PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Bogotá y 14 de marzo de 2022

Señor
ROBERTO MARTINEZ CASTRO
SUPERVISOR(A) CONTRATO No. **CO1.PCCNTR.3362916**
Coordinador Académico Jornada Madrugada
Dependencia Jornada Madrugada
Bogotá

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

Referencia: No (**CO1.PCCNTR.3362916** del año 2022

OSCAR DAVID RODRIGUEZ BERNAL, identificado con la cédula de ciudadanía No. 1.033.719.197 de Bogotá, en mi calidad de Contratista del SENA, en Jornada Madrugada, 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: El valor total del presente contrato asciende a la suma de TREINTA Y NUEVE MILLONES QUINIENTOS MIL CIEN PESOS ($39.500.100) COP, incluido IVA (de conformidad con el régimen tributario a que pertenezca el contratista). Esta suma será pagada por el SENA al contratista de la siguiente manera: a.) UN (1) primer pago correspondiente al mes de FEBRERO de 2022, por valor de TRES MILLONES CIENTO SESENTA MIL OCHO PESOS ($ 3.160.008) COP. b.) NUEVE (9) pagos iguales correspondientes a los meses de MARZO a NOVIEMBRE de 2022, por valor de TRES MILLONES NOVECIENTOS CINCUENTA MIL DIEZ PESOS ($3.950.010) COP. cada uno. c.) UN (1) pago final correspondiente al mes de DICIEMBRE de 2022, por valor de SETECIENTOS NOVENTA MIL DOS PESOS ($790.002) COP..

Plazo: Será hasta el 06 de Diciembre de 2022.

OBJETO:
Prestar servicios personales de carácter temporal para orientar la Formación Profesional Integral programada por el Centro de Gestión Administrativa en su sede principal, subsede y organizaciones, para la ejecución de acciones de Formación Titulada y/o Complementaria presencial de la red de conocimiento Gestión Administrativa y Financiera, en las áreas temáticas de Bibliotecas, Gestión Administrativa, Gestión Documental y Talento Humano; en las jornadas diurna, nocturna, madrugada y fines de semana.

Obligaciones Especificas:

No	Obligaciones	Acciones realizadas	Evidencias
1	Orientar Formación Profesional Integral a los aprendices según programación de fichas.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.

2	Acompañamiento a los aprendices en el desarrollo de procesos formativos y/o productivos.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.
3	Actualizar contenidos y tecnologías en las diversas competencias del programa de formación.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.
4	Elaboración y entrega de formatos y documentos requeridos en el proceso académico administrativo.	Guías, talleres, actividades en plataforma virtual, estrategias didácticas activas y Socializar.	Plataforma Sofía plus. Documentos de calidad en drive, territorium.

A continuación relaciono los desplazamientos que realicé previo a la presentación de este informe. Una vez finalizado cada desplazamiento presenté al ordenador del gasto el informe en el Formato Informe Legalización Desplazamiento Contratista GTH-F-087, en el que se describieron las actividades desarrolladas y los resultados de cada desplazamiento. Cada informe cuenta con el visto bueno del Supervisor.

Se lista a continuación el soporte de la legalización de los desplazamientos realizados, los cuales forman parte integral del presente informe de ejecución contractual.

ITEM	No DE LA ORDEN DE VIAJE	LUGAR DE DESPLAZAMIENTO	FECHAS DE DESPLAZAMIENTOS	
			INICIO	FINALIZACIÓN
1.				
2.				

Nota 1: *Por cada desplazamiento que haya realizado el contratista, adjuntará el respectivo informe que la soporte. En caso de haber realizado el desplazamiento en fecha posterior a la presentación del informe de ejecución contractual, deberá reportarlo en el siguiente informe de ejecución contractual.*

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. **7829393028** de la planilla, operador SOI y periodo febrero. (Decreto Ley 2106 de 2019 – " *Decreto Ley Antitrámites"*)

Declaración bajo la gravedad de juramento.

Me permito declarar **bajo la gravedad de juramento** que durante el periodo objeto de cobro SI____NO_X_ he suscrito otro u otros contratos con entidade(s) del Estado el (los) cual(es) se encuentra(n) en ejecución; la anterior declaración de acuerdo con lo establecido en el numeral 5º de la Directiva Presidencial No. 001 de 2022, a fin de identificar potenciales conflictos de interés y hacer la gestión del riesgos para la toma de decisiones dentro del principio de la debida diligencia frente a la ejecución de los contratos de prestación de servicios profesionales o de apoyo a la gestión.

Nota: En el evento de señalar **SI,** el análisis efectuado por el supervisor y ordenador de pago deberá quedar documentado y publicado en el SECOP II en los documentos relacionados en el archivo Gestión Contractual GC_ del periodo objeto de cobro.

Evidencias en (2) folios

Cordialmente,

Firma
Oscar David Rodríguez Bernal
Contratista
C.C. No. 1.033.719.197

Recibí a satisfacción:

Firma
ROBERTO MARTINEZ CASTRO
Supervisor Contrato CO1.PCCNTR.3362916 de 2021
Coordinador Académico Jornada Madrugada

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work
This week, we will practice the Simple Present , using leadership and teamwork vocabulary, we will also learn to create a daily routine and finally we are going to remember the hours. **GOOD LUCK**

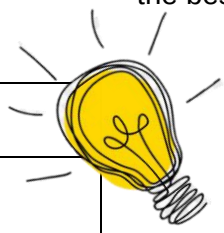
Simple Present

Name: _____ Course: _____

1) Choose and write in the correct form the verb in each sentence.



1. Sarah _____ (Help/ make) good decisions in her company.
2. They otfen _____(Read/ hear) books about Leadership
3. I _____ (Forget / hear) the opinion of my team.
4. Jhon always _____ (Work/ improve) as a team.
5. We _____(inspire / take) people with our attitude and talent.
6. Mary _____ (Take / make) immediate action in her workgroup.
7. Jane _____ (Help – read) his group with his skills.
8. We _____(Work / Believe) in our talent and strengths.
9. He _____ (Take/ improve) his weaknesses.
10. always _____ (Have – drive) the best attitude in my workteam.



Recycle this vocabulary

- Leadership : Liderazgo
- Workteam : Grupo de trbajo
- Strengths : Fortalezas
- Weaknesses: Debilidades
- Skills = Habilidades

2) Create an acrostic about Leadership.

L	Listen to others
E	
A	
D	
E	
R	



3) Organize the next sentences in simple present.

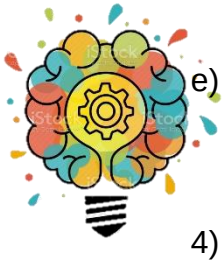
a) she / does/ up / get / early ?

b) do / they / not / brush / teeth / their

c) I / have / do / lunch / not / at / 2:00 pm

d) every day /she / English / studies /

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada



e) my brothers / do / ? / watch / movies / romantic /

4) Write the verbs in 3rd person.

❖ Teach = Teaches

1) Watch
2) Read
3) Cry
4) Study
5) Buy
6) Fly
7) Brush
8) Work
9) Improve
10) Have

5) Write your daily routine, use all verbs in the box and finally you can add more verbs and use the hours .

Take a shower – brush my teeth – get dressed- have breakfast – have lunch – get up- have dinner .

My Daily Routine:



6) Create negative, affirmative and interrogative sentences following the instruction using the verbs in parentheses

A) (Fly) Affirmative :

_____

B) (Take a shower) Negative:

_____

C) (like) Interrogative:

_____

D) (eat) Affirmative:

_____

E) (Do) Negative

_____

7) Write the next hours.



12:00 pm.	It's
2:15	It's
3:00	It's
1:30	It's
12:00 am.	It's
1:40	It's
1:45	It's

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work

This week, we will practice Simple Past, the regular and irregular verbs, we also are going to write an experience in which you could resolve a problem , and finally we will practice the wh in simple past.

GOOD LUCK !

Simple Past

Name: _____ Course:_____



1) Serch in the letter soup the verbs in past , then change each verb into the past form.

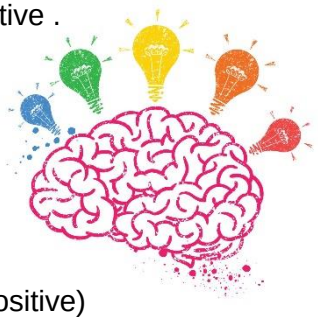
A	T	Q	W	W	R	E	W	W	W	E	D	A	E	R	W	N	W	W	W
R	W	D	E	L	W	S	E	S	A	D	G	S	T	W	R	U	O	E	E
G	D	R	O	V	E	T	R	H	T	S	O	T	A	A	T	Y	K	N	R
O	R	A	K	S	D	U	K	G	C	A	N	U	L	S	G	R	E	W	E
Y	W	N	E	A	F	D	O	R	H	D	E	D	L	K	F	R	U	R	R
U	T	K	L	W	W	I	O	D	E	V	W	I	W	E	V	A	P	F	T
Y	Y	A	L	D	Q	E	T	S	D	R	E	E	E	U	B	C	N	G	Y
R	W	M	U	R	S	D	G	O	Q	T	R	D	R	T	P	M	M	H	G
E	E	O	Y	I	W	R	I	T	E	W	W	D	A	G	O	T	U	P	Q
A	R	W	I	N	Y	P	O	U	T	H	W	T	T	B	A	O	S	Q	W
D	Y	I	M	K	A	W	E	N	T	J	Q	A	A	R	B	O	D	W	E
E	E	Y	P	G	W	R	A	B	I	R	S	K	K	O	B	K	F	E	R
R	F	E	O	O	D	O	W	B	N	E	A	E	E	K	S	F	V	F	T
D	G	H	T	N	F	T	R	M	D	W	D	E	N	E	E	V	D	G	R
T	D	B	A	E	S	E	I	N	A	H	S	A	T	I	G	E	W	T	E
A	I	W	T	W	A	F	Z	O	S	D	Q	T	O	P	T	E	F	S	D
E	D	T	Y	E	G	H	O	R	F	T	E	B	K	W	H	F	I	A	S
A	W	E	R	N	S	R	N	A	W	Y	W	R	O	T	O	K	G	S	G
T	E	R	T	C	A	M	E	W	Q	E	T	G	H	T	W	E	Q	W	E
E	W	E	N	R	D	R	A	A	A	N	K	J	Y	K	L	W	A	S	R



	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

1) Go		9) Read	
2) Do		10) Wake Up	
3) Write		11) Get up	
4) Drive		12) Take	
5) Drink		13) Is	
6) Study		14) Eat	
7) Come		15) Watch	
8) Make		16) Are	

2) Complete the sentences , put the verb into the correct form positive or negative .



- ✓ It was warm , so I _____ off my coat. (Take - positive)
- ✓ The film wasn't very good . I _____ it very much. (Enjoy – negative)
- ✓ I was very tired, so I _____ to bed early. (Go – positive)
- ✓ The bed was very uncomfortable, so I _____ very well. (Sleep – positive)
- ✓ We went to Sarah's house but she _____ at home. (Be – negative)
- ✓ She _____ a cake one year ago. (Buy – positive)
- ✓ The hotel wasn't very expensive. It _____ very much. (Cost – negative)

3) Organize the questions in simple past.

A. Go / where / you / did / night / last / ?

B. Did / eat / yesterday / what / she / ?

C. Did / study / English / he / last / night / ?

D. Did / when / they / a / letter / write / ?

E. Your / did / when / visit / grandma / you / ?

F. What / wake up / time / did / you / yesterday / ?



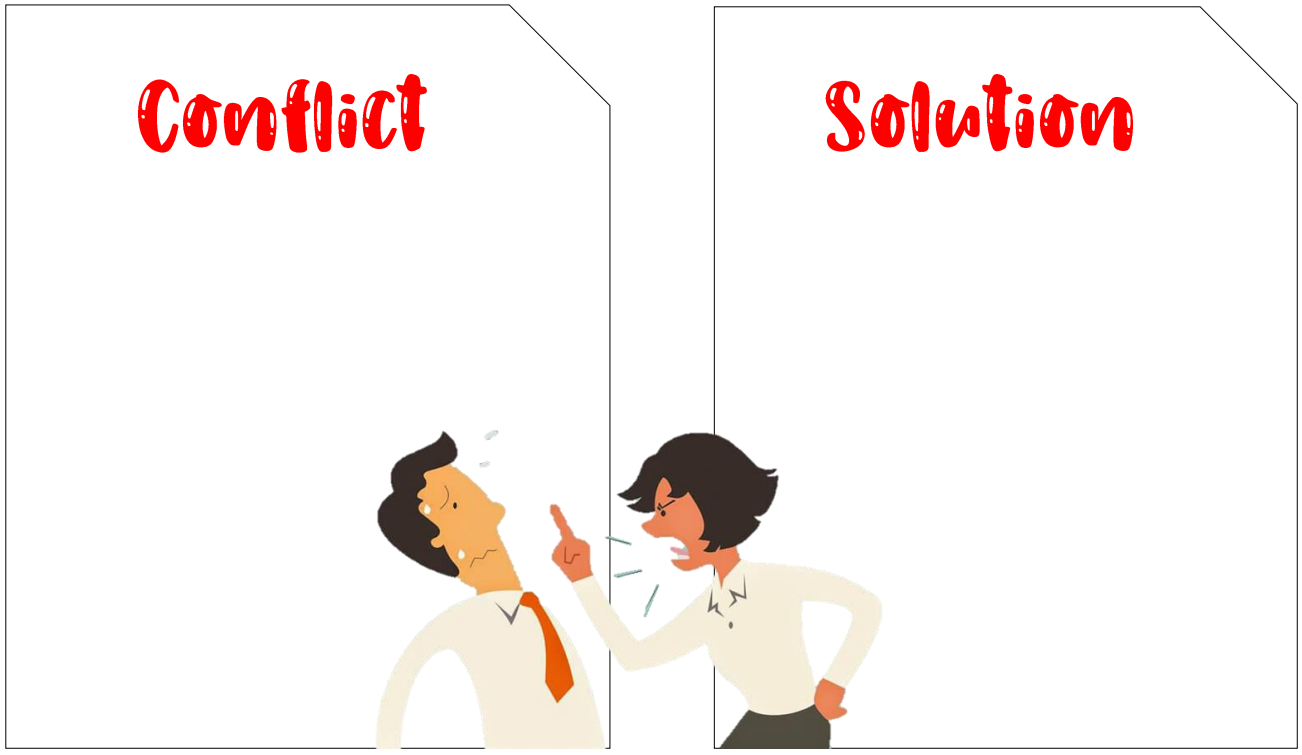
4) Complete the e-mail.Use the simple past tense and the past tense of be.

< INBOX (12)

Hi, Lucille: Yesterday was a really nice day. I ..... (1 get up) early, ... (2 brush) my teeth, ... (3 make) breakfast, and ..... (4 clean) my house—all before 8:30. Then I ..... (5 work) until noon. After lunch, I ..... (6 listen) to the weather report, and the weather ..... (7 be) warm. I ..... (8 invite) all my grandchildren here. They ..... (9 come) here in the afternoon. We ..... (10 talk) together for a while, and then the younger children ..... (11 take) a nap. The older ones ..... (12 go) to the park and ..... (13 play) soccer. At the end of the day, I ..... (14 cook) dinner for all the children. They ..... (15 love) the dinner because it was pasta. The kids ..... (16 eat) everything and ..... (17 want) more! Great day!

Brian

5) Write an experience in which you have solved a conflict and how did you do it.



6) Complete the conversations using the simple past tense.

Conversation # 1 :

a) Where _____ (your family / go) last weekend?

b) We _____ (go) to the movies, and we _____ (see) a family movie.

a) _____ (be) it good?

b) Yes , the movie _____ (be) really funny.

a) _____ (you / go) out to eat after the cinema?

b) Yes , we _____. We _____ (eat) Indonesian food, it _____ (have) a lot of pepper.



a) But I _____ (think) , your husband _____ (not like) peppery food.

b) Actually, he _____ (eat) a little, and he _____ (say) , that the food _____ (be) good.

Conversation # 2 :



a) _____ (who / take) out the garbage this morning?

b) Actually, David _____ (do).

a) And, _____ (who / do) the laundry.

b) I am not sure but I think David _____ (do) the laundry this morning, too.



a) That's great. But _____ (you / do) any household chores?

b) Me? Last week, I _____ all the chores:

I _____ (go) shopping, and I _____ (come) home early, I _____ (take) out the garbage, I _____ (do) the laundry , I _____ (wash) the dishes, and I _____ (make) the dinner all the week.

Recycle this vocabulary

- ✓ **Take out the garbage:** Sacar la basura.
- ✓ **Household chores:** Tareas de la casa.
- ✓ **Do the laundry:** Lavar la ropa.
- ✓ **Peppery food:** Comida picante.

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work
In this opportunity we will practice the future simple, we will practice with situations such as leadership and problem solving, we will also learn to talk about our future plans. **GOOD LUCK !**

FUTURE SIMPLE

Name:_____Course: _____

1) Complete the questions and then answer it, use the following verbs.

Study English – Shave his beard – Clean de house – Listen to music –Take out the garbage – watch T.V – Do the laundry.

1. What will they do tomorrow?



They _____

2. What [ ] Sarah and Peter do next week?



Sara and Peter _____

3. [ ] Will she do next Monday?



_____

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

4. [ ] will the children do tomorrow?



_____

5. What will [ ] do next Monday?



She _____

6. What will he do next weekend?



He _____

7. What will Mary do tomorrow?



_____

2) Complete the sentences with the future simple form and the choose the correct verb in each sentence.



1. My father _____ (go / play) fishing tomorrow , and my mom _____ (buy / visit) her best friend.
2. I _____ (sell / buy) my old car tomorrow , and I _____ (buy / sell) a new one next week.
3. We _____ (fly / drive) to U.S with the next plane, we _____ (see / go) you there!

4. Mother: " You _____ (do / burn) your homework, and then you _____ (work / help) me with the chores!"
5. They _____ (win / fly) the competition next year.

3) Change the following sentences as suggested.

1. I will win the lottery.

_____ **Negative**

2. They will go to Opera.

_____ **Interrogative**

3. I won't go to the party.

_____ **Affirmative**

4. Will he study hard?

_____ **Negative**

5. Sarah and Janeth won't finish the project.

_____ **Interrogative**

6. Will it rain tomorrow?

_____ **Affirmative**

4) Complete these texts about the future. Use will and won't.

Recycle – Not pollute – Live – Use – Be

In 2320, we _____ energy from the sun and the sea, so we _____ the environment. We _____ everything like paper,bottle, clothes and even food. The world's population _____ bigger. People _____ to be 120 years old.

Travel – Not go – Live – Study – Not drive - Be

In 2050, the world _____ very different . We _____ in our houses under the sea. People _____ drive cars, they _____ by boat and mini submarine. Children _____ to school, they _____ at home with computers.

5) Answer the following situation using future simple.



Imagine you will be the president of a company, or the head of a project. Answer the following questions.

A. Will you be a leader and why ? What will you do in your leadership?

_____
_____
_____
_____
_____
_____
_____

B. If you have a conflict, what will you do to resolve it ? And what won't you do?

_____
_____
_____
_____
_____
_____
_____

6) Read, ask and then aswert in the short form.

✔ Will James be rich? Yes, he will

1) Be rich

2) Live in a small house ✖

3) Marry an ugly girl ✖

4) Have two children ✔

5) Drive and expensive car ✖

6) Travel around the world ✔

7) Have her own neswpaper? ✔





7) And what about your future, What are your future plans ? What will you do in ten years?

My future plans:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work
In this week, we are going to practice all the tenses in differents activities, using the vocabulaby previously seen. **GOOD LUCK**

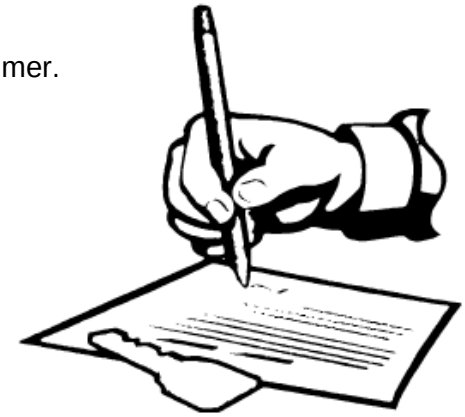
Final Activity

Name: _____ Course:_____

1) Complete the sentences using the correct simple tense. (present, past or future simple)



1. What time _____ (Jane / come) back from school every day?
2. Sarah _____ (spend) her last summer holidays in England. She _____ (learn) so many new things.
3. Maybe I _____ (bake) some cakes later.
4. I _____ (see) you in the street yesterday. Who _____ (was) that handsome man with you?
5. Why _____ (you / not / take) a few days off. You _____ (need) a break.
6. In the future, the robots _____ (do / not) my homework.
7. The Taylors _____ (sometimes / visit) us on weekends.
8. Kim _____ (be) very angry with David yesterday. He _____ (break) her homework and he _____ (not / apoligize).
9. It _____ (rain / not) tomorrow.
10. My grandma _____ (make) a delicious salad for my last birthday, two weeks ago.
11. Jean _____ (rarely / do) her shopping in the supermarket . She _____ (prefer) a corner shop.
12. I think I _____ (travel) to U.S the next summer.



SENA	**PROGRAMA DE FORMACIÓN:** Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada



2) Select the correct answer **(a, b, c, d)**

1) Emma usually _____ by bus.

A) Went
C) Goes
B) Go
D) Will go

2) I _____ a big breakfast yerterday morning.

A) Eat
C) Eats
B) Ate
D) Will eat

3) David _____ very angry yesterday.

A) Was
C) Were
B) Is
D) Be



4) San Andrés Always _____ very hot.

A) Was
C) Were
B) Is
D) Are

5) We _____ our grandma last week.

A) Visit
C) Visited
B) Were visit
D) Visitied

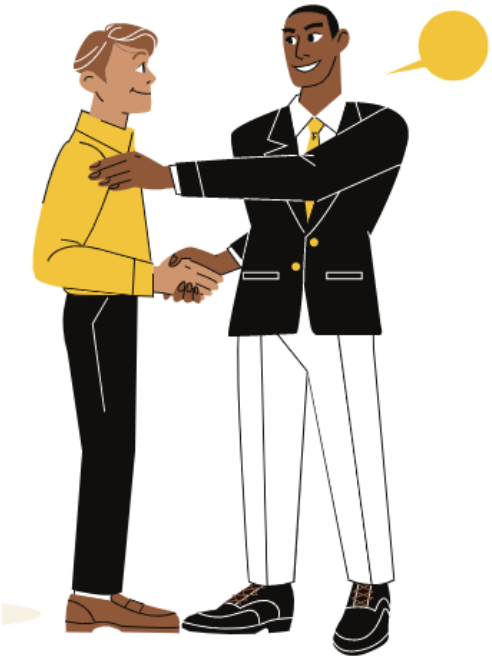
6) They _____ soccer , when they _____ children.

A) Played - Were
C) Played - Was
B) Play - Were
D) Play – Are

7) English [ ] so popular in 2050.

A) Will **C)** Was

B) Is **D)** Won't be



8) We [ ] our exmans two months ago.

A) Are pass **C)** Passed

B) Will pass **D)** Pass

9) Tim and Bill rarely [ ] to work.

A) Walks **C)** Will walk

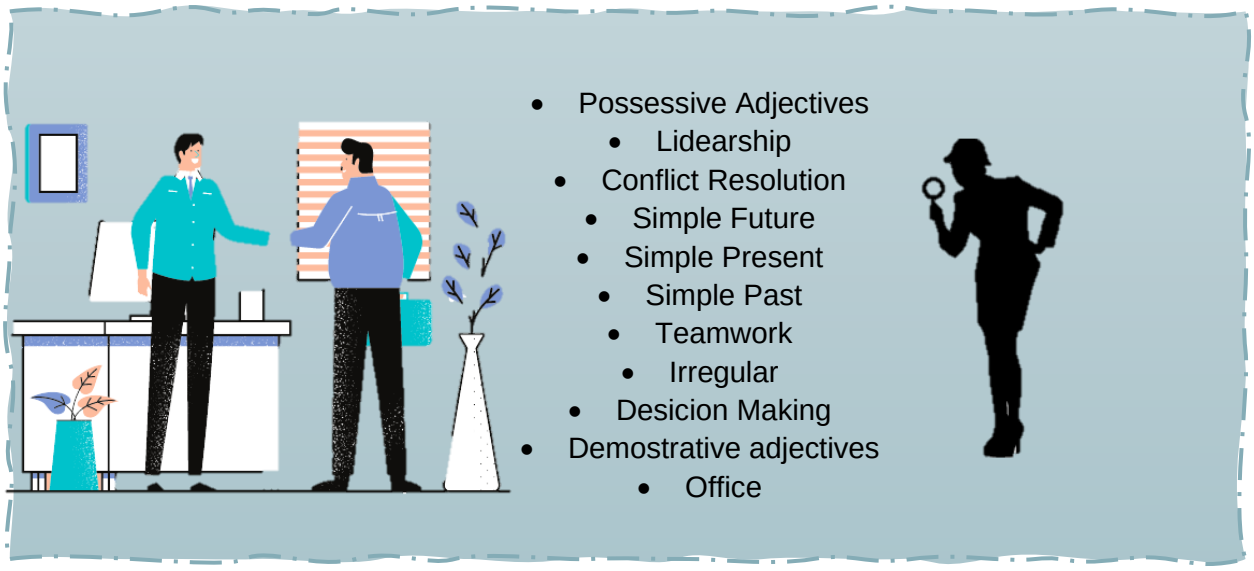
B) Walked **D)** Walk

10) Chinese and Portuguese [ ] very important in the future.

A) Won't became **C)** Become

B) Became **D)** Will become

3) Complete the crossword by deciphering the names of the following topics.

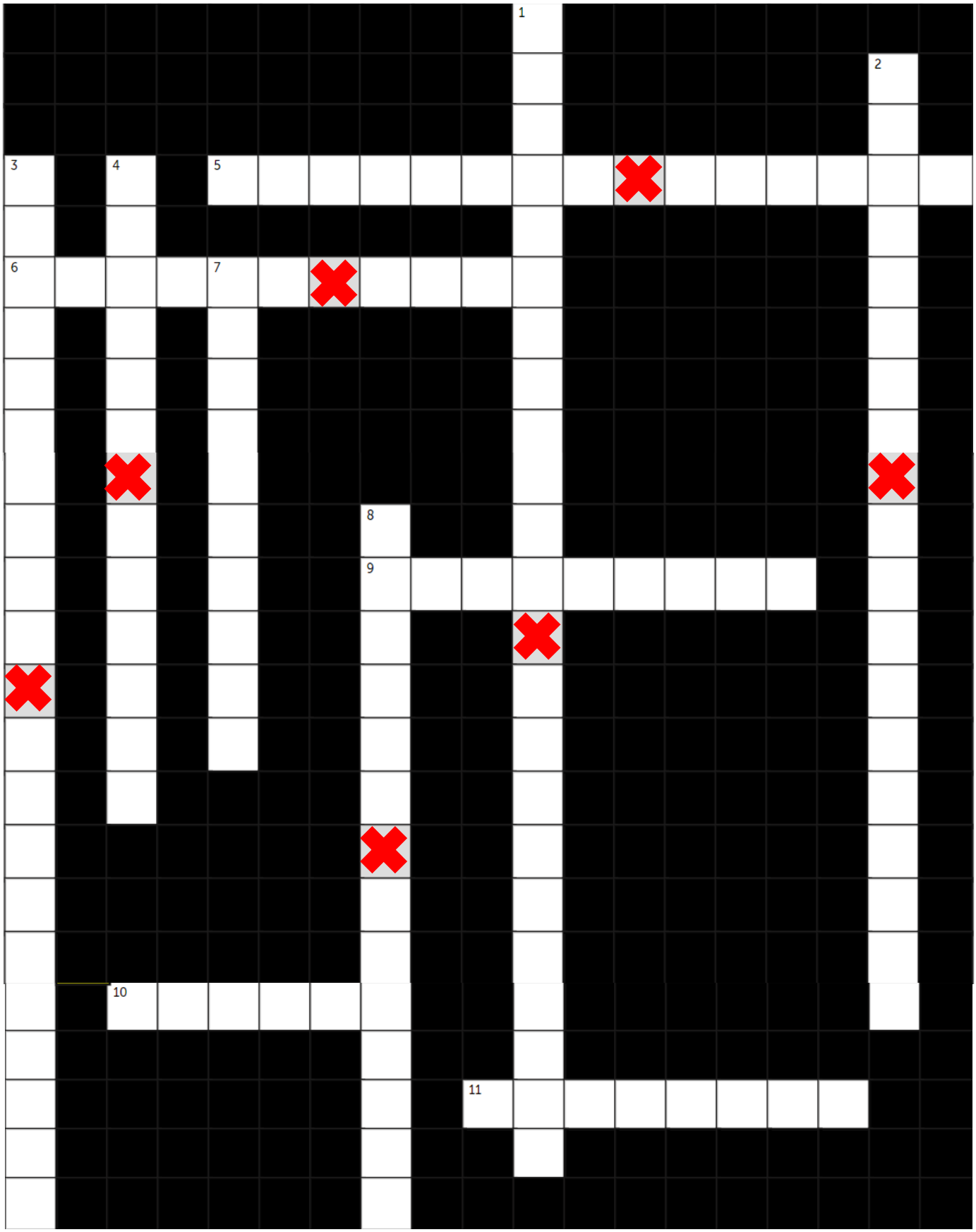


- Possessive Adjectives
- Lidearship
- Conflict Resolution
- Simple Future
- Simple Present
- Simple Past
- Teamwork
- Irregular
- Desicion Making
- Demostrative adjectives
- Office

PROGRAMA DE FORMACIÓN:
Técnico en Asistencia Administrativa

Centro de gestión administrativa
CGA
Madrugada

Crossword



	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

Across:

5. _____ _____is the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions.

6. I bought a new car one year ago. In which verb tense is the sentence?

9. In the past simple there are two types of verbs, What kind of verbs are the following examples? Broke, began, was, were, drove , those are _____ verbs.

10. The computer, stapler, desk, chair are nouns in the _____

11. _____ means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.

Down:

1. What is the name of the next topic? This ,That ,These and Those.

2. _____ _____ is the process by which two or more parties reach a peaceful resolution to a dispute.

3. Her, his,our, their, my , are _____ _____.

4. You use the auxiliar will in _____ _____.

7. What are these characteristics of?

- Creates an inspiring vision of the future.
- Motivates and inspires people to engage with that vision.
- Manages delivery of the vision.
- Coaches and builds a team, so that it is more effective at achieving the vision.

Those characteristics are about _____.

8. Do and does are the auxuliars of the _____ _____.

SENA	**PROGRAMA DE FORMACIÓN:** Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work this week	In this opportunity we will work on the present continuous, using vocabulary of sales, vendors and we will also work on an audio activity.

Present Continuous

Name: _____ Course: _____

1) Add -ing to the verbs.



1. See
2. Study
3. Do
4. Study
5. Find
6. Watch
7. Go
8. Buy
9. Take
10. Write

2) Complete with the verb to be and then choose and write in the correct form the verb in each sentence.



1. He _____ _____ (Complete / pay) the promissory note in the bank.
2. I _____ _____ (write /do) a sale right now.
3. The company _____ _____ (Use / forget) the electronic bill this year.
4. Sarah _____ _____(Read / create) books about sales now.
5. The accountant _____ _____ (Ask / work) in her office just now.
6. Jackson _____ _____ (Sell / do) a purchase.
7. The boss ____ _____ (Hire / give) employees this week.
8. They _____ _____ (Built / drive) strategies to sell products.
9. We _____ _____ (Create / drive) the budget in this moment.
10. The Chief Technology Officer _____ _____ (Watch / observe) the reaction of users to the product.

3) Create an acorstical about being a good seller.

S

e

l

l

e

r





4) Organize the next sentences in present continuous.

a) are / What / doing / you / now / ?

b) this / is / What / studying / she / in / moment / ?

c) they /now / working / Where / are / just / ?

d) Sarah / What / now / is / reading / right / ?

e) / a / Is / Who / buying / purchase / now





5) Create negative, affirmative and interrogative sentences following the instruction using the verbs in parenthese.

A) (create) (she) Negative:

_____

B) (make decisions) (we) Affirmative:

_____

C) (Improve) (her boss) Affirmative:

_____

D) (Believe) (you) Interrogative:

_____

E) (Do) (she) Negative:

_____

Listening comprenhension

- Listen the conversations and then answer the questions, or complete the sentences.



	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

1) She is _____ the sink.

2) What's Bob doing ? _____.

3) What's _____ doing? She is _____ her room.

4) We are _____ our apartment .

5) What are your _____ doing? They are doing their _____.

6) Are you busy? Yes I am , I _____.

7) Is Roger Busy? Yes, he is . _____.

8) Is July busy? Yes, she is. She _____.

9)Mr. Mifflin. He is busy because he is _____.

10)Mrs Mittal is also busy because she is _____.

11) What is Mr. Miller doing? _____.

12) What is Mr.Ming doing? _____.

13) Why is Lisa Busy? _____.



To work
This week, we will work about how do you create a guide for the elaboration of reports in the company.

Reports

The issuance of reports is in charge of officials or authorized employees, through administrative act or in the fulfillment of its functions.

The reports are prepared on paper with a logo symbol, in accordance with the internal regulations of the organization.

NOTE: This provision must be taken into account in accordance with the cost policies of each organization.

If necessary, it is recommended to prepare a reference document when submitting the reports administrative, whether they are sent by intranet or email.

When there are annexes in a report, it is recommended to make their identification, description.

Characteristics of the writing and presentation:

The reports should take into account the following aspects:



- Deal with only one topic per report.
- Write in a clear, precise, concrete, and concise way .
- Use courteous and respectful treatment .
- Write in an impersonal way (projected, studied).
- Use standard formats, in accordance with the manuals of each organization.
- Arrange the order in which the activities carried out are to be described and counted.
- Choose the appropriate technical language, as well as the tone to present the facts.

Use of the report

In accordance with the objectives of the report, it is recommended that the sender consider the following uses:

- Regulate or clarify a situation.

- Inform about a fact, express needs, or make requests.

- Process, develop or expedite a matter.

- Reiterate information, an urgent request or request.

-Contest or correct a situation.

- Present details about a certain aspect.



Report classes



The reports can be:

a) Executive summary, which has one to three pages.

b) Short report, consisting of one to 10 pages.

c) Long report, 11 pages onwards.

There are periodic and sporadic reports, in accordance with the entity's requirements.

Among them we have commercial, technical, activity, management, project, research or financial.

Executive Summary



This type of brief report is used to:

- Inform about the development of an organizational event.

- Record the procedure carried out during the verification of matters administrative.

- Report extraordinary events that occurred during a meeting.

- Publicize different aspects of administrative or verification visits.

- Present a summary of an evaluation and certification process.

- Prepare a summary of the inappropriate behavior of a piece of equipment (machinery), group of people or an individual.

It may or may not have a cover. In case of not having it, it is replaced by a heading.

- It is recommended that the abstract include:

- Heading, made up of company name, dependency, number or code, title, place of origin and date of manufacture.

- Authorship of the executive summary.

- Objectives.

- Numerals or themes.

- Conclusions and recommendations.

- Signature.



Short report

It is recommended that this report does not have a title page, but a heading (although the author can use any element of the long report that he deems appropriate). It is recommended that the summary include elements such as:

- Heading: company name, dependency, code, title, city or municipality of origin and date of elaboration.

- Authorship of the short report.

-Objectives.

- Chapter or chapters.

- Conclusions and recommendations (optional).

-Signature.



- **Header:**

It is made up of the elements described below.

- **Company name:**

It is only written when the paper or support does not have a letterhead that identifies the organization.

In this case it is located within three or four centimeters of the upper margin of the sheet, against the left margin and in a sharp capital letter.

Example: CENDAP LTDA.

- **Dependency:**

Corresponds to the section, department, or division where the abstract originates. Is written leaving zero to a free interline of the upper margin of the leaf (3 cm or 4 cm), with initial capital letter and on the left margin.

- **Code:**

When there is a dependency code or special coding of the reports (summaries executives), is written along the same lines as dependency.

Example: Training Department DC-048

- **Tittle:**

It is the subject of the executive summary. It is written with two free spacing from the dependency, capitalized and centered.

EXAMPLE OF TRAINING BASED ON LABOR COMPETENCE STANDARDS

Place of origin and date of manufacture. It is written against the left margin, 2 or 3 free interlines from the title, in capital letters sharp and followed by a colon (:).



Authorship of the executive summary

Against the left margin and in initial capital letter, followed by a colon, it is written at two free spacing of the date, preceded by the expressions prepared by, prepared by or responsible.

The data of the date of preparation and of the person responsible for the summary are tabulated in two spaces of the longest expression. In the case of several authors, it is taken into account that if there is an author and a co-author, they appear in that order; if they are in the same authorship condition, they are listed in alphabetical order of surname.

- **Objective:**

The executive summary may have one or more objectives that briefly describe the purpose thereof. They can be stated in a single paragraph or presented like this:

Two to three free spacing of the last people responsible for the summary and on the left margin, the target word (s) is written followed by (:) and capitalized. In case of requiring more than one line, the second and subsequent lines return against the left margin.

When there are multiple targets, they are numbered and stated at single spacing, reserving the tabulation.

Example 1:



Objective: Present a report on the evaluation process in the Customer Service standard.

Example 2:

Objectives:

1. Comply with the requirement for the final contract of the contract

2. Prepare a report or summary that covers the entire competency-based training process labor.

3. Present conclusions on ...

4. Make recommendations for ...

Topics or numerals

The executive summary generally contains one or more precise and succinct topics. Yes, it is more than one is listed and enunciated. They start two free spans after the last line of the previous paragraph and after the title, a free line is left to type the text correspondent.



Example 1 (From Unnumbered Chapter)

AWARENESS AND DEVELOPMENT OF THE PROCESS

As an essential part of the training, it was necessary to sensitize all those shortlisted ...

Example 2 (From numeral and title)

1. AWARENESS AND START OF THE PROCESS

Awareness-raising took place on Monday, March 17, 2009, from 8 a.m. to 11 a.m. 50 people attended, of which were selected 20. ...

2. TRAINING AND EVALUATION

The respective program and schedules were sent, as well as the evaluation plan ...

Subsequent pages

When two or more sheets are needed, they must be identified

Conclusions

It is essential that the words conclusions, recommendations, suggestions, or proposals are write in sharp capital letters and against the left margin, two free interlines of the last line of the text. The first line of writing starts two lines between the title.



Names, positions, and signatures

At the end of the body of the executive summary, the author or authors must sign it. The name is note in sharp capital letters, four to five free interlines of the last paragraph and the charge is written below.

If several signatures are necessary, these are distributed at the discretion of the authors, one below the other or in pairs; in the second case, if the number of signatures is odd, the last one is written centered.

Rubric

Depending on the topic covered in the executive summary and, for security reasons, the author or authors may write your rubric on each of the pages of the same, in the lower part of the left margin.

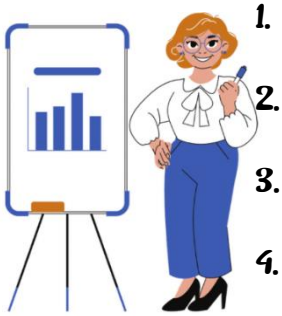
SENA	**PROGRAMA DE FORMACIÓN:** Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work this week	In this opportunity we will work on the present perfect , using vocabulary of sales, the service triangle and also the reading comprenhension.

Present Perfect

Name: _____ Course: _____

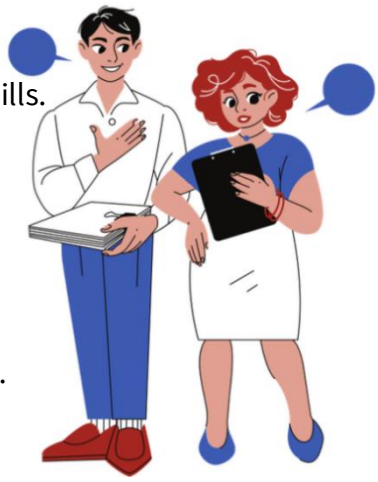
1) Change the verbs in past participle form .



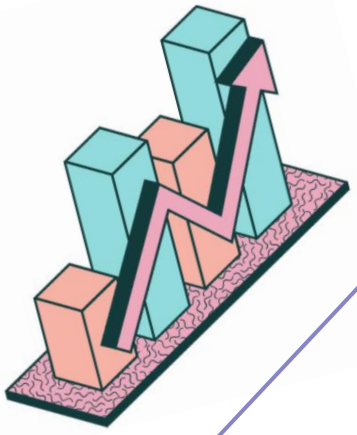
1. See _____
2. Study _____
3. Do _____
4. Study _____
5. Find _____
6. Be _____
7. Go _____
8. Buy _____
9. Take _____
10. Write _____

2) Complete with the present perfect each sentence in the correct form :

1. He _____ _____ (not / be) in the office for 3 days.
2. I _____ _____ (write) a sale.
3. The company _____ _____ _____ (always / Use) electronic bills.
4. _____ _____ _____(she / read) books about sales ?
5. _____ _____ _____ (you / eat) lunch yet?
6. Jackson _____ _____ (not /study) French for 2 years.
7. The boss ____ _____ (Hire / give) employees this week.
8. Where _____ _____ (you / be) recently?
9. We _____ _____ _____ (seen) the budget of the company.
10. It _____ _____ (rain) a lot of this week.



3) Complete the service triangle.



4) Organize the next sentences in present perfect.

a) recently / have / What / been / you / doing / ?

b) already / my / done / have / I / homework

c) three / has / here / She / lived / for / years.

d) this / since / been / have / you / in / job / June / ?



f) not / has / she / been / in / yet / Japan

5) Create negative, affirmative and interrogative sentences following the instruction using the verbs.

Present perfect exercises

A) (Do) (she) Negative:

_____

B) (Be) (we) Affirmative:

_____



C) (see) (the children) Affirmative:

_____

D) (eat) (you) Interrogative:

_____

E) (study) (he) Negative:

_____

6) Read the reading and answer the questions.



Hello, my name is Lucy. We are having a busy day today, because my family and I are doing a lot of household chores. Luckily everyone is helping each other and sharing the work. I have just given a short break to have a cup of tea and rest. I have helped my mom with the laundry and taken out the garbage so far. I have also tidied my room and placed all my books on the bookshelves. I have fed our dog, Cooper but I haven't washed him yet because there isn't any shampoo left. I need to go to supermarket and buy some. My

father Steve is working in the garden now. He has wiped all the windows and mowed the lawn. He hasn't watered the trees as it was rainy all day yesterday. He has washed our car and planted new red roses into the pots. He hasn't cleaned the bathroom yet. I think he will do it after lunch. My mom, Sarah has vacuumed the floor, done the laundry and cooked lunch for us. She has also done some ironing, but she hasn't washed the dishes yet. I think she will do it later today. My sisters, Shirley and Diane have dusted all the furniture and mopped the floor. They have cleaned the toilet and folded the clothes. They haven't loaded the dishwasher or set the table yet. They are having a break just like me now as they are exhausted. I love helping my family with the household chores and I'm glad that there is a perfect cooperation between all the family members. Now that I have finished my cup of tea I have to go to the supermarket for Cooper's shampoo and some bread.



Bye for now

A. Why are Lucy and her family members busy today?

_____.

B. Who has taken the garbage out?

_____.

C. Why hasn't Lucy washed the dog yet ?

_____.



D. Has Steve planted new red roses yet?

_____.



E. Who has wiped all the windows?

_____.

F. What has Sarah done so far?

_____.

6. Have Shirley and Diane set the table yet?

_____.

7) Write true or false according to the reading

a) Lucy hasn't helped anyone in her family so far today. _____
b) Steve has cleaned all the windows and washed the car. _____
c) Sarah hasn't washed the dishes, but she has vacuumed the floor. _____
d) Lucy hasn't washed Cooper as it rained all day yesterday. _____
e) Shirley and Diane have given a break as they are very tired. _____
f) Steve can clean the toilet now because he has had lunch. _____
g) Sarah has helped her daughters, Shirley and Diane with mopping. _____
h) Steve hasn't watered the trees as they didn't need any. _____
i) Lucy has tidied his room, but he hasn't fed the dog yet. _____

