PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Bogotá y 15 de diciembre 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 diciembre 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 CUARENTA MILLONES OCHOSCIENTOS DIEZ Y SEIS MIL SETESCIENTOS SETENTA PESOS ($40.816.770) COP, incluido IVA (de conformidad con el régimen tributario a que pertenezca el contratista). Esta suma será pagada por el SENA al contratista de la siguiente manera: a.) UN (1) primer pago correspondiente al mes de FEBRERO de 2022, por valor de TRES MILLONES CIENTO SESENTA MIL OCHO PESOS ($ 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 DOS MILLONES CIENTO SEIS MIL SEISCIENTOS SETENTA Y DOS PESOS ($2.106.672) COP.

Plazo: Será hasta el 16 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. **7858979872** de la planilla, operador SOI y periodo noviembre. (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

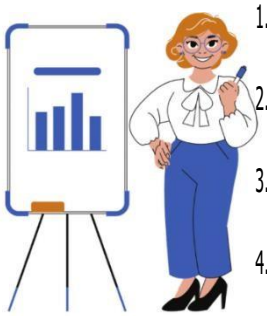
SENA	**PROGRAMA DE FORMACIÓN:** Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

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: _____

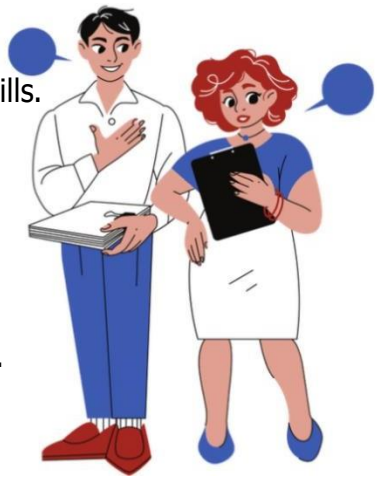
1) Change the verbs in past participle form .



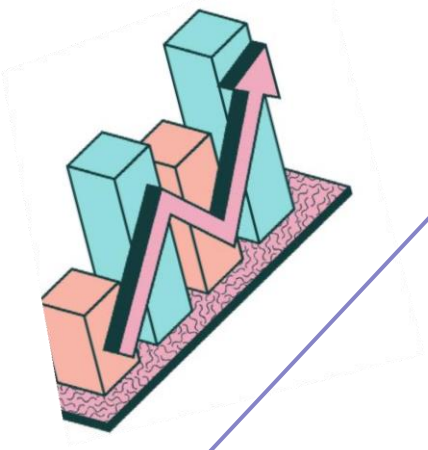
1. See _____
2. Study _____
3. Do _____
4. Study _____
5. Find _____
6. Be _____
7. Go _____
8. Buy _____
9. Take _____
10. Write _____

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?

_____.

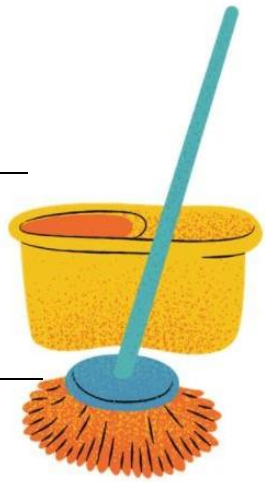
F. What has Sarah done so far?

_____.

G. 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. _____

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

To work this week	In this opportunity we will see how to write an e-mail , the differences between formal and informal email and some ideas to greet and ending phrases.

How to write an e-mail

1. Look at this video before to read:

- https://youtu.be/3-QoPcJHQws

2) Read the differences between formal an informal email.



Writing a Friendly Email

1. Know when a friendly email is appropriate. Friendly emails should be reserved for loved ones, including friends, family, and romantic partners. If the message is casual in nature and you are sending it to someone you are on informal terms with, you can send a friendly email.
   - The only time you would not send a friendly email to a family or friend would be if you are sending a group email of an official nature, like a plea for donations or sale advertisement. Since these emails will likely be sent to people who you are not on casual terms with, as well, you must gear the email toward them.

2. Keep the subject line casual. A subject line is not strictly essential, but it is still a good idea to include a subject. Keep it short, sweet, and to the point.
   - If you are just writing an email to catch up with a friend, you could include a humorous subject line or one as simple as "Long time no see!"

Writing a Formal Email

1. Understand when formal emails are necessary. You should use a formal email when you are writing someone you are not on casual terms with. This includes, among others, supervisors, co-workers, clients and customers, instructors, and community or political officials.
   - Note that you may find that strict formal emails are not necessary with someone who falls into one of these categories once you build a working relationship with that person. When a "formal" email becomes a little too rigid, you should write a "semi-formal" email.
   - The tone of your message can be a little more conversational, but you should stay away from Internet slang.

2. You should still include your signature, but you may not need to provide all your contact information below your name.

- If you are writing with a purpose, mention what that purpose is. For example, if you decide to write an email about a group outing, label the email with a subject that specifically mentions that outing.

3. Consider addressing the recipient by name. For a friendly email, this is not strictly necessary, but it is still a polite way to begin the body of your message.
   - Your salutation can be as simple as stating the person's name:

     ✓ "Bob,"

   - Alternatively, you can include a friendly greeting with that name, as well:

     ✓ "Hey Bob!"
     ✓ "Hi Bob,"
     ✓ "Morning Bob!"

4. Write your message clearly but keep your language casual. The body of your message should be easy to understand, but the tone should be informal and conversational.
   - Read your email and ask yourself if the content of the email sounds like the way you speak in person. If so, then you've achieved a good tone for a friendly email.
   - Use contractions. Contractions are not a part of formal writing, but they are a common part of everyday conversation, making them appropriate for a friendly email.
   - Feel free to use slang. If desired, you can include Internet slang: "thx" instead of

- Include an informative subject. The subject should be brief but accurate.
- Get straight to the matter at hand.

Example:

✓ "Essay question" (when writing an email to a professor asking for details about an essay assignment)
✓ "Application for Management Job Ad" (when sending an email in response to a job ad)
✓ "Problem with Part #00000" (when typing an email to request customer service or to report a technical problem)

3. Type a formal salutation. A formal salutation should include the word "Dear" followed by the receiver's name. Use the receiver's last name and an appropriate title and follow the salutation with a colon.

Example:

✓ "Dear Mr. Smith:"
✓ "Dear Ms. Jones:"
✓ "Dear Dr. Evans:"

4. Make sure that the body of your email is concise and accurate. Restrict the content of your email to a few paragraphs that directly address the subject of your email. Use formal language and make sure that your spelling and grammar are accurate.

✓ Avoid the use of contractions.
✓ Do not use Internet slang or emoticons.

5. Include an appropriate closing. The most common closing is "Sincerely," but there are

"thanks," "4" instead of "for," "l8r" instead of "later," etc.

- Also use emoticons when appropriate. :)

5. Consider signing your name. Like salutations, a closing or signature is not strictly necessary for a friendly email, but it can be a good way to end the message.

- Your closing can be as simple as your name:
  - "Jen"
  - "-Jen"

- You can also get a little more creative with your closing:
  - ✓ "Later! Jen"
  - ✓ "This email will self-destruct in 3...2...1..."



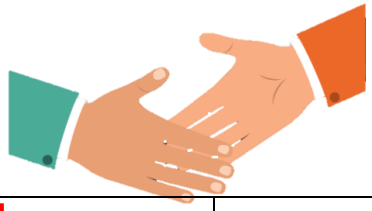
a few others that can work, as well. Keep the closing polite and follow it with a comma.

- Other possible closings include:
  - ✓ Regards
  - ✓ Yours faithfully
  - ✓ Best regards
  - ✓ Thank you
  - ✓ Best wishes

6. Provide contact information in your signature, when appropriate. Include your full name below the closing of your email. Below your name, you may want to include your official title and any contact information that come in handy.

- Your title, if you have one, should include your position and the name of the company or institution you are a part of.
- Include your telephone number, fax number, and email address, at minimum. You may also wish to include your mailing address and website URL.

Greetings:



Formal	Informal
1. Dear [Name],	1. Hi [Name],
2. To whom it may concern.	2. Hi there,
3. Good afternoon.	3. Hey [Name]!

4. Allow Me to Introduce Myself.
5. Hope this email finds you well.
6. I'm reaching out because …
7. [Somebody] recommended getting in touch with you.
8. Dear Human Resources Manager.
9. It's my pleasure to inform you…
10. I'm emailing you to…

Follow-up Greetings

1. I am getting back to you as we agreed.
2. I am following up on our call
3. As I promised here is an update
4. Here I am with the details about …
5. Just checking in…
6. Do you have any updates?
7. Are you still interested?
8. Sorry, it took me a while to get back to you.
9. Thank you for your e-mail regarding the…
10. With reference to our phone conversation…
11. Can you please let me know if you are available on the 10th of September?

4. Hi, how are you?
5. Congratulations on [person's achievement]
6. Hello from the other side.
7. It's me again.
8. Hey, did you have your first coffee already?
9. Hey, it's me.
10. Greetings.
11. Don't worry, I'll keep this short.
12. Happy Monday!
13. Hi. Just a quick note to tell you …
14. Thanks for your email. It was great to hear from you!
15. I wanted to ask you if …

12. I would appreciate it if you could send me a reply to my previous email. 13. Can you please call me back regarding our last meeting? 14. I was wondering if you were able to check our products since our last talk. 15. We are happy to let you know that you've been selected for the marketing assistant position. 16. Please let me know if I can be of further assistance. 17. If you need any help, please let me know. I would be happy to help you!	

Ending phrases

Expressions with a future focus 1. I look forward to hearing from you soon / meeting you next Tuesday. 2. I look forward to seeing you soon. 3. I'm looking forward to your reply. 4. We hope that we may continue to rely on your valued custom. 5. We look forward to a successful working relationship in the future. 6. Please advise as necessary. 7. I would appreciate your immediate attention to this matter. Expressions for showing them you want to help:	Useful closing greetings for emails 1. Best regards. 2. Sincerely yours. 3. Sincerely. 4. Yours…. 5. Best wishes. 6. Regards. 7. All the best. 8. Bye for now. 9. Take care. 10. Kind regards. 11. Yours sincerely. 12. Yours faithfully. 13. Hugs and kisses. 14. Lots of love.

1. If I can be of assistance, please do not hesitate to contact me. 2. If you require any further information, feel free to contact me. 3. If you require any further information, let me know. 4. Please feel free to contact me if you need any further information. 5. Please let me know if you have any questions. 6. I hope the above is useful to you. 7. Should you need any further information, please do not hesitate to contact me. 8. Please contact me if there are any problems. 9. Let me know if you need anything else 10. Drop me a line if I can do anything else for you.	15. See you. 16. Yours truly. 17. Cheers.

More about how to write an E-mail.

1. Closing lines with apologies/ Closing lines when responding to complaints

- I hope that is acceptable with you.
- Hope that is okay (with you).
- Once again, please accept our apologies for any inconvenience caused/ for the inconvenience caused/ for the delay/ for…
- Thanks for your patience. / Thank you for your patience.
- Thank you for your understanding.
- Sorry about the complications.
- Sorry, this is taking so long to sort out.
- Sorry for any trouble caused.
- We would like to apologize in advance for any inconvenience caused.
- Sorry for the delay (in arranging this/ in…)
- As I said, I really sorry about all that/ about….



2. Social closing lines/ Friendly closing lines

- Have a good evening/ day/ weekend/ break/...
- Hope you have a good vacation/ journey home/…
- Hope you have the chance to enjoy the nice weather/ the cherry blossom/ the holiday/…
- Good luck with….
- All the best with…
- Send my love to John. / Say "Hi" to John from me. / Please send my (best) regards to John.

✓ **Examples of formal emails**

1. **Delay with the delivery of an order**

Subject: Delivery delay

Dear Mr Pascal,

We regret to inform you that we will not be able to respect the deadline previously agreed for the delivery of your order. Our supplier has warned us today that they are experiencing supply problems, which will result in a delay in our production chain. We count on your understanding and thank you for your patience.

Please accept our apologies.

Best regards, …

2. Replying to a job advertisement

Subject: Web Content Editor position

Dear Sir/Madam,

With reference to your job ad in xxx, I would like to submit my application for the position of Web Content Editor in your company.

I graduated in Communication Sciences at the University of xxx and worked for several years in a Digital Agency as Content Specialist. I believe my skills and experience are in line with the requirements for the job position. I will be glad to introduce myself in an interview, that will allow you to better evaluate my possible recruitment.

Please find attached a copy of my resume. I look forward to hearing from you.

Yours faithfully,

...

3. Sending a product catalogue

Subject: New product catalogue

Dear Ms.Chapman,

Following your request, we have recently sent you our new catalogue. We are convinced that it will enable you to see the quality of our products. Our local agent will contact you soon to arrange a meeting on a day and time that suits you in order to discuss in detail how our products can be of benefit to your company's needs.

For further information, please do not hesitate to contact us.

Yours sincerely, ….

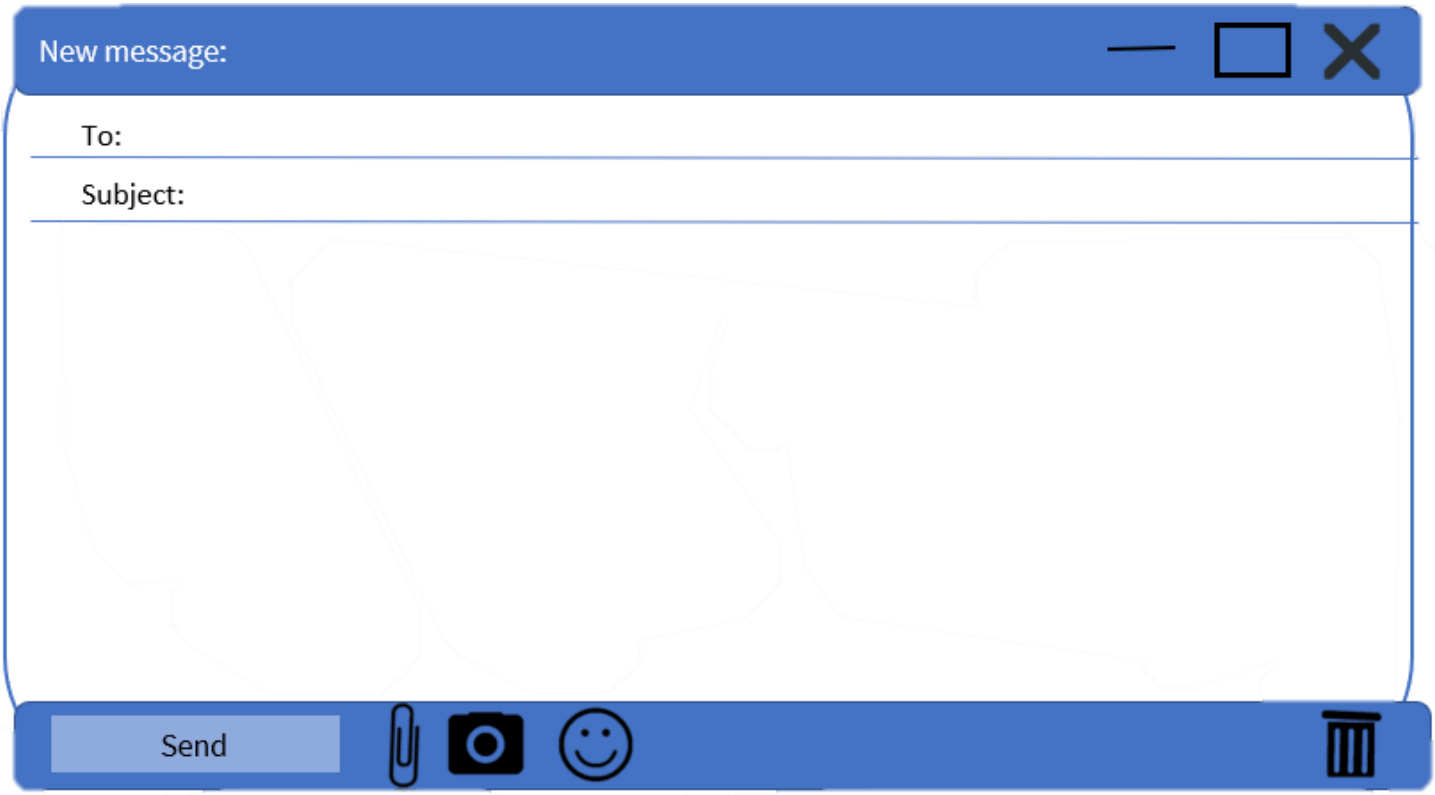
Let's go to practice!!

3) Now is your turn to create an informal email to someone you want according to the following situation.



Imagine that you have been lived in somewhere that you have always wanted, you are going to write to someone, what you have been done, what you have seen, what you have met, using the following vocabulary:

Been – visited – tried- always – gone



4) Write True or False depending on the sentences.



1. Emails are usually not very long. _____
2. Emails are usually more informal than letters. _____
3. Emails can have very informal grammar like "gonna" for "going to". _____
4. Informa emails usually use the same abbreviations that you find in text messages like be4 instead before. _____
5. In formal emails you avoid the use of contractions. _____

5) Complete the following email using the phrases in the box.

We would be grateful if you could- I also attach – I can confirm – please call our office – thank you for your enquiry – we would be happy -

Dear Mr. Rodríguez.

_____about the office space in Main Street._____to arrange a viewing of the premises._____on 312 456 77 to fix a suitable time._____that the office space includes private bathroom facilities.

_____a copy of our request form.

_____complete this and return it to us so that we can inform you of any other suitable office space which may be available.

Your sincerely,

Amy Winehouse.

6) According to the formal email procedure, create one email message answering or requesting any type of information in your GAES project.

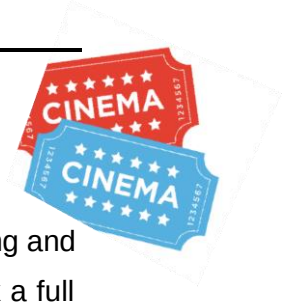


	PROGRAMA DE FORMACIÓN: Técnico en Asistencia Administrativa	Centro de gestión administrativa CGA Madrugada

To work
This week,we will practice one of the most important factors that is reading comprehension, using the topics previously seen. **GOOD LUCK !**

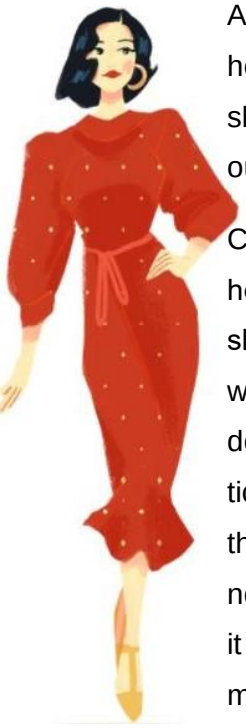
Reading Comprehension

Name:_____ **Course:**_____



Camila's Satudarday:

Last Saturday was really niceand busy for Camila.She got up very early in the morning and prepared a nice breakfast for herself, she ate fried eggs,honey,butter,jam and drank a full glass of orange juice.



After breakfast, she took a shower, brushed her teeth and put on some make-up. She wore her favorite dress and red shoes, and then left home. The weather was sunny and warm so she walked to the shopping mall.She met her best friend, Jane there and they went in and out of the shops together.

Camila bought some clothes for herself, a nice watch for her dad and a beautiful scarf for her mom. Jane bought a pair of sandals but she didn't buy any clothes for herself because she thought she didn't need any. After shopping they were both tired and hungry, so they went into a restaurant. They both had beef steak, rice and salad and talked about what to do next. They finally decided to watch a horror movie at the cinema. Camila bought the tickets and Jane bought some popcorn and fresh orange juice. The film was very cool. After the film Camila said goodbye to her friend and visited the bookshop to have a look at the novels. She found a crime novel by her favorite author and bought it. Then she realized that it was already 3.30 p.m. and she had to hurry up for her piano course. She took a taxi and met her music teacher just on time. It was 6 p.m. when she finally got home. She immadiately put on her pyjamas and watched some TV. Then she went to the kitchen and helped her mom prepare the dinner. Camila made a green salad and set the table while her mum cooked. Soon her father came home and they ate dinner. After dinner Camila gave her mum and dad their presents. They were both happy because her father needed a watch and her





mom was so happy by the scarf's colours. They hugged each other tenderly. It was 9 p.m. When Camila brought her chess set from her room. She played well but her father won the game. Then she went to her room and listened to some music and surfed the Net. It was almost 11:00 p.m. when her mother came with a glass of milk in her hand and told her that it was late. She drank the milk and brushed her teeth. She went into her bed and started reading the novel that she bought. It was so absorbing that she could not leave it. She read and read until she fell asleep.



1) Write true or false, and if is false change it into the correct form.

1. _____ Camila was tired so she preferred to stay at home last Saturday.
2. _____The weather was fine so she went to the shopping mall on foot.
3. _____Camila bought some clothes for herself but she didn't buy anything for her parents.
4. _____Jane thought she had enough clothes so she didn't buy any.
5. _____Camila and Jane laughed and laughed becuase the film was so funny.
6. _____Mary visited the bookshop, but she forgot to go to her piano course.
7. _____She bought the latest novel of her favourite writer from the bookshop.
8. _____Camila started reading the novel as soon as she arrived home.
9. _____Her father won the chess game although Camila played well.
10. _____Camila really enjoyed the crime novel.



2) Cicle the correct choice.

1. Camila didn't have any..... for breakfast.

A. Pancakes B. Sausages C. Fried eggs

2. She put on her favourite..... before she went out.

A. Dress B. Necklace C. Earring.

3. After some shopping, the two friends went into a..... because they were hungry.

A. Cinema B. Pool C. Restaurant

4. Camila and Jane decided to watch a drama film at …… .

A. Home B. The cinema C. A bookshop

5. Camila bought the …… and Jane bought some popcorn and fresh orange juice.

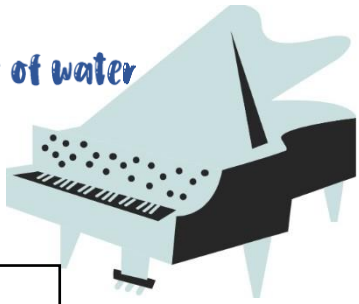
A. Tickets B. Sandals C. Books

6. The film they watched was so ……..... .

A. Cool B. Romantic C. Sad

7. Her mother brought Mary..... while she was listening to music and surfing the Net.

A. A cup of tea B. A glass of milk C. A bottle of water



3) Answer the following questions.

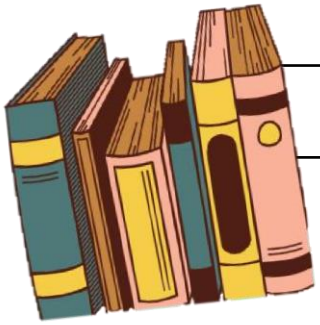
1. What did Camila eat for breakfast?

2. What did she buy?

3. What did she eat for lunch?

4. What kind of books did she buy?

5. How was the weather?



6. What did camila's mother bring her?

7. What was the story about?

8. After she bought the book , what did she do?

9. Who won the game?

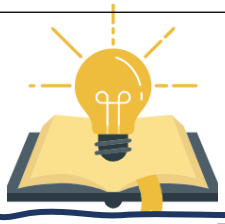
10. Where did she meet her best friend Jane?

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To work

This week, we will practice the simple present, the simple past and also de simple future in our personal presentation, in addicion, we are going to practice a very important vocabulary in all the aspects :The weather and the means of transportation.

GOOD LUCK



INTRODUCE YOURSELF

1) Complete the information about yourself.

Hello everyone, my name's _____ but you can call me _____

I am _____ years old. I was born on _____.At the moment I live in _____

I study at _____.There are _____people in my family.

My _____ and me. Now I would like to talk about my like and dislikes.

I like (color) _____ but I hate _____. I love (fuit) _____

But I can't stand _____ I always eat (food) _____ But I never eat _____ .

I also like (animal) _____ and I'm afraid of _____ I like listening to (music / song) _____ I enjoy watching (movie) _____ I am interested in (sport) _____ But I am bored with _____ In my free time, I _____

_____

A (bad / good) experience that I had was _____

_____

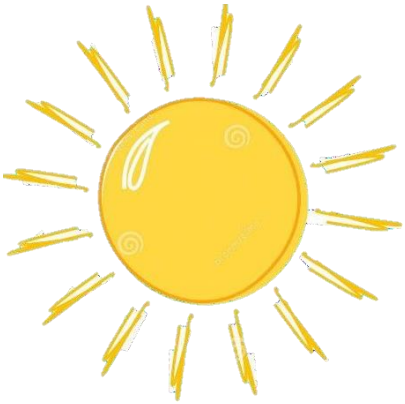
In the future, My dreams are _____

_____

That's all for now. Thank you for listening and I hope to learn more English. Good bye

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2) How's the weather? Place the correct weather information into the box



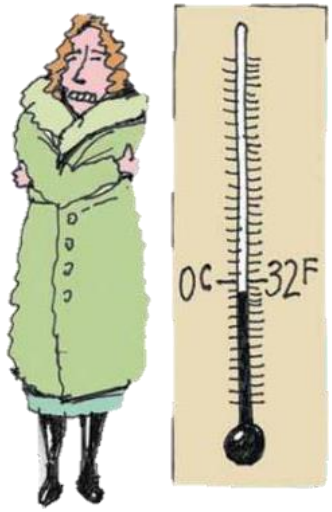


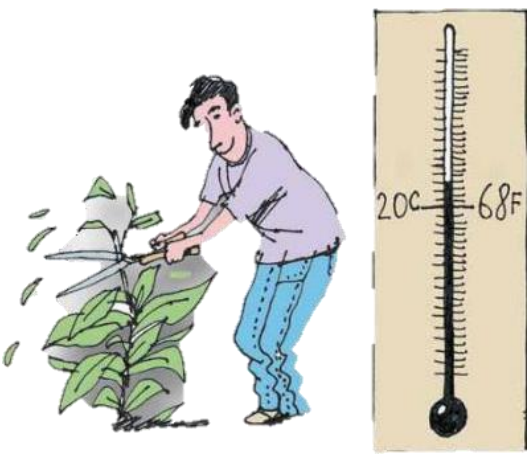


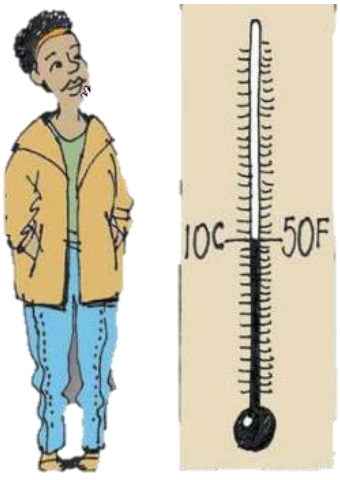










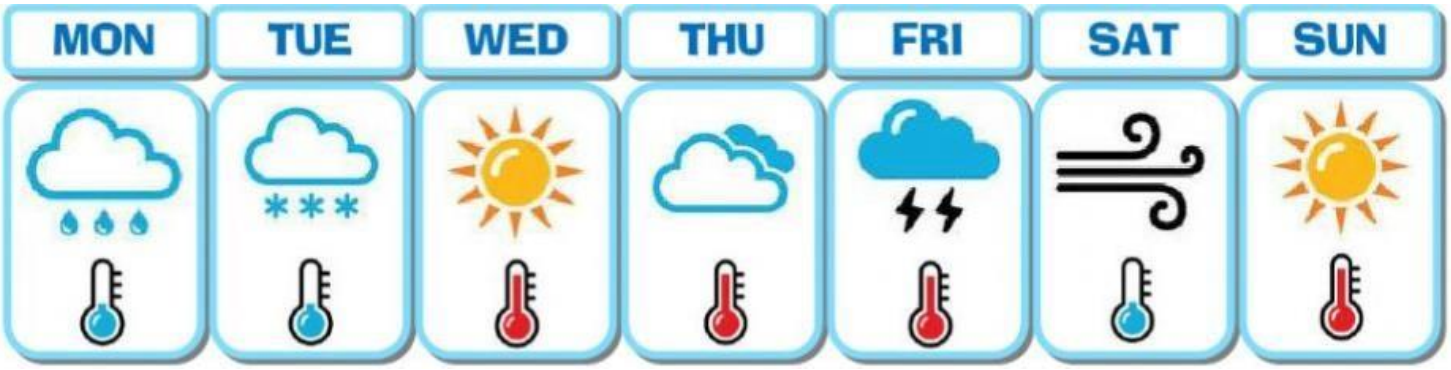


It's cool

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It's warm - It's raining – It's cold – It's hot – It's snowing – It'sunny – It's cloudy – ~~It's cool~~ – It's windy

3) Look at the weather forecast and complete the sentences.



1) Today is Thursday. The weather is_____cloudy_____and_____.

2) Yesterday I_____because it was_____and _____hot_____.

3) Tomorrow I'll_____because the weather will be_____.

4) On Saturday I'll_____because the weather will be_____.

5) On Monday I_____because it was_____.

6) On Tuesday I_____because it was_____and_____.

7) On Sunday I'll_____because the weather will be_____and _____.

Fly my kite.

>

~~Cloudy~~ – Snowy

Stay at home.

Went to the beach.

Rainy ~~Hot~~ – Stormy

Sunny – Hot – Cold

Windy – Cloudy

Took my umbrella.

Went skiing

Go camping



4) **Means of transportation:** Do you know these transports? Put the letters in order and match the word with its image.

USB BUS

MTCOROYELC

BCYICEL

SWUBYA

IAR-LPNEA

HLEICPOTRE

RCA

HSPI



