PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Bogotá y 20 de abril de 2023

Señor
ROBERTO MARTINEZ CASTRO
SUPERVISOR CONTRATO No. **CO1.PCCNTR.4501312**
Coordinador Académico Jornada Madrugada
Dependencia Jornada Madrugada
Bogotá

Asunto: Informe mensual de ejecución contractual
Mes abril del año 2023

Referencia: No **CO1.PCCNTR.4501312** del año 2023

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 VEINTE MILLONES CIENTO CUARENTA Y CINCO MIL CINCUENTA PESOS ($20.145.050) 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 2023, por valor de Dos Millones Cuatrocientos Diecisiete Mil Cuatrocientos Seis pesos ($2.417.406) COP. **b)** CUATRO (4) pagos iguales correspondientes a los meses de MARZO a JUNIO de 2023, por valor de Cuatro Millones Veintinueve mil Diez pesos ($4.029.010) COP. cada uno. **c)** UN (1) pago final correspondiente al mes de JULIO de 2023, por valor de Un Millón Seiscientos Once Mil Seiscientos Cuatro pesos ($1.611.604)) COP.

Plazo: Será hasta el 12 de julio de 2023.

OBJETO:
Prestar servicios personales de carácter temporal, orientando la Formación Profesional Integral, de acuerdo con la programación definida por el Centro de Gestión Administrativa para las jornadas diurna, nocturna, madrugada y fines de semana en su sede principal, subsede y organizaciones, ejecutando acciones bajo la modalidad presencial para Formación Titulada y/o Formación Complementaria y/o acompañamiento en Etapa Productiva de la red de conocimiento Gestión Administrativa y Financiera en las áreas temáticas: Bibliotecas, Gestión Administrativa, Gestión Documental y Talento Humano.

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.**7874558704** de la planilla, operador SOI y periodo marzo. (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.4501312 de 2023
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**

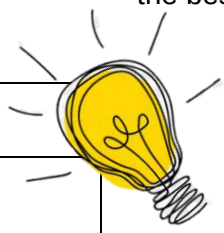
Simple Present

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.

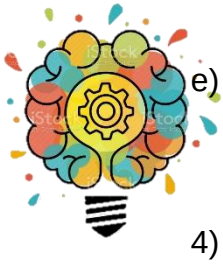
a) she / does/ up / get / early ?

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

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

d) every day /she / English / studies /

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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

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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.

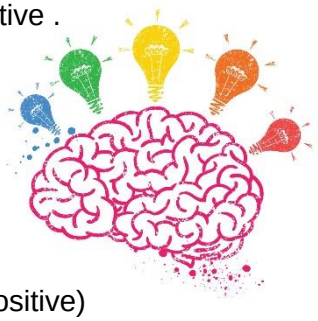
A	T	Q	W	W	R	E	W	W	W	E	D	A	E	R	W	N	W	W	W
R	W	D	E	L	W	S	E	S	A	D	G	S	T	W	R	U	O	E	E
G	D	R	O	V	E	T	R	H	T	S	O	T	A	A	T	Y	K	N	R
O	R	A	K	S	D	U	K	G	C	A	N	U	L	S	G	R	E	W	E
Y	W	N	E	A	F	D	O	R	H	D	E	D	L	K	F	R	U	R	R
U	T	K	L	W	W	I	O	D	E	V	W	I	W	E	V	A	P	F	T
Y	Y	A	L	D	Q	E	T	S	D	R	E	E	E	U	B	C	N	G	Y
R	W	M	U	R	S	D	G	O	Q	T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



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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 / ?



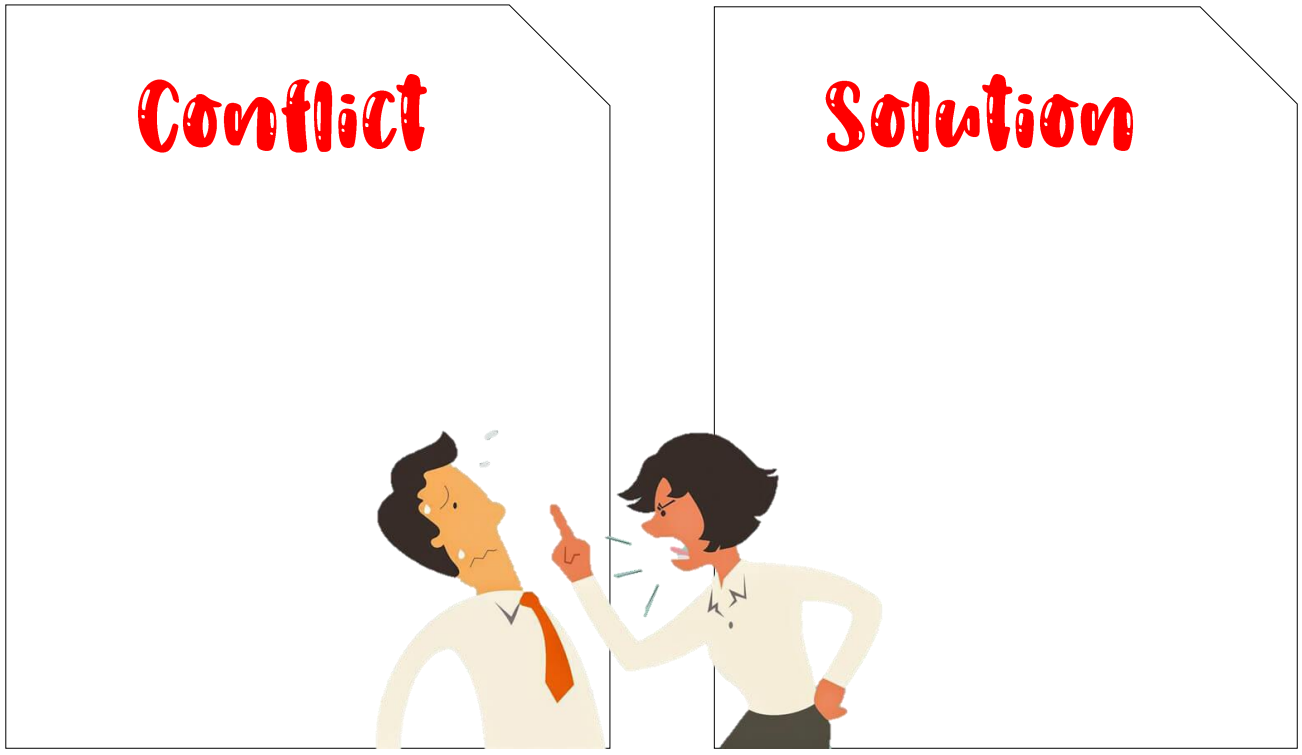
4) Complete the e-mail.Use the simple past tense and the past tense of be.

< 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.

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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:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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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.

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Simple Past

Name: _____ Course:_____



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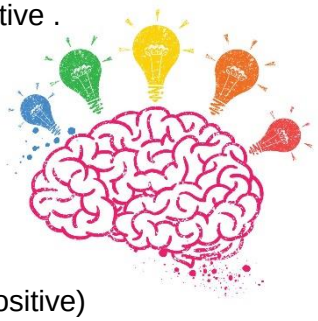
A	T	Q	W	W	R	E	W	W	W	E	D	A	E	R	W	N	W	W	W
R	W	D	E	L	W	S	E	S	A	D	G	S	T	W	R	U	O	E	E
G	D	R	O	V	E	T	R	H	T	S	O	T	A	A	T	Y	K	N	R
O	R	A	K	S	D	U	K	G	C	A	N	U	L	S	G	R	E	W	E
Y	W	N	E	A	F	D	O	R	H	D	E	D	L	K	F	R	U	R	R
U	T	K	L	W	W	I	O	D	E	V	W	I	W	E	V	A	P	F	T
Y	Y	A	L	D	Q	E	T	S	D	R	E	E	E	U	B	C	N	G	Y
R	W	M	U	R	S	D	G	O	Q	T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



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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)
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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 / ?

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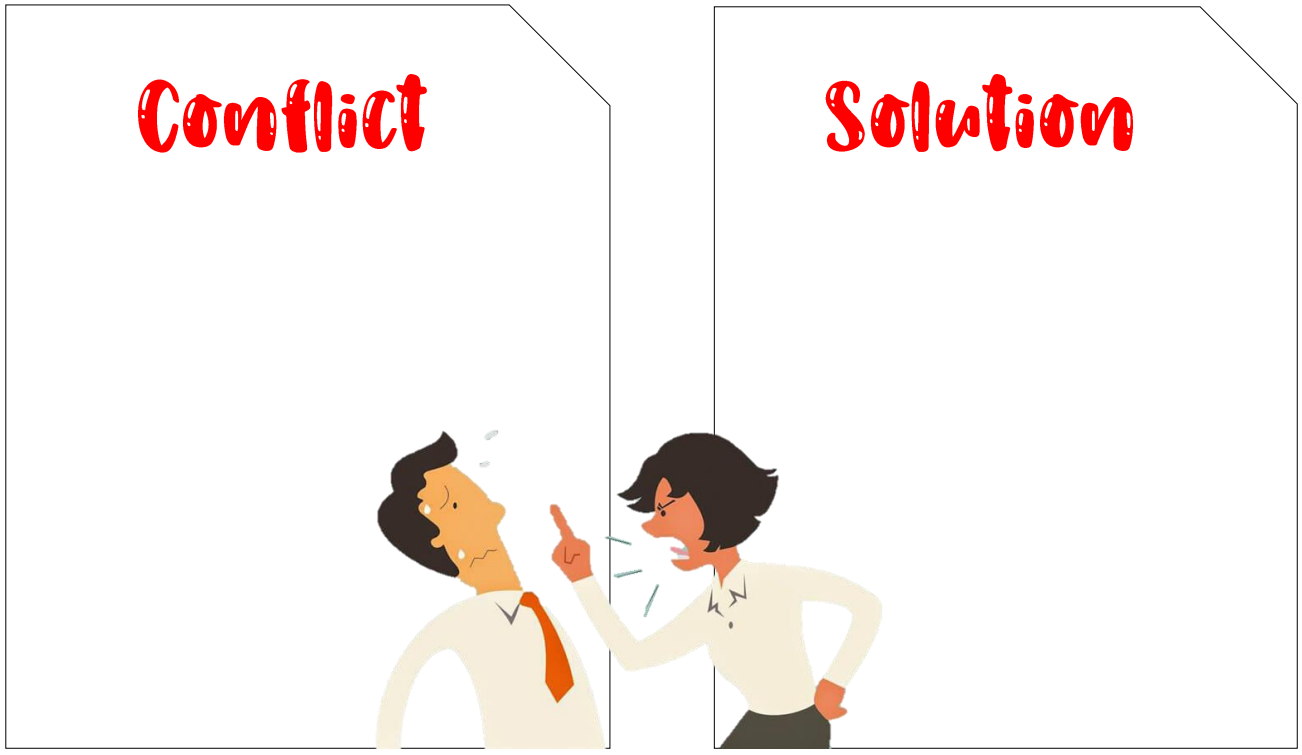
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5) Write an experience in which you have solved a conflict and how did you do it.



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.

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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?



_____

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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:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

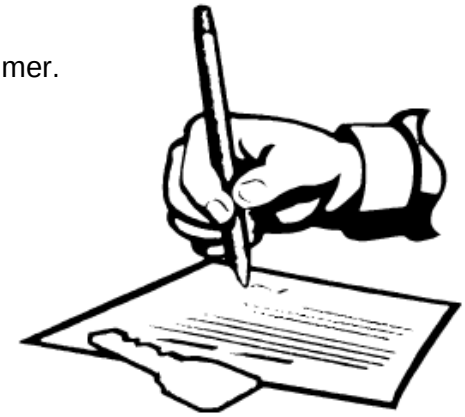
Final Activity

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

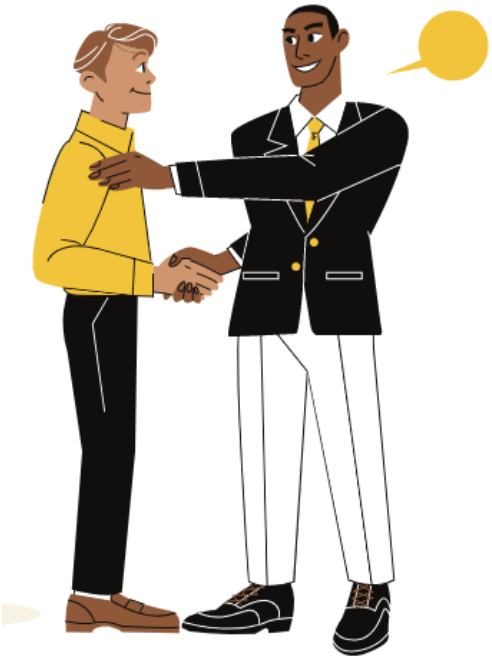
6) They _____ soccer , when they _____ children.

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

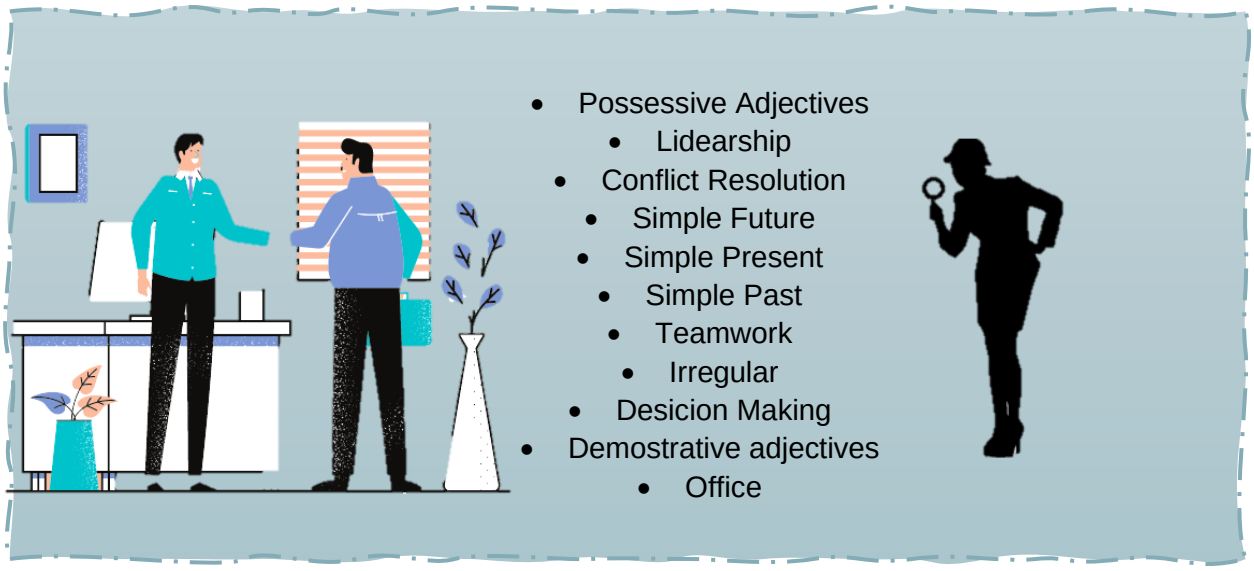
B) Walked **D)** Walk

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.

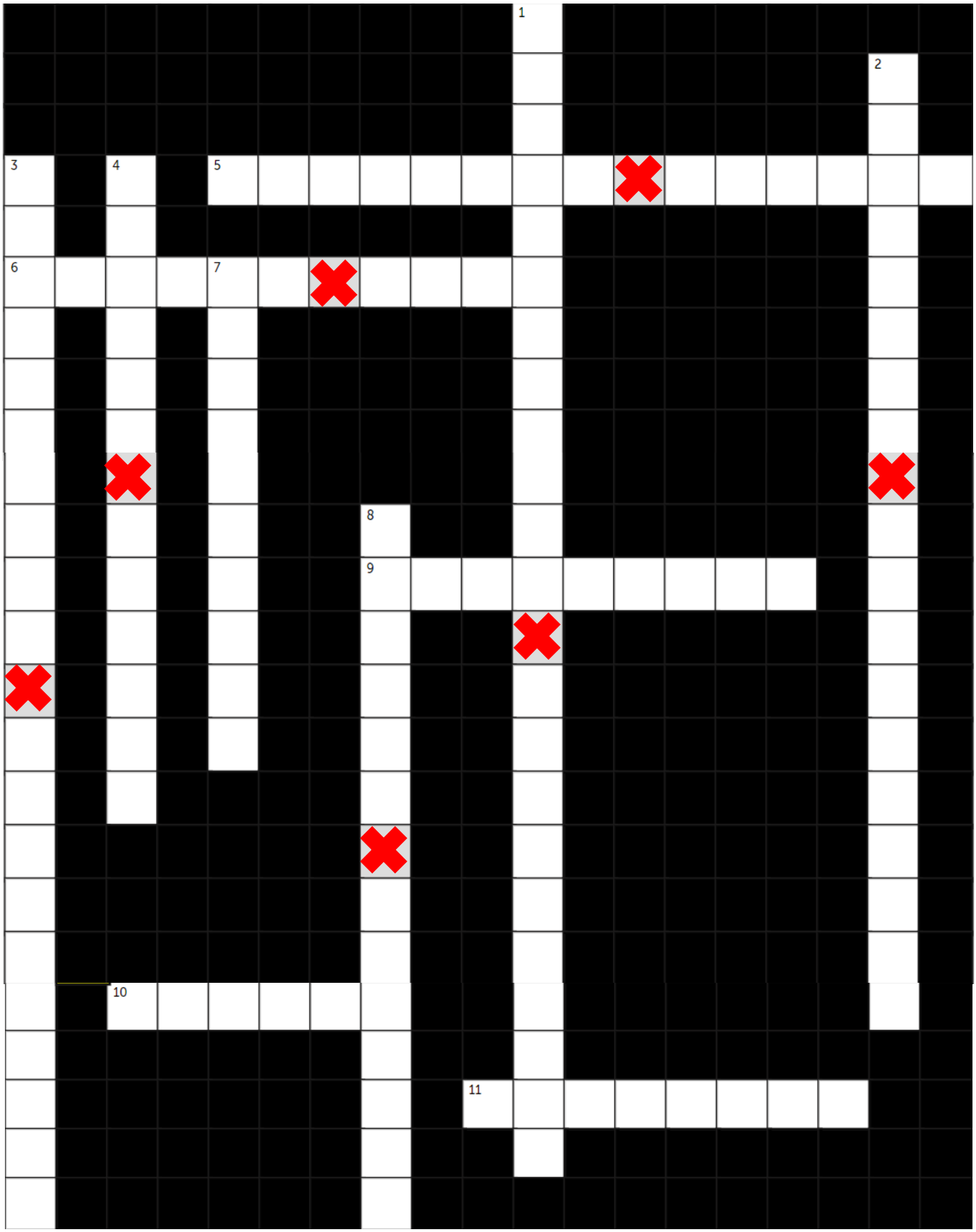


- Possessive Adjectives
- Lidearship
- Conflict Resolution
- Simple Future
- Simple Present
- Simple Past
- Teamwork
- Irregular
- Desicion Making
- Demostrative adjectives
- Office

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Crossword



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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 _____ _____.