

PARTE TIPO TEST 0.5

Choose the correct word from the following definitions:

1. Acting on good judgement, reasonable:
 - a. Disciplined
 - b. Sensitive
 - c. **Sensible**
 - d. Open-minded

2. Able or willing to change in order to suit different conditions:
 - a. Motivated
 - b. Easy-going
 - c. Reliable
 - d. **Adaptable**

3. Very careful and with great attention to details:
 - a. **Meticulous**
 - b. Efficient
 - c. Polite
 - d. Resourceful

4. Willing to consider ideas and opinions that are new or different to your own:
 - a. Creative
 - b. Witty
 - c. **Open-minded**
 - d. Proactive

5. Using words in a clever and funny way:
 - a. Productive
 - b. **Witty**
 - c. Empathetic
 - d. Proactive

6. When you're accepted into a new job:
 - a. **hired**
 - b. fired
 - c. laid off
 - d. employer

7. When you voluntarily decide to leave your work:
 - a. retire
 - b. fire
 - c. **resign**
 - d. commute

8. An increase in your salary
 - a. commute

- b. promotion
- c. pay rise**
- d. resign

9. When an employee loses his/her job due to neutral reasons, like the company reducing its size due to financial problems:

- a. lay off**
- b. fire
- c. commute
- d. hire

10. The person above you who is responsible for your work:

- a. co-worker
- b. colleagues
- c. employee
- d. boss**

11. Translate the following word from Spanish into English: marcar

- a. dial**
- b. call
- c. ring
- d. speak

12. Translate the following expression from Spanish into English: tomar un recado

- a. hold up
- b. call back
- c. hang up
- d. take a message**

13. Translate the following expression from Spanish into English: pasar la llamada

- a. speak up
- b. put somebody through**
- c. hold on
- d. call back

14. Translate the following expression from Spanish into English: mala señal

- a. busy line
- b. bad line**
- c. voicemail
- d. dial tone

15. Tomas is not in right now. Would you like to _____?

- a. leave a message**
- b. take a message
- c. hang up
- d. speak up

16. Hello, _____ Juan García. How can I help you?

- a. he is
- b. I am
- c. this is**
- d. she is

17. I'd like to speak to George. Could you _____?

- a. put me through**
- b. pass me
- c. connect me
- d. speak

18. Read this date in the American English way: 17/02/1965

- a. The seventeenth of February, nineteen sixty-five
- b. Nineteen sixty-five, February seventeenth
- c. The second of seventeenth, nineteen sixty-five
- d. February seventeenth, nineteen sixty-five**

19. For this job, you need to be good _____ in English.

- a. in talking
- b. at talk
- c. on talking
- d. at talking**

20. As for my daily duties, I am responsible for _____ exams.

- a. correcting**
- b. to correct
- c. corrected
- d. will correct

PARTE PRÁCTICA 1,2

Write a small text describing your job (it could be your past, present or future job). Talk about the responsibilities, the qualities and attitudes, work environment, required education and loves and hates about the job. You should use the vocabulary and expressions we saw in class, such as "I'm responsible for", "It's my job to", "I find my job", etc. (These are not all the expressions).

Ejemplo: I work as a teacher. I'm responsible for preparing content for my classes, for correcting my student's assignments. It's also my job to make exams. For this job, I need to be hard-working because there are a lot of tasks that need to get done; assertive and a good person in general. I usually work in the afternoon shift, I work full-time, I can work remotely and I get along well with all my colleagues and bosses. For this job, you need to have a degree in Translation and Interpreting and a masters degree as well. You need to be good at English, obviously. I find my job very rewarding because my students are very funny, but it can get a bit tiring after being for a long time.

En el examen podéis escribirlo tanto formato texto como por partes. Tipo:

Responsibilities: I'm responsible for...

Qualities: for this job I need to be...

etc

Lo importante es que no os olvidéis incluir ningún tema de los de arriba y las expresiones + vocabulario.

Posible rúbrica de evaluación:

- Estructura 20%: que se incluyan todos los puntos
- Vocabulario 30%: que se incluya vocabulario de las dos listas (qualities and attitudes y essential employment vocabulary)
- Expresiones 30%: que se incluyan las expresiones que vimos en clase (tipo I'm responsible for, it's my job to, etc)
- Gramática: que no hayan errores gramaticales muy graves o que puedan entorpecer el entendimiento del escrito