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INGLÉS PARA DESARROLLO DE *Software*

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MÓDULO 3

Pasado simple. Elaborando mi perfil profesional: curriculum vitae. Entrevista laboral. Estrategias para la comunicación: Información personal. Preguntas con WH (where, why, how...). Frases y vocabulario para redactar emails. Cómo redactar correos electrónicos. Mensajes de textos y llamadas en situaciones formales.



Past
Simple

**What do you already
know about past simple?**

¿Cuándo lo usamos?

- El pasado simple se utiliza para hablar de una acción concreta que comenzó y acabó en el pasado.

Kate **worked** last Saturday.

- Se usa el pasado simple para una serie de acciones en el pasado

He **studied** for an hour in the morning, **worked** all afternoon and didn't return home until 10 at night.

- También lo usamos para acciones repetidas o habituales en el pasado.

He **walked** 5 kilometers every day to work

Estructura

Oraciones afirmativas

- Sujeto + verbo en pasado

We **worked** at that company for 3 years

Oraciones negativas

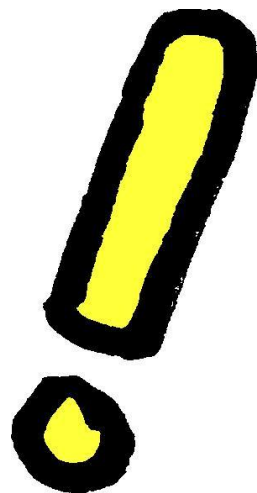
- Sujeto + did not + verbo sin conjugar

I **didn't buy** a blue car

Oraciones interrogativas

- Did + sujeto + verbo sin conjugar ?

Did they learn English?



Lista de verbos regulares e irregulares

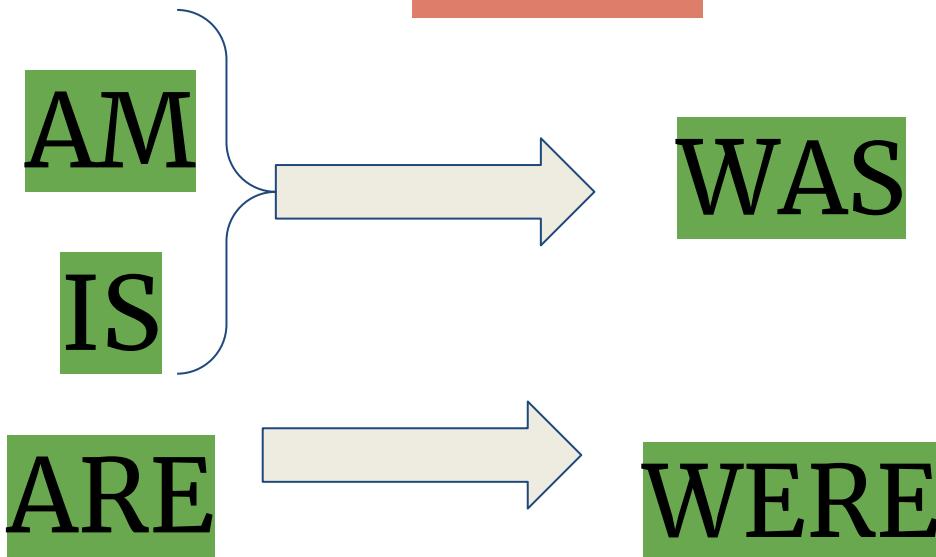
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INFINITIVO	PASADO Y PARTICIPIO
act	Acted
add	Added
aid	Aided
arrest	Arrested
assist	Assisted
attend	Attended
address	Addressed
advertise	Advertised

INFINITIVO	PASADO	PARTICIPIO
arise	arose	arisen
awake	awoke	awoken
bear	bore	born
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bet	bet	bet
bind	bound	bound



Pasado del verbo “to be”





SPELLING RULES



Los verbos que terminan en y

Cuando un verbo termina en -Y cambiamos la -Y por -i y luego agregamos -ed

Ejemplo: Cry= CRIED reply= REPLIED

Excepciones

Enjoy= enjoyed

Los verbos de una sílaba

Se debe duplicar la última consonante y luego agregar -ed

Stop= Stopped

Hug= hugged

Excepciones

Los verbos que terminan en c, x, w o y no siguen esta regla.

Box= boxed Play= played



Pronunciación de los verbos regulares



Hay tres formas de pronunciar los verbos regulares

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/id/ solo se utiliza si la última consonante es una 't' o una 'd'

NEED= needed /nidid/

WANT= wanted /wantid/

DECIDE= decided /disaidid/

/t/ 'p', 'k', 'f', 's', 'ch', 'sh', 'x' y 'th'

WASH= washed /wosht/

MIX= mixed /mixt/

WATCH= watched /wocht/

/d/ 'b', 'g', 'j', 'm', 'n', 'l', 'r', 'w', 'v', 'z'.

CALL= called /cold/

LOVE= loved /lavd/



Elaborando mi perfil profesional

**CV and letter applying for a
job**



Repasemos algunos perfiles profesionales

Designer:

Marketing professional:

Growth expert:

Communications leader:

Programmer / Dev / Coder (Junior/senior):

CEO - Chief executive officer

CTO - Chief technology officer

Frontend programmer-Backend programmer

UX/ UI designer

Support expert

Business developer

Product Manager

Project Manager

Illustrator

Support professional

How can you improve your profile?

There are many strategies that you can apply, for example

- Writing a good and descriptive professional profile
- Creating a new or updating your CV
- Preparing yourself for an interview
- Being able to communicate in your workplace: emails, reports, presentations, etc.
- Creating content for your social networks
- Creating a professional portfolio

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Structure of a cover letter

1. **Beginning:** "To Whom It May Concern" or "Dear Sir or Madam,"
2. **Body:**
 - **First paragraph:** Why you are writing. Offer some specific, focused information regarding the job you're seeking
 - **Second paragraph:** What you have to offer the employer. This is your hook where you highlight examples of the work performed and achieved results.
 - **Third paragraph:** Your knowledge of the company. how you can contribute to its mission.
 - **Fourth paragraph:** Your closing. Summarize what you would bring to the position and suggest next steps by requesting a meeting or suggesting a call.

1. **Closing:**

Finish your letter with a formal closing like "Sincerely" or "Yours truly." A cover letter is professional correspondence.



Dear Mr. Scott.

I am writing to apply for the position of Senior Programmer, which was advertised on 28th of March in The Times.



I graduated in May 2002 and did a work placement with British gas as part of my degree. Before taking my present job I worked for a year with NCR. I stayed in this job since March 2004.

For the last three years I have been working as a software engineer for intelligent software. I have designed four programs in COBOL for commercial use, and until January I have been writing programs in C for use in large retail chains.

Two years ago I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae, I will be available for an interview at any time. i look forward to hearing from you.

Yours sincerely,



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