PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Barranquilla, Enero de 2022

Señor (a)
MANUEL GREGORIO HORMECHEA LANCE
SUPERVISOR(A) CONTRATO No. **3314327**
Coordinador Sede TIC
TIC Y Energía
Barranquilla

Asunto: Informe mensual de ejecución contractual Mes Enero del año 2022

Referencia: No 3314327 del año 2022

ORIANA ANDREA BARRIOS VASQUEZ, identificado con la cédula de ciudadanía No. 1.140.818.475 de Barranquilla, en mi calidad de Contratista del SENA, en TIC Y Energía, en cumplimiento del Contrato de Prestación de Servicios de la referencia, a continuación presento el Informe de actividades realizadas en el mes objeto de cobro.

Valor y forma de Pago: a). un pago correspondiente al mes de Enero de 2022 por valor de (811.491). Los honorarios serán pagados por el SENA al contratista de acuerdo al cronograma definido por la Dirección Administrativa y Financiera de la Dirección General, en la cuenta de Ahorros No. 025770091590 Davivienda, cuyo titular es el Contratista.

Plazo: Será hasta el 17de Diciembre de 2022.

OBJETO:
Prestar los servicios profesionales como instructor para impartir formación en la Competencia interactuar en lengua inglesa de forma oral y escrita dentro de Contextos sociales y laborales según los criterios establecidos por el Marco Común Europeo de referencia para las lenguas de acuerdo con la planeación de la coordinación de TIC y Energía del Centro Nacional Colombo Alemán

Obligaciones Especificas:

No	Obligaciones	Acciones realizadas	Evidencias
1	Diseño y planeación curricular	Reestructuración de lesson plans por retorno a la educación presencial. Diseño y elaboración de materiales. Investigación y desarrollo de contenidos a corde a las nuevas	Documentos en Drive: Matrix de contenidos, lesson plans. Fotos y reporte de asistencia por parte del líder del programa Inglés para el trabajo

		necesidades de la educación presencial.	

Para el trámite de la cuenta me permito adjuntar: Documentos electrónicos enunciados como evidencias del cumplimiento de las obligaciones contractuales y los desplazamientos realizados y el No. 9430687108 de la planilla, operador y periodo. (Decreto Ley 2106 de 2019 – " *Decreto Ley Antitrámites"*)

Evidencias en () folios

Cordialmente,

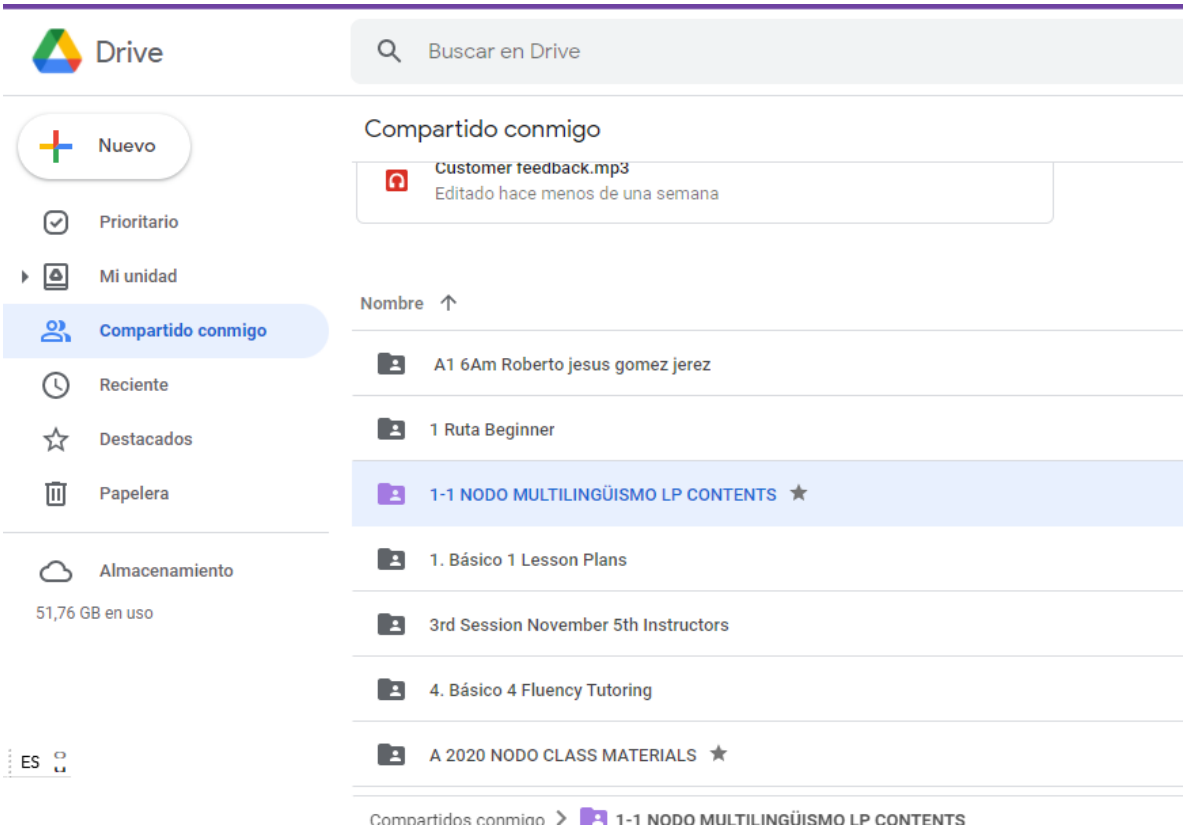
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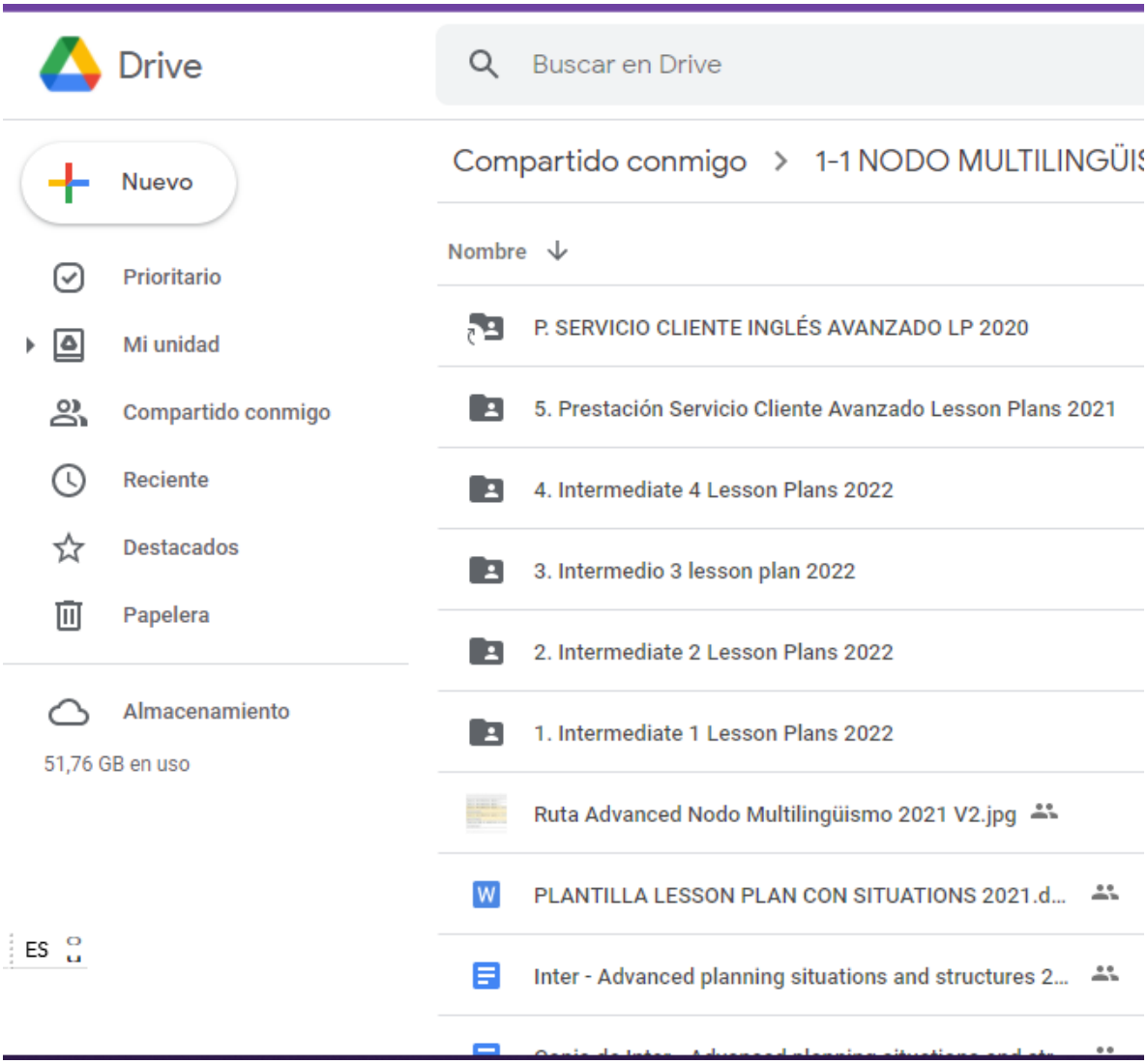
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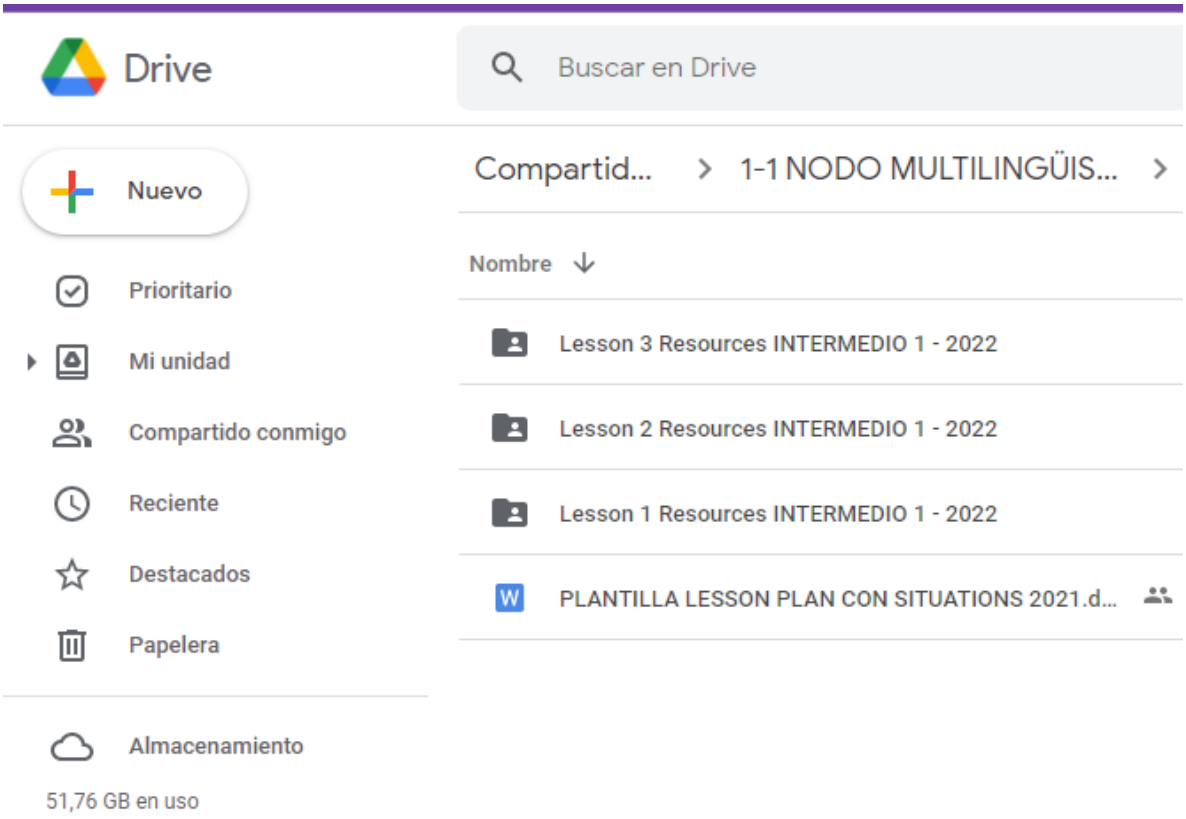
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Supervisor(a) Contrato 3314327 de 2022
Coordinador Sede TIC

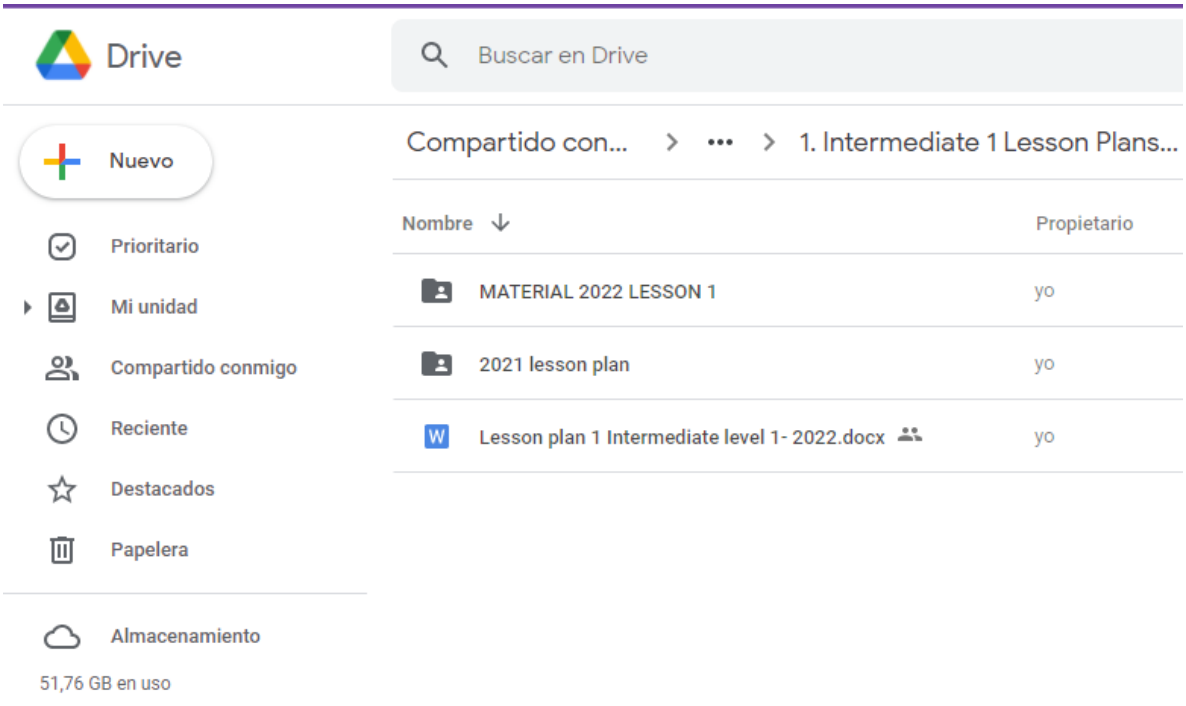
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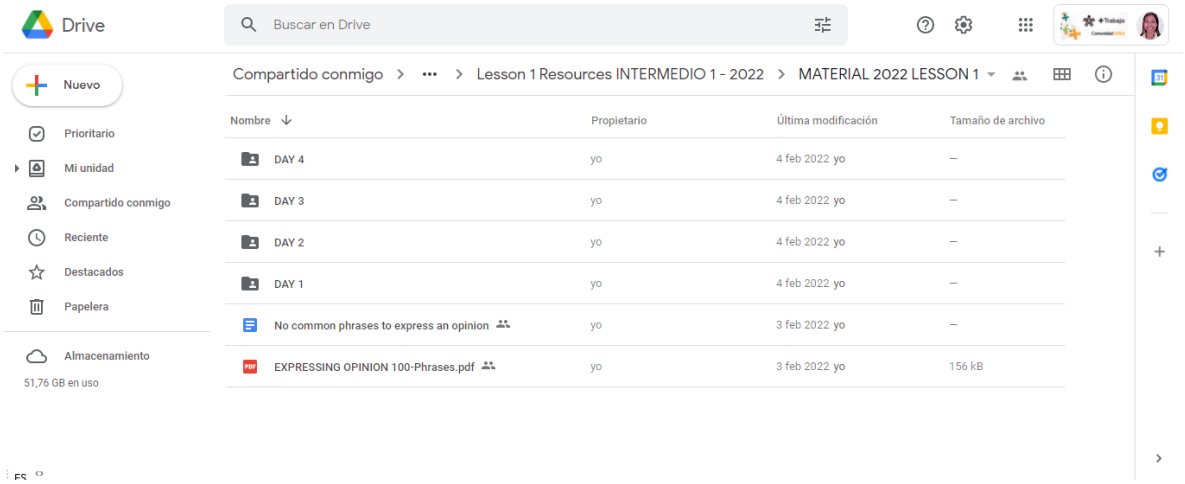
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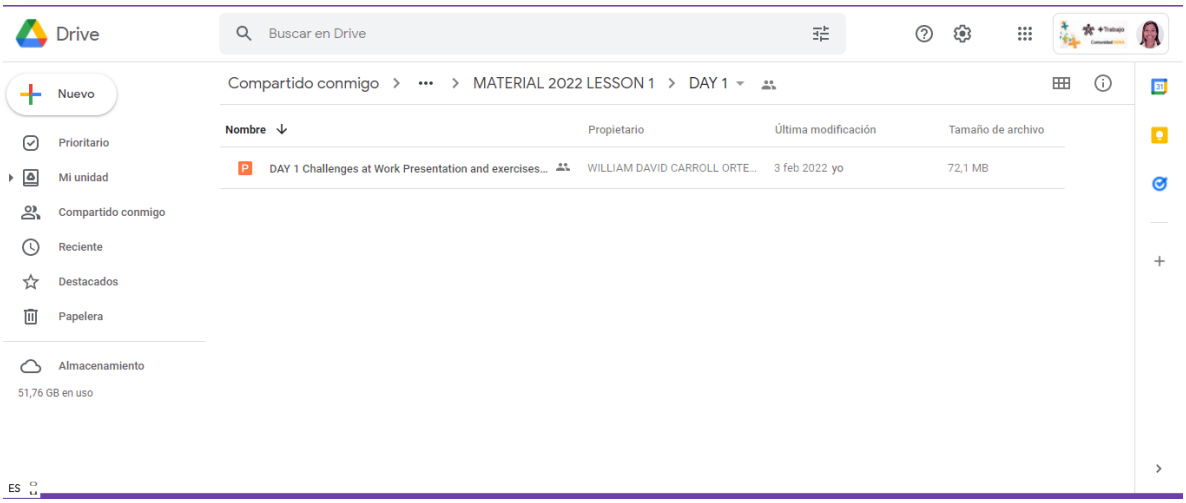


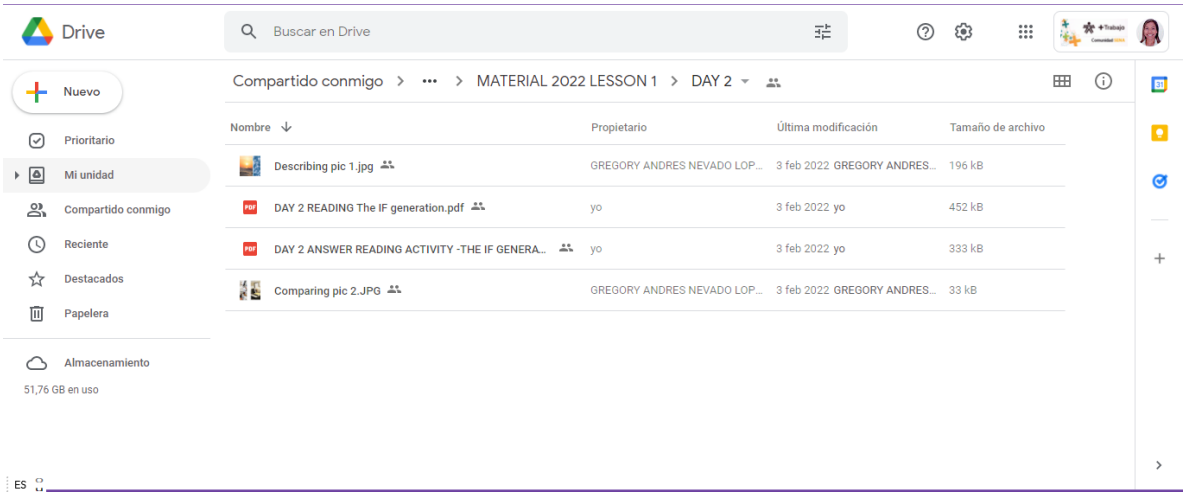

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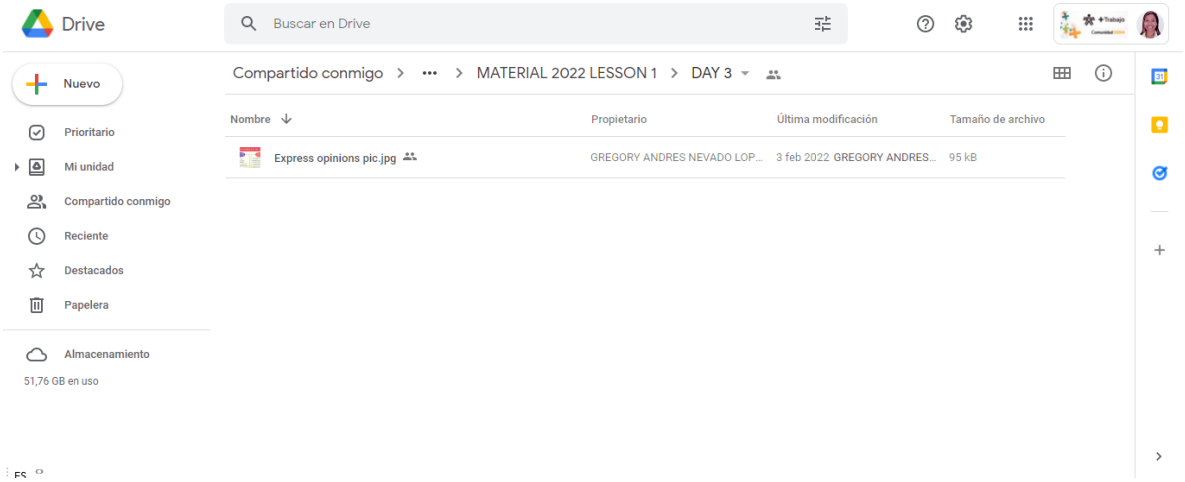

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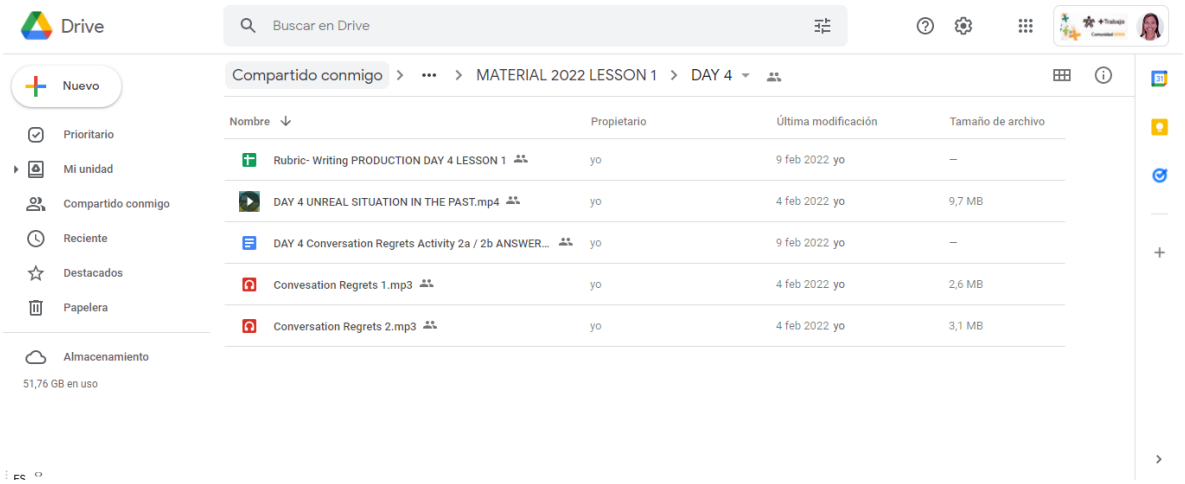

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CLASS NAME: Intermediate level 1
LESSON # 1
LESSON SITUATION TO PRESENT: Challenges at work
LANGUAGE TO PRACTICE: Review: Conditionals: Zero - First- Second - Third - Work vocabulary - Ways to share facts and opinions
STUDENT'S PRODUCTION: Problem-solving oral assessment about the biggest challenges at work.
OBJECTIVES: 1. By the end of the lesson, learners will be able to express their opinion on how to face challenges at work.
MATERIALS: Reading and Listening tests taken from: www.oxfordonlineenglish.com Powerpoint presentation Videos Links A ball Flashcards

Procedures	Apprentices must previously review links and materials selected for autonomous learning time. (Links should be posted on Edmodo before the online session is done) 1. Reading Level test https://www.oxfordonlineenglish.com/english-level-test/reading 2. Listening Level test. https://www.oxfordonlineenglish.com/english-level-test/listening	**Time**

	3. Reading Comprehension Activity: https://test-english.com/reading/b1/ebay-tips-selling-successfully/ 4. Listening Comprehension Exercise: https://test-english.com/listening/b1/children-new-billionaires-b1-listening-test/ After taking the test, ss will need to post comments about their test results.They will need to tell about their experience when facing the exercises, if they found them easy or difficult, and the score they got.	
Day 1	**Warm up** (Review conditionals) Complete the conditional situation. Instructors will start conditional sentences then apprentices must complete them. e.g: **Instructor says**: *If I had accepted that promotion…* The apprentice should continue the idea using the proper conditional sentence: *I would have been working in Tokyo.* Ask students to stand up and form a circle. Shout a half conditional sentence, throw a ball to a student and ask him/her to complete it. If you had studied harder… (III conditional) If it had rained…(III conditional) If we had looked at the map…(III conditional) If you weren't afraid of spiders…(II conditional) If I spoke Italian… (II conditional) If you went to bed earlier… (II conditional) If you don't hurry… (I conditional) If she works hard… (I conditional)	120 mins

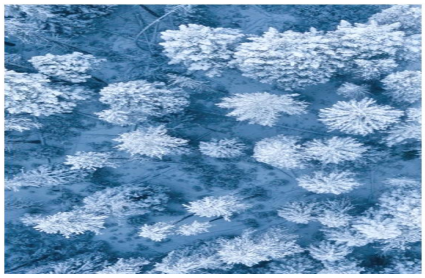
Presentation	Instructors will show apprentices a pptx presentation “ Challenges at work” which contains workplace definitions, reading texts and different exercises to be completed.	
Practice	Make definitions to the following words through a guessing game. Challenge / Empathy / Interview / Rapport/Articulate/candidate/ Self-confidence / Graveyard shift	
Apprentices’ production day 1	Instructor will ask general questions about the working life (experience, expectations, challenges, opinions, goals) A. Do you have any working experience? If so, how was it? B. What kind of job would you like to have in the future? Explain your point. C. What kinds of challenges do you think people have to face in the work environment? D. Have you ever worked in the BPO industry?	

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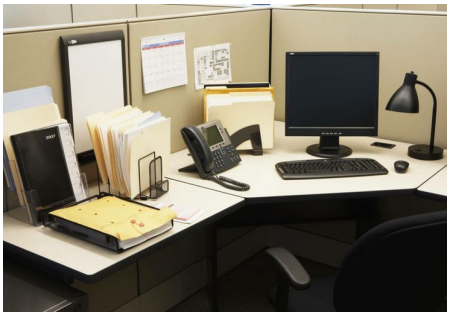
Presentation

Practice</td>
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Warm-up: Express your opinion by describing and comparing pictures

Ask: What comes to your mind when you see this picture?

Compare the pictures

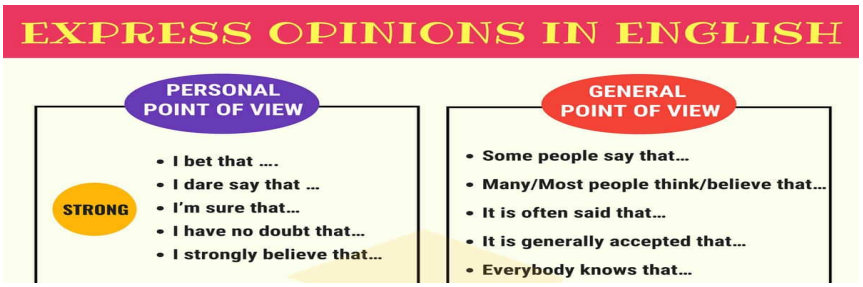
 

Tip: Make sure you provide feedback. Encourage apprentices to use “The left picture” “The right picture” “The top picture” “The bottom picture” instead of “The first, second pic”

Display “DAY 2 READING The IF generation” PRESENTATION ACTIVITY. Page 1

Discuss the questions proposed on PRACTICE ACTIVITY A and carry out exercise B, too. Pages:2-3

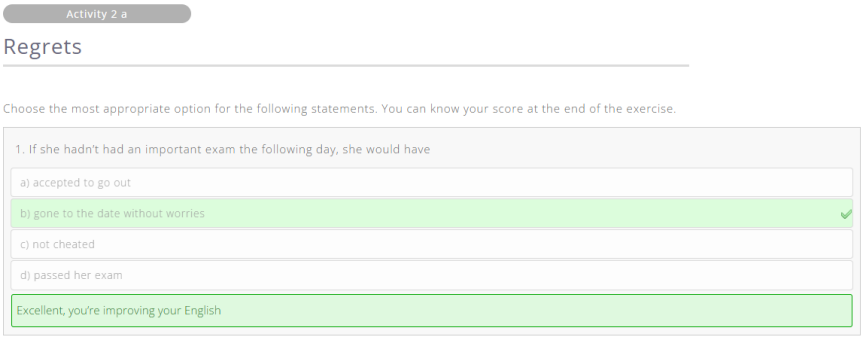
-Have apprentices read the article and pay close attention to the pronunciation.
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Production	Encourage apprentices to participate in the PRODUCTION ACTIVITY. You can find it on page 4. **Instructors feedback time**	
Day 3 **Presentation** **Practice**	**Warm-up:** Ask apprentices to write on the board the phrases they know to express their opinions. Then invite them to share their thinking of ● Job opportunities in Colombia ● Quality of customer service *over the phone/face-to-face* Play the video: Phrases for expressing an opinion - YouTube and break it down so that it's fully itemized. Take a look at the image. Practice the pronunciation.  Now you try it! Choose an opinion phrase from above to complete sentences from below. Give one or two reasons for each opinion. Write your sentences.	

Production	….you should move back home with your family. ....the government should lower fuel prices. ….we can combat climate change by… …. [football player, musician or actor name] is better than… ... [city name] has the best street food. Based on the previous exercise. Read out loud your sentences and give reasons to support your opinion. (Example: In my opinion, Bangkok has the best street food. I have never seen more choices of what to eat – and everything I've tried has been delicious! In Yaowarat alone, there are hundreds of food stalls offering tasty noodles, seafood, satay, Thai desserts, and fresh fruit.) **Instructors feedback time**	
Day 4	**DAY 4 LESSON PLAN 1 INTERMEDIO** https://avi.cuaed.unam.mx/repositorio/moodle/pluginfile.php/12325/mod_resource/content/1/contenido/index.html **Warm-up:** Diagnostic evaluation might help apprentices to remember something related to unreal situations in the past. **Activity 1A** Instructors will share the web page so apprentices write down in their notebook all answers using the words in parenthesis in order to complete the ideas. In order to do that, apprentices are going to read some suppositions about a guy named Joseph.	

Presentation	He is a homeless man who used to have everything but now has nothing. He made lots of mistakes and now he regrets all of them. If he hadn't behaved that way, he wouldn't have lost everything. These are some of the things that would have been different if he hadn't done everything wrong. **Activity 1B** Watch the video called: "DAY 4 UNREAL SITUATION IN THE PAST" Based on the video apprentices have just watched, they will compare and correct their answers to the previous exercise so that they practice how to express unreal situations in the past. If I [Escribe aquí...] *(not lose)* my job, I [Escribe aquí...] *(not sell)* my house. If I [Escribe aquí...] *(not steal)* a car, I [Escribe aquí...] *(not be)* in jail. If I [Escribe aquí...] *(not use)* drugs, I [Escribe aquí...] *(not have)* addiction problems. If I [Escribe aquí...] *(listen)* to my parents, I [Escribe aquí...] *(realize)* about my mistakes before. If I [Escribe aquí...] *(not give up)* school, I [Escribe aquí...] *(get)* a better job. Remember: All of them are unreal situations in the past. **Activity 2**:Listening to regrets In this activity, apprentices are going to listen to some people who regret having done some things and they are talking to their friends about it. After listening and analyzing ***"Conversation Regrets 1"*** the apprentices will answer **Activity 2a** in which they have to complete the ideas about the information in the first audio. **Answer key:** https://docs.google.com/document/d/1-23vaeU57REs50LYN0himRgkIPQfMquMf8ke1dFkkwo/edit?usp=sharing	

Practice

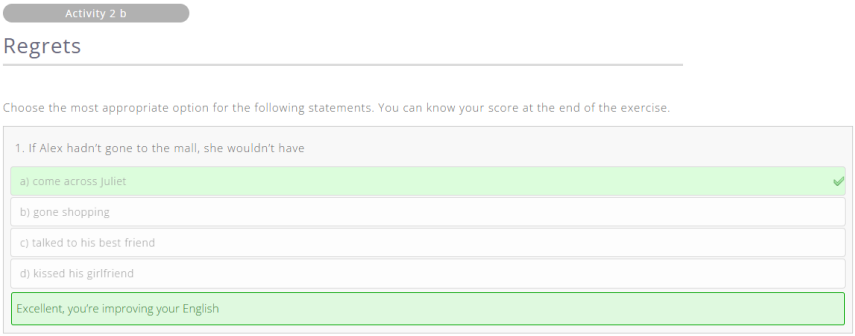


Now practice, they will listen and analyze ***"Conversation Regrets 2"*** so apprentices can answer **Activity 2b** in which they have to complete the ideas regarding the information in the second audio.

Answer key:

https://docs.google.com/document/d/1-23vaeU57REs50LYN0himRgklPQfMquMf8ke1dFkkwo/edit?usp=sharing

Production



For this activity, first apprentices need to read the next two situations then choose one of them and write an email saying sorry for what you did and explain why it was important to go and what would have happened if you hadn't gone.

Write between 200-250 words

Before you start working, check the rubric to be aware of the aspects which will be evaluated.

Rubric- Writing PRODUCTION DAY 4 LESSON 1

If you need to look up any word in a dictionary, we suggest you visit Cambridge Dictionary. There you can find a word you need.

Situation 1

You needed to help a friend of yours who was in jail because of a misunderstanding. The problem was that your parents didn't let you go because they thought it was dangerous to go to a place like that. You really wanted to go so you told your parents that you needed to go to a friend's house to do some homework. Unfortunately, your mother (mothers always know everything) noticed you acted in a suspicious way so she decided to call you soon after you went out and what it's worse she called the friend you were supposed to be with. Your mother got extremely angry because you disobeyed and you put yourself at high risk. You are going to be seriously punished so you think it is a good idea to write an email apologizing for what for did.

Mention how much you regret about the situation and say what would have happened if you hadn't gone.

Example1:

Subject: Apologize

Dear mom:

I write this email to let you know how much I regret disobeying you about visiting Charles in jail. I feel truly bad, **if I had not disobeyed you, we would have watched** some series together while eating some popcorns and drink some ice tea. ***I would not have been*** *in danger* ***if I had not gone*** *because while I was on my way to visit Charles I passed through a high risk neighborhood.* ***I had not spent*** *that money in a bus* ***if a had not disobeyed*** *you and* ***I would have saved*** *it for that trip* ***I had ever wanted*** *to do with you and my dad to Las Vegas,* ***we would have enjoyed*** *the city, casinos, food and nightlife there.* ***If I had followed*** *my guts when I saw that you realized I was lying* ***I would not have passed*** *through this situation which make me feel as the worst son ever; I am not justifying myself but I just wanted to see my friend that even though he is a bad influence for me as you say. I know you only hope the*

best for me and you protect me. I am really sorry to be so irresponsible and sassy.

Love.

Your son.

Situation 2:

Your former boy/girlfriend called you because (s)he desperately needed you to help him/her with a problem (s)he had. The problem was that your current couple was going to kill you if you went, so you decided not to say anything. Unfortunately, your couple saw some facebook posts and so (s)he discovered you were with your ex. Now, your couple doesn't want to answer the phone because (s)he is extremely angry.

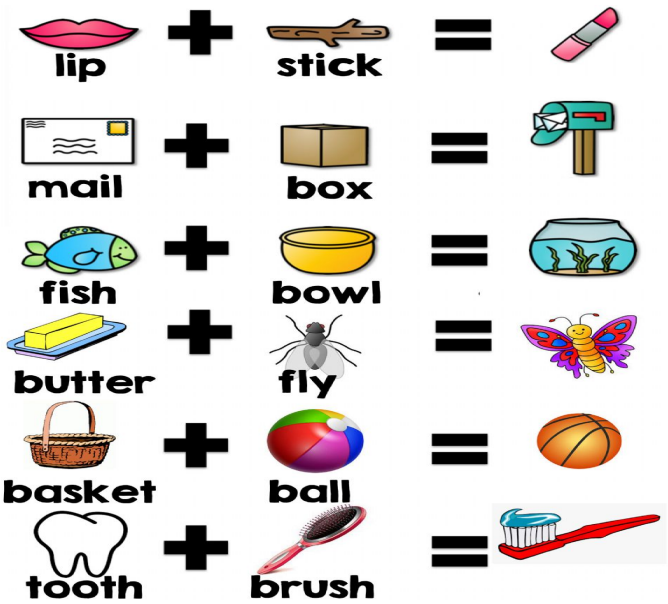
Example 2: *Subject: Apologize*

Honey:

I write this to let you know how much I regret hiding information from you. It is not what it seems because I only saw (name) to help you with a problem she/he had, that was it. ***I would not have had*** *this problem with you* ***if I had not seen*** *him/her; it is not an excuse, she/he really seemed desperate and he/she did not know to whom ask for help but me, it sounds weird and unbelievable but it is the truth and I need you to trust me. To be honest I feel good about helping her/him; I do not know what* ***would have happened if I had denied*** *to help him/her due to he/she had some difficult decisions to make about living or dying. I know that* ***if I had not hidden*** *this from you, maybe you* ***would have understood*** *but I was afraid of you to get angry since every time I mention him/her just as a comment, you get mad with me. You need to understand I am happy and complete with you; I would not ruin all we have lived together. I know you* ***would have done*** *the same as me if you* ***had been*** *in the same situation because that would be the correct choice to make.*

Love. Your bae.

Instructors feedback time

Day 5	**Warm-up: Display the following picture:**  	
Presentation	Ask apprentices to get in groups of three and get at least 10 **compound words**. Socialize them. Show common compound words and ask apprentices to make a sentence with one of them.	
Practice	**COMMON COMPOUND WORDS** • Aboveboard • Afterbirth • Afterburner • Afterglow • Afterimage • Afterlife • Aftermath • Afternoon • Airbrush • Aircraft • Authorship • Babysit • Babysitter • Backache • Backbite • Backbone • Backbreaker • Backdrop • Backfield • Backfire • Bedroom • Bellbottom • Bellboy • Bellhop • Below • Birthday • Blackball • Blackberries • Blackbird • Blackboard • Brainstorm • Brainwash • Bugspray • Bushfire • Buttercup • Butterfat • Butterfingers • Butterflies • Buttermilk • Butternut • Cheeseburger • Cheesecake • Classmate • Clockwise • Coffeemaker • Comeback • Comedown • Commonplace • Commonwealth • Cornball	

Production	Keep the same groups. Ask them to create an unreal past event/story including at least 5 compound words and any conditional. Apprentices have to give their opinion and describe the most challenging situation they have ever lived in at work/school/university and mention what would have happened if you had had the opportunity to behave in a different way, what would you have done? which means that you exchange ideas about how things would have been different if other things had changed. In other words, you talk about an unreal past.	
Lesson evaluation		

CONTROL Y ACTUALIZACIÓN DEL LESSON PLAN

Fecha	**Responsable actualización**
28/01/2022	Instructor Gregory Nevado
28/01/2022	Instructora Andrea Fabregas y Oriana Barrios