



INGLÉS TÉCNICO I

Curso: 4to cuatrimestre

Turno: Mañana/Noche

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Bachillerato para Adultos con orientación en computación – RM 240/91

PROGRAMA DE LA MATERIA

EXPECTATIVAS DE LOGRO DE LA ASIGNATURA:

- Adquirir la capacidad de generar y comprender mensajes en Inglés.
- Adquirir vocabulario para describir lugares, situaciones, textos y tecnicismos específicos.
- Adquirir competencia para la lectura comprensiva.
- Desarrollar habilidades auditivas.

UNIDAD	CONTENIDO
I	Revisión de las estructuras y tiempos verbales.
II	Estructuras gramaticales tales como Pasado Perfecto (PAST PERFECT). Usos y combinación con otros tiempos verbales. Lectura comprensiva e interpretativa sobre textos técnicos.
III	Estructuras gramaticales tales como la Voz Pasiva (Passive Voice). Formación, estructuración, usos e identificación de la estructura dentro de un texto. Cartas comerciales (Modelos): Diagramación y confección con vocabulario específico, técnico en forma formal e informal de las mismas. Traducción de frases, oraciones. Diferenciación de una traducción literal o subjetiva. Llamadas telefónicas empresariales (Vocabulario específico y técnico) Practica oral y escrita de cartas, y llamadas telefónicas.

1

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Horarios de Atención:

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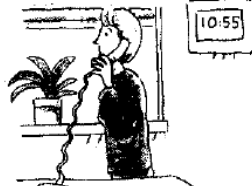
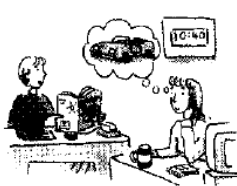
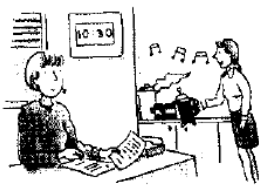


Trabajo Práctico N° 1

1) Present Continuous

This is what Jane and Mary are going today. Complete the sentences using one of the verbs in the box in their positive or negative forms.

write drink read work ring listen have think make sing ask talk
stand sit



10:30 a.m. Jane is in her office. She some letters and her replies. Her secretary, Mary, some coffee. She a song.

10:40 a.m. Jane and Mary their coffee. Jane about her holiday plans, but Mary to her. She about her new car. They at the moment; they their coffee break.

10:50 a.m. The telephone and that is the end of their break. Now it's back to work.

10:55 a.m. Jane at her desk. She next to the window and some questions to an important customer.

2) Simple Present:

Jane and Mary do the same every morning. Write sentences explaining what they do every day.

3) Simple Past:

A: Complete the sentences. Use **I/she was** etc. or **we/they were** etc.

- | | |
|--|---------------------------|
| 1 Liz worked very late last night. | <i>She was</i> ... tired. |
| 2 Jack lost his job yesterday. | angry. |
| 3 We laughed a lot at last night's film. | very funny. |
| 4 Joe and Sam fell into the river yesterday. | wet and cold. |
| 5 Yesterday was a beautiful day. | sunny. |
| 6 We saw a horror film last Saturday. | really frightened. |
| 7 David and Sue didn't have anything to eat yesterday. | hungry. |
| 8 I had a wonderful holiday last year. | happy. |



B: Complete the letter:

Hi Tony!
I'm in San Francisco now. We (1) arrived here yesterday. Before that, we
(2) 10 days in New York. It (3) wonderful. Pat and I
(4) a lot of interesting places including the Empire State Building. We
(5) to the top – it (6) very high, and we
(7) both a bit frightened. We (8) a boat along the river to
see the Statue of Liberty. We (9) through Greenwich Village and
watched many artists at work. The paintings (10) expensive so I
bought one. We also (11) to the theatre and saw a new musical – I
(12) it very much. The weather (13) OK – a bit wet
sometimes. But now in San Francisco, it's hot and sunny.
See you soon.
Love Helen (and Pat)

Trabajo práctico Nº 2

1) Look at this information about Marco and Jill.

Name:	Marco	Jill
Age:	15	29
Home town:	Rome	Dublin
Job:	Student	Computer programmer
Education/study:	12 subjects at school	Mathematics at university
Likes:	Playing football, cinema	Travelling, swimming, chocolate
Last holiday:	2 weeks in Greece last summer; hotel by the sea, lots of water sports	1 month in Indonesia last month; camping, lots of walking

Write questions about Marco. Use a verb in the present or past.

- 1 How old is Marco? (old?)
- 2 Where does he live? (live?)
- 3 (do?)
- 4 (study?)
- 5 (like?)
- 6 (last holiday?)
- 7 (stay?)
- 8 (do on holiday?)

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2) Read the paragraph about Marco and then write a similar one about Jill:

Marco is 15 and he comes from Rome. He is a student and is studying 12 subjects at school. He likes playing football and going to the cinema. Last summer he went to Greece for 2 weeks. He stayed in a hotel by the sea and he played lots of water sports.

.....
.....
.....
.....
.....
.....

3) Now write a paragraph about yourself

.....
.....
.....
.....
.....
.....

4) GRAMMAR

-Complete these sentences with the correct tenses.

- 1- I(work) for a school management company called Educo Unlimited. The business (manage) 24 private schools in Europe and (provide) consultancy services to local government.
- 2- I (plan) a trip to Munich for a conference in two months. The conference (be) about financial control. Over 400 people (come).
- 3- I (just / get) out of the car park when I (hear) an awful sound. It was the boss's car!
- 4- Oh, no! I (write) this report all morning and my computer (just / crash). Why didn't I save the document?
- 5- I (work) here for over 12 months now. I (work) on this project for most of this time but finally it (almost / finish)

-Correct the mistakes in these sentences.

- 1- Seville is mpore hot than Paris in summer.
- 2- Bill Gates is the world's rocher man.
- 3- London is not big as Tokyo-
- 4- The 2002 World Cup was the most bad ever.



- 5- Walmart has the more big turnover of any retail business in the world.
- 6- Yesterday I played squash but I played bad.
- 7- My friend Sam plays squash mnore good than I do.
- 8- The weather in northern Spain is not so hot like in the south.

-Complete this memo from a HR manager using the words in the box. Sometimes more than one answer is possible.

EACH – A LITTLE – A FEW – MUCH – MOST – MANY – NO – SOME - ANY

We need 1-..... people , between three and five sales staff, to work in Russia for 2-..... months. However, although 3- of our sales staff are willing to go, we don't have 4- staff who can speak Russian to the required level. We have 5-..... time to search for new candidates externally, so those people who are selected will have to spend 6..... of their own time learning Russian before they go. This will not cost 7-..... In fact, if 8-..... lesson is taught at our headquarters, we shouldn't spend 9- of the training budget.

-Rewrite these sentences in the passive keeping the original meaning.

Example: Americans consumed ober 1.5 million kilos of chocolate in 2001.

- a- Americans eat 11 billion bananas every year.
- b- Americans consume 20 billion hot dogs every year.
- c- Nabisco produces six billion Oreos every year.
- d- The Mars M&M factory in New Jersey manufactures 100 billion M&Ms a year.
- e- Frank and Ethel Mars sols Mars's first candy in 1911.



-Complete the sentences with the correct forms of the verbs in brackets

- a- If the phone (ring), I (answer) it.
b-(you / help) Paula if she (have) a problem?
c- I (close) the window if you(stop) smoking!
d- If Veronica (not / come) in today, I (write) those letters.
e- I (pay) for the coffee if you (pay) for the biscuits.
f- What (you / do) if Mel (not / finish) the minutes today?
g- I (call) all those clients if you (find) their phone numbers.
h- If Franco (be) late again, I (not / help) him at the end of the day.

-Choose the correct word or phrase to complete these conversations

- 1- A: Did / Have they visited our factory before?
B: Yes, they have / has
A: When did / have they come?
B: They come / came in 2002.
2- A: Has she saw / seen the presentation?
B: Yes, she has / saw
A: Has / Did she like it?
B: Yes, she / she's liked it very much.
3- A: Did you heard / hear the news about Alex yesterday?
B: Yes, it's very sad. I've never / ever met him. Have you?
A: Yes, I did / have. He's very nice.

-Put the verbs in brackets into the correct form of the present or past simple.

- A: (you have) a good flight?
B: Yes, it (be) a good flight, but I (like) the food.
A: (you visit) this country often?
B: No, I usually (come) here about once a year, but last year I (come) four times, because we (open) two new offices here.
A: Where (you open) the new offices?
B: In Nice and Marseilles. It's hot today !
A: Yes, but you're lucky. It (not be) hot yesterday; it (be) very cold!



-Complete this e-mail with words from the box.

**ARRANGE / TAKE A TRAIN / DETAILS / FLIGHT NUMBER /
HOTEL RESERVATION / PICK ME UP / RETURN FLIGHT**

Dear Jan,

I would like to give you my travel 1- for my visit to Rotterdam. My 2-
..... leaves from Malaga at 10 45 on 21 June and arrives in Amsterdam
at 13 00.

The 3- is IB456. please can you 4-..... for
someone to 5-

..... at the airport or is it better if I 6- ?

Unfortunately, the next day I have to leave early as the 7-..... is at
7 25 in

the morning from Amsterdam. Would it be better to go back to Amsterdam on the
night of 21

June?

Please, can you advise me and if necessary change my 8-?

Thank you for your help with this.

Best wishes,

Elena Gutierrez.

Trabajo Práctico Nº 3

1) Complete using future “going to”

- 1 It's only 7 o'clock in the morning but the sun is shining and it's warm.
..... *It's going to be* a beautiful day.
- 2 John is driving on the wrong side of the road! an accident!
- 3 Carol is eating her third box of chocolates! sick!
- 4 What a fantastic race! Roger is nearly there! Only 50 metres to the finish.
..... win!
- 5 Look at those boys on that big bicycle! They're not safe. fall
off!
- 6 This film is making me feel very sad. cry.



2) Read what George says about his life at the moment and his future.

Friday 25th
At the moment I have to work very hard. I study at home every night and tonight is the same. I'll be at home as usual. I'll be in my bedroom with my books.
But tomorrow is Saturday - no college and no work! So tomorrow morning I'll probably be in the city centre. I want to buy some clothes.
College finishes next month so at the end of the month I'll be on holiday in Paris with my friends.
A few years from now I'll probably be married.
In 2010 I'll be 40 years old. My children will probably be at school.
I don't know where I'll be in 2020.

Are these statements true? Correct the sentences that are wrong. Use **will** and **won't**.

- 1 George'll be at the cinema this evening. *No, he won't. He'll be at home.*
- 2 He'll be in his bedroom. *True*
- 3 Tomorrow morning he'll be at college.
- 4 Next month he'll be in Paris.
- 5 He'll be on his own.
- 6 A few years from now, he'll probably be married.
- 7 He'll be 28 in 2001.
- 8 His children will probably be at university.
- 9 He'll be in Paris in 2020.

Trabajo Práctico Nº 4

1) Read the following passage and put the verbs in the correct form, present perfect or past simple.

Then and now

TWENTY YEARS ago few people (1) *realised* (realise) that computers were about to become part of our daily lives. This short period of time (2) *has seen* (see) enormous changes, in business, education and public administration. Jobs which (3) (take) weeks to complete in the past, are now carried out in minutes. Clerks who (4) (spend) all day copying and checking calculations are now freed from these tedious tasks. In offices, the soft hum and clicking of word processors (5) (replace) the clatter of typewriters. Schoolchildren (6) (become) as familiar with hardware and software as their parents (7) (be) with pencils and exercise books. Computerisation of public records (8) (enable) government departments to analyse the needs of citizens in detail. Some of us may wonder, however, whether life (9) (really/improve) as a result of these changes. Many jobs (10) (disappear), for example, when intelligent machines (11) (take) over the work. Employers complain that clerical staff (12) (become) dependent on calculators and cannot do simple arithmetic. There are fears that governments (13) (not/do) enough to ensure that personal information held on computers is really kept secret. Certainly, many people may now be wondering whether the spread of computers (14) (bring) us as many problems as it (15) (solve).



2)

Choose the correct form of the verbs.

CONFERENCE REPORT

(Parkhouse Hotel 5th September)



The conference was very successful. The seminars and talks

(1) were / had been extremely interesting and it was obvious that all the speakers

(2) had prepared / prepared their material very thoroughly. Everyone agreed that this should become an annual event.

There were however a number of administrative problems. When we

(3) arrived / had arrived, we (4) discovered / had discovered that the hotel

manager (5) reserved / had reserved the wrong room for us and therefore we

(6) did not have / had not had enough space. Unfortunately, he could not let us

have the larger room because he (7) gave / had given it to another group, even bigger than ours.

He (8) also misunderstood / had also misunderstood the letter explaining what food

we (9) required / had required. In fact, we (10) suspected / had suspected that he

(11) lost / had lost the letter. We do not recommend using this hotel again.

1) Past Simple and Present Simple.

Complete the text with the correct form of the verb in parentheses: The past Simple or the Present Simple.

My friend Jack _____ (be) 40. He _____ (leave) the U.S. when he was 20 and

_____ (go) to Italy. He _____ (work) in Naples for ten years. Then he

_____ (move) to Rome. There he _____ (meet) Antonella. They _____

(get) married in

1982 and now they _____ (live) in Florence. Jack _____

(teach) English in a

Language school. And what _____ (do) Antonella do?. She _____

(sell) computer software.

2) Complete these questions.

1. What _____ you _____ (do) on weekends? I go to the club.

2. Where _____ she _____ (work)? She works in a bank.

9

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3. _____ there a photo on the TV ? Yes, there is.
4. _____ you _____ (speak) English? Yes, I can.
5. How many children _____ they _____ (have)? they have 3 children, a son and 2 daughters.
6. What _____ the students _____ (do) right now? They're studying English.

3) Make these sentences negative.

1. We enjoyed the movie.
2. I took a photo of my sister.
3. Angela wrote a letter to her friend.
4. Bob could read when he was 4.
5. Brazil won the World Cup in 1994.
6. She was born in Australia.
7. Her father died when he was 14.
8. People flew by plane 100 years ago.

4) Make sentences about what you like doing. (affirmative or negative sentences).

1. Go/dentist.
2. Play/computer games.
3. Buy/clothes.
4. Listen /music.
5. Study /English.

5) You are in a restaurant. Write a dialogue between you and the waiter. Order something to eat and drink.

6) Write about your last vacation. Use the Simple Past.

7) Write a paragraph .Describe your bedroom. (Expressing existance).

Exercises with Present Perfect.

Put the verbs into the correct form (present perfect simple).

1. I (not / work) today.
2. We (buy) a new lamp.



3. We (not / plan) our holiday yet.
4. Where (be / you) ?
5. He (write) five letters.
6. She (not / see) him for a long time.
7. (be / you) at school?
8. School (not / start) yet.
9. (speak / he) to his boss?
10. No, he (have / not) the time yet.

Write sentences in present perfect simple.

1. they / ask / a question -
2. he / speak / English -
3. I / be / in my room -
4. we / not / wash / the car -
5. Annie / not / forget / her homework -

Write questions in present perfect simple.

1. they / finish / their homework -
2. Sue / kiss / Ben -
3. the waiter / bring / the tea -
4. Marilyn / pay / the bill -
5. you / ever / write / a poem -

Ask for the information in the bold part of the sentence.

1. They have talked about art **at school**. -
2. Jane has got **a letter**. -
3. **Oliver** has cooked dinner. -



4. Caron has read **seven** pages. -
5. You have heard the song **100 times**. -

Write the participle form of the following verbs.

1. go →
2. sing →
3. be →
4. buy →
5. do →

Complete the table in present perfect simple.

positive	negative	question
He has written a letter.	<input type="text"/>	<input type="text"/>
<input type="text"/>	They have not stopped.	<input type="text"/>
<input type="text"/>	<input type="text"/>	Have we danced?
She has worked.	<input type="text"/>	<input type="text"/>
<input type="text"/>	Andy has not slept.	

Write sentences using present perfect. Including adverbs like: since, yet, already, for, ever, never, just; in affirmative, negative and interrogative form.

Trabajo Práctico Nº 6

Write the quiz questions. Use the past simple passive.

QUIZ MASTER: Welcome to our General Knowledge Quiz. We've got some interesting questions for you tonight, Marianne, so are you ready?

MARIANNE: Ready.

QUIZ MASTER: OK, number 1: When (1) *was*... the toothbrush *invented*... (invent)? Was it the 15th or the 17th century?

MARIANNE: The 15th century, I think -- in China.

QUIZ MASTER: That's right. Number 2: Where (2) compact discs (develop)?

MARIANNE: In Japan.

QUIZ MASTER: Japan and The Netherlands together, actually. And number 3: (3) dynamite (invent) in Canada, Sweden or Greece?

MARIANNE: In Sweden by Alfred Nobel.

QUIZ MASTER: OK, Number 4: in which century (4) glasses first (make)?

MARIANNE: I'm not sure. The 15th century?

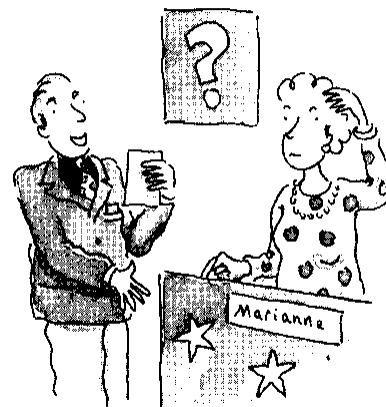
QUIZ MASTER: No, I'm sorry. It was in the 13th century by two Italians. And for your fifth question: When (5) contact lenses first (produce)?

MARIANNE: 1956.

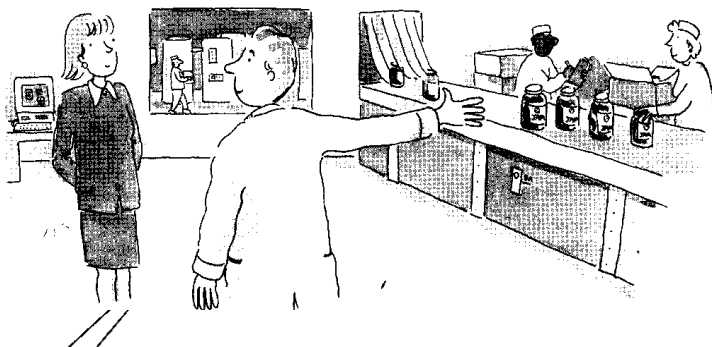
QUIZ MASTER: Correct. And your last question: Where (6) the first petrol car? (build)

MARIANNE: In Germany by Mr Daimler and Mr Benz.

QUIZ MASTER: That's right. Congratulations, Marianne. You did very well.



Look at the picture of Hartson's jam factory. A visitor is being shown around the factory by Mr Jones, the manager. Complete his sentences. Use the passive (present simple or continuous).



The machines (1) *are switched on* (switch on) at 7.30 a.m. every day and (2) *(are) turned off* (turn off) at 5.30 p.m. The factory (3) (lock) at 6.30 p.m. by our security guards and all the staff (4) (check) before they go home. We don't want our jam to disappear! Now as you can see, strawberry jam (5) (make) here today. And over there the jars of jam (6) (put) into boxes by our team. Hartson's jam (7) (not / export) because this country buys everything we produce. It's very important to keep our factory clean and hygienic so everything (8) (wash) very carefully every night. Of course nobody (9) (allow) to smoke anywhere in the factory. Now I think lunch (10) (serve) in the canteen at the moment, so shall we go?



Translate these sentences to Spanish:

1. The most important software that the shop uses is a data base program.
2. A data base is a computerized cross-reference system: it lets you store, organize and retrieve information quickly and easily.
3. Spreadsheet programs let you write the ledger sheet to the computer's memory and make any changes you like.
4. Minis and mainframes are more powerful versions of the micro, they have more memory and they work faster than micros.
5. The different people who use the minicomputer have access to its facilities through terminals and the minicomputer can serve many different users at the same time.
6. A chip is an integrated circuit, that is, a combination of transistors and other components.
7. A modem is a device which serves a dual purpose because it acts as a Modulator (digital to analog) and Demodulator (analog to digital).
8. The compiler is a systems program which may be written in any language.
9. Railway companies use large computer systems to control ticket reservations and to give immediate information on the status of their trains.
10. In the "star" configuration, the central computer performs all processing and control functions.
11. Microsoft ® is a company owned by Bill Gates.
12. The old Commodore computers were replaced by the PC.
13. When was the first computer invented?
14. When the technician found the problem, the virus had already deleted many important files.
15. Viruses were made to attack Microsoft ® programs.
16. If you use Linux, you have fewer chances to get your computer infected.
17. When the teacher asked for the special assignment, I had already done it and sent it by e-mail to her.



18. E-mails are used to keep in touch with people all over the world.
19. By the time the circuits were repaired, all the internal wiring system had been damaged.
20. In the future, faster and lighter portable computers will be used and they will be affordable for all.

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