bruno                      b. Olivia                      c. Ji-Yeon                      d. Rashid
5. Who works with people from different countries?  
a. Bruno                      b. Olivia                      c. Ji-Yeon                      d. Rashid
6. Who works in the United Arab Emirates?  
a. Bruno                      b. Olivia                      c. Ji-Yeon                      d. Rashid



## Task 2

Are the sentences true or false?

1. Bruno's job is making sure people know about KPD Foods.
2. The country code for calling Brazil is 971.
3. 'Hoskins' is a first name.
4. In addresses in South Korea, you write the country first.
5. Ji-Yeon is the head of her company.
6. Rashid works in the United Arab Emirates.
7. When saying an email address, '.' is pronounced 'dot'.
8. When saying an email address, '@' is pronounced 'at'.

### Answer

|      |       |
|------|-------|
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |
| True | False |

## WRITING: DESIGNING A BUSINESS CARD

In the following space, design your own business card. Include your personal information and the company name.

## SPEAKING: TALKING ABOUT YOUR JOB

Introduce yourself to others. With two partners, practice the following dialogue and prepare it to present it in the class.

SARA: John, I would like to meet Alberto. John, this is Alberto.

JOHN: Hello, Alberto, it is a pleasure to meet you.

ALBERTO: Nice to meet you too, John. How do you know each other, Sara?

SARA: Oh, we work together in Galerías Branch

JOHN: That is right. Sara is my partner; we are tellers there. Are you the new teller in the additional shift?

ALBERTO: Yes, I am! We work together now.

SARA: Excellent! Let's go to the cafeteria!