Consejo General de Educación
Dirección de Enseñanza Superior
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3er Año – Tecnicatura Superior en Administración de Empresas

Ciclo lectivo 2026

Name and Surname: _____

Clase virtual N°: 2 (Clase 23/06)

Unidad del programa: Bloque 1

Contenido/s:

- Future "Will" and "Be going to"
- Comprensión de texto

Objetivos de la clase:

- Reconocer estructuras gramaticales trabajadas en las clases presenciales
- Habilidad comprensión lectora

Actividad:

Complete the text with the correct form of Future "Will" or "Be going to":

Next week, our company _____ (launch) a new financial product. The marketing team _____ (prepare) all the advertising materials by Friday. We already planned everything, so we _____ (not make) any changes at the last minute.
The CEO _____ (visit) our main office to present the new strategy. But some employees are unsure: _____ she really _____ (announce) the expected promotions? We hope so.

Our IT department _____ (not finish) the software update this week, so we _____ (use) the old system for now. _____ they _____ (solve) the bugs before the launch? It's hard to tell.
Meanwhile, I _____ (train) the new interns tomorrow. They _____ (learn) how to process orders and manage client databases. I think they _____ (do) a great job.

LIVEWORKSHEETS

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Finance

Dear Mr. Ingol,

Please find enclosed the annual **financial report**. In summary, the **profit and loss** statement shows that we are up $7,658.04 on our **earnings** last year. Our increased earnings were due to the **revenue** received from the Taylor Johnson project. In fact, you will see on the spreadsheet that this one project alone brought in 20% of our annual **income** after **deductions**. Our profit was greatest in the 3rd **quarter** when we received payment from Taylor Johnson and also received the **grant** from the Environmental Awards Group. Profit was lowest in the first quarter, when the company suffered a **net loss**. However this was due to the increased **expenditure incurred** when we bought the new delivery vehicles, and there was no actual fall in earnings.

The **balance sheet** shows that value of our **assets** is down this year. This is due to the **depreciation** incurred by our outdated computer system. However, the proposed purchase of a new computer system will result in an increased value in our assets by the end of the next financial year. We also have over $3,000 in **liabilities**.

If you have any questions about the report, please get in touch.

Graham Knowles
Director of Finance

2 Read this email from the Director of Finance to a CEO. Then, choose the correct answers. Summarise the email. Tell the class.

1 Which of the following statements is NOT true?
- A The takings are higher than last year.
- B Most of the profit came in the second quarter.
- C The company received a grant in the third quarter.
- D The company bought delivery vehicles in the first quarter.

2 The company's assets decreased in value because
- A this year's profits were low.
- B the company suffered a net loss.
- C the delivery trucks were expensive.
- D the computers decreased in value.

3 What is the company likely to do next year?
- A buy a new computer system
- B receive $3,000 in debts
- C receive a grant
- D reduce spending

3 Match the words (1-7) with the definitions (A-G).

1 __ expenditure
2 __ balance sheet
3 __ assets
4 __ depreciation
5 __ grant
6 __ net loss
7 __ financial report

- A money given to help a specific project
- B a situation where you spend more than you receive
- C a document giving information about finances
- D the money you spend
- E things you own which have value
- F the loss in something's value over time
- G a document containing statements relating to money

4 Choose the correct word pairs to fill in the blanks.

1 The company's ___ was high, but it owes $5,300 in ___.
- A revenue – liabilities
- B quarter – earnings
- C income – profit and loss

2 The expenditure ___ was greatest in the last ___.
- A deductions – income
- B incurred – quarter
- C liabilities – asset

3 The ___ statement shows that our ___ were higher last year.
- A quarter – deductions
- B incurred – net loss
- C profit and loss – earnings

4 Our total ___ increased, not including ___ for raises.
- A financial report – assets
- B income – deductions
- C expenditure – depreciation

LIVEWORKSHEETS