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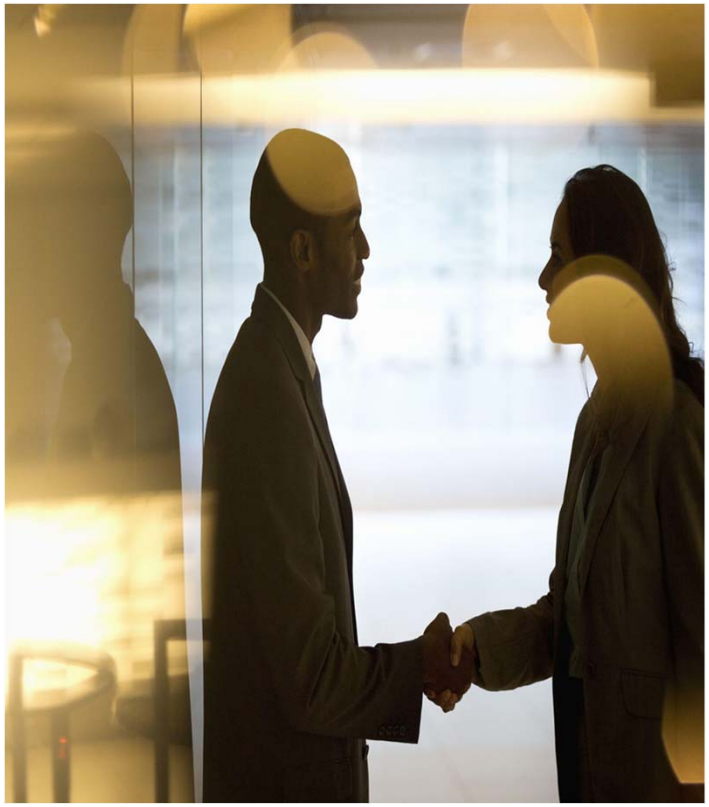
El empleo es de todos

Mintrabajo

Introduction

SENA

Greetings



Formal Greetings:

Good morning
Good afternoon
Good evening
Hello
Hi
How are you?

Other Greetings:

saying hello

So first let´s see, some native people saying hello
:https://www.youtube.com/watch?v=orWL34vG3tY

1. What greetings you recognize.
2. Which greetings are new for you.

The most common Greetings:

. How you doing?
. How´s it going?
. How have you been up to?
. How´ve you been up to?
. What´s going on?

I´m doing well, great!
I´m doing bad.
So so!
I´m Wonderful, very good, fine!
So fine!
I am perfect, nothing much!
I feel blue, Sad, no bad!


Formal
Hi
Greetings
Hello
Hi!
Hello __!
Hey!
How are you?
What's up?
How are you doing?
How's it going?
How have you been?
What's new?
Good Morning!
What have you been up to?
Good Afternoon!
How are ya?
Good Evening!
Informal
Hello-English.net

Informal greetings:



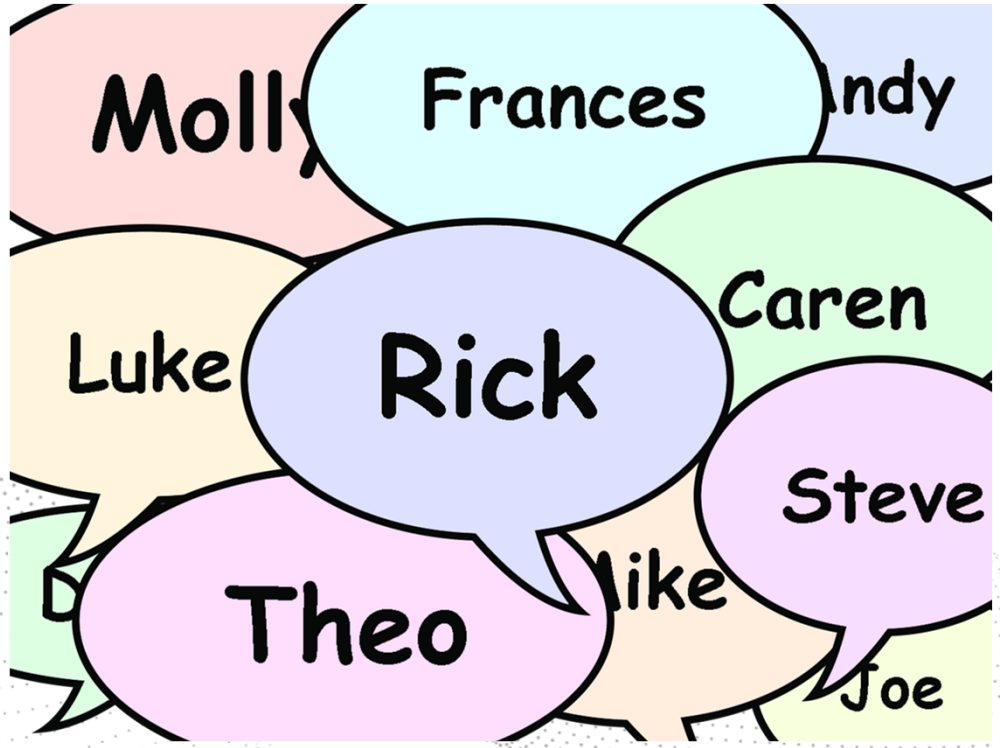
What´s up!

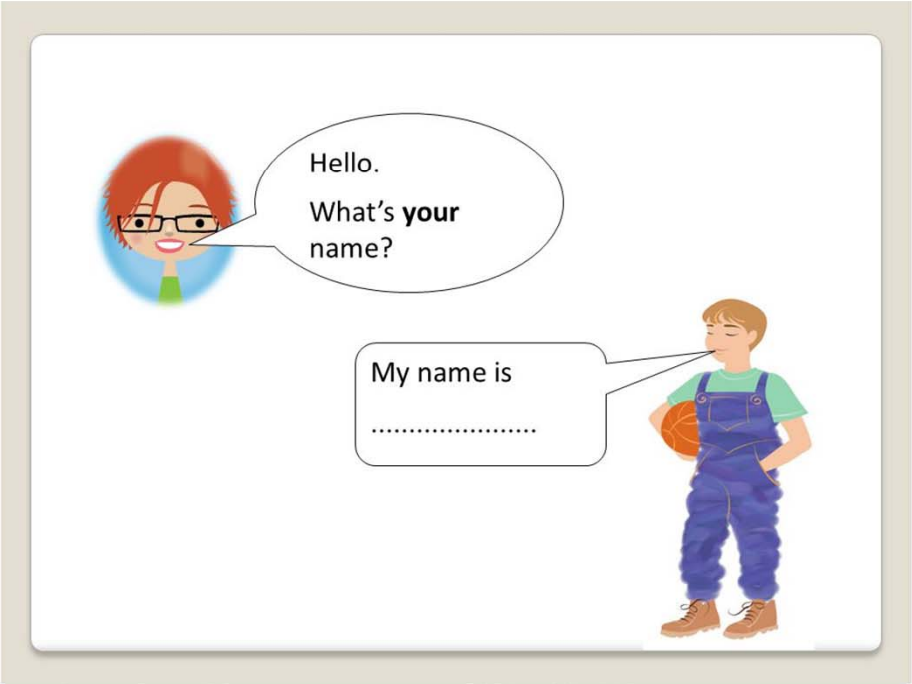
What up!

What are you up to?

What´s going on?

Personal information:





Nice to meet you!
It´s a pleasure to meet you!
Nice meeting you!

Nice meeting you, too.

The question could be:

A. What´s your name?
My name´s _____

B. What is your name?
My name is _____

.Please spell your name!
.Can you please spell your name?
.How do you spell it?

Let´s see the following video about some greetings and spelling:
https://www.youtube.com/watch?v=MkXcNZckW28&t=79s

Listening exercise

1._U__
2. _A_
3. _I_
4. _E_
5. __O_

Listening exercise:

1. A H __ __
2. B C D E ___ ___ ___ ___ __ (Z)
3. F L M __ ___ ___ ___
4. I __
5. O
6. Q ____ ___
7. R

1. __ __ __ __ __ __



2. __ __ __ __ __ __



3. ___ ___ ___ ___ ___ ___ ___

__ ___ ___ ___ ___ ___ ___ ___ ___



4. _____ _____ _____ _____ _____ _____ _____ _____



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El empleo es de todos

Mintrabajo

Numbers

SENA

Numbers from 0 to 9

What is your cellphone number?
What´s your cellphone number?
What is your telephone number?
What´s your mobile number?

0: oh/ zero
1: one
2: two
3: three
4: four
5: five
6: six
7: seven
8: eight
9: nine

My cellphone number is 311 706 03 31

My cellphone number is 316 327 46 90

My telephone number is 4 44 44 44
4 444 444

My cellphone number is 317 509 54 18

Double: triple

What is his telephone number?

His telephone number is_____

What is her telephone number?

Her telephone number is_____

Mi gente linda : 1 1	The lions 1.+1+1	El trio maravilla 1+1+1

What´s the cellphone number?
The telephone number is _____

1.300 491 44 04
2. 311 371 43 27
3. 321 865 01 84
4. 871 777 21
5. 301 903 333 2

Let´s see the following video:
https://www.youtube.com/watch?v=83zZsuTQ498

Possessive adjectives: My, your, her, his

1. What´s your telephone number? My cellphone number is 317 275 44 63.

2. What´s his cellphone number? His cellphone number is 300 879 63 86.

3. What´s her cellphone number? Her cellphone number is 316 835 11 28.

What´s her name? Her name is_____

What´s his name? His name is _____

Let´s make the following listening exercise:
https://www.youtube.com/watch?v=XJI6ZU9mU7E

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El empleo es de todos

Mintrabajo

Numbers second part

SENA

Number Names

Read the following numbers and their corresponding number names.

1	One	11	Eleven	10	Ten	100	One hundred
2	Two	12	Twelve	20	Twenty	200	Two hundred
3	Three	13	Thirteen	30	Thirty	300	Three hundred
4	Four	14	Fourteen	40	Forty	400	Four hundred
5	Five	15	Fifteen	50	Fifty	500	Five hundred
6	Six	16	Sixteen	60	Sixty	600	Six hundred
7	Seven	17	Seventeen	70	Seventy	700	Seven hundred
8	Eight	18	Eighteen	80	Eighty	800	Eight hundred
9	Nine	19	Nineteen	90	Ninety	900	Nine hundred
10	Ten	20	Twenty	100	One hundred	1000	One Thousand

How old are you?

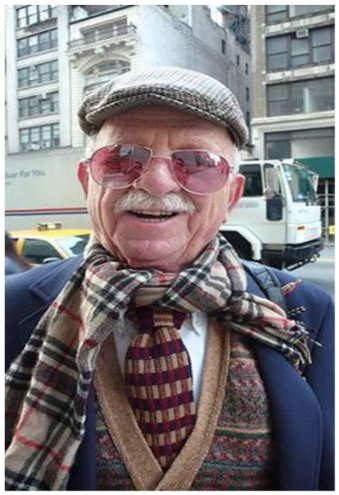
I _am_ 35 years old. I´m 35 years old.

How old is she?



She is 28 years old.

How old is he?



He is 75 years old.

How old are you?

I am____ years old.

Let´s see the following
https://www.youtube.com/watch?v=kL9VgqcKZuw&t=634s

1. Read Melinda´s story.

Hello my name is Melinda, I will introduce myself. I am from a beautiful city, New York City. New York is a big city full of wonderful people. I am a learner of analysis of chemical samples. I am 25 years old. My cellphone number is 456 789 56 47.



1. Answer the following questions about Melinda.

A. What is her name?
B. Where is she from?
C. How old is she?
D. What is her cellphone number?

2. Write down your story about yourself.

How to Respond to it?

Here are great ways to respond when someone you care about shares good news.

Professional

- That's great!
- Well done!
- I'm (so/really) glad to hear that!
- Wonderful! Thank you for sharing.
- I'm/we're very happy for you.
- Congratulations.
- That's very good news.



Nota. Tomado de Google imágenes

How to Respond to it?

Informal

- Wow! That's awesome!
- Fantastic/great/awesome!
- That's so great!
- I'm thrilled for you!
- I'm so happy for you!
- Congratulations!
- That IS good news.
- I can't believe it! That's great!
- Really? Are you serious!?!



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Giving Bad News in English

When delivering bad news, it's important to skip the polite conversation, forget small talk. This is no time to 'beat around the bush', an idiom which means waste time talking about everything other than the thing you need to talk about.
So, these are the phrases you can use to do exactly that:

Formal/Professional

- There is no easy way to say this, but…
- I'm afraid I've got some bad news…
- I'm sorry to have to tell you that…
- It is my unfortunate duty to tell you that…
- I'm afraid we won't be able to…

Bad news | The New Yorker



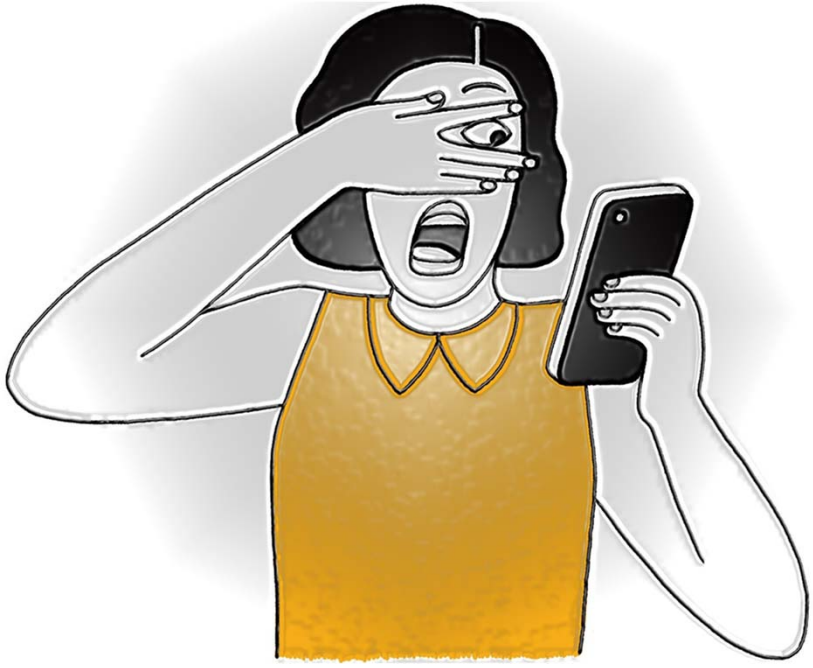
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Giving Bad News in English

Informal

- There is no easy way to say this, but…
- Unfortunately…
- I'm sorry to have to tell you that…
- I've got some bad news…
- I regret that …
- Maybe you should sit down for this…
- I am so sorry, but…

Bad news | The New Yorker



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El empleo es de todos

Mintrabajo

Employee Suggestion Form

SENA

When to use it?

Although managers can come up with ideas to improve the office, another effective way to figure out how to make performance and productivity improve is by asking the employees. Considering that these people are directly involved in business operations, it is best to ask them what can be done to make things better in the workplace. And this is where **employee suggestion forms** come in as tools for helping a business achieve its goals.



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EMPLOYEE SUGGESTION FORM

IDENTIFICATION

Employee Name:	**Date:**
Position/Title:	**Dept:**

CONCERN

Please state the nature of your suggestion, including how it improves your job, the job of others, value to the customers, and the concern being addressed (lost time, misuse of materials, loss of revenue, return of goods, inefficiency, morale, etc.).

RESOURCES NEEDED

Please explain how the company can help to support your suggestion. Please include estimates of labor, materials, capital, equipment, or other resources needed.
Labor Needed:
Materials Needed:
Equipment Needed:
Capital (Money) Needed:
Other Resource Needed (Please specify):
Total Estimated Cost to Address Concern:

DESIRED BENEFIT

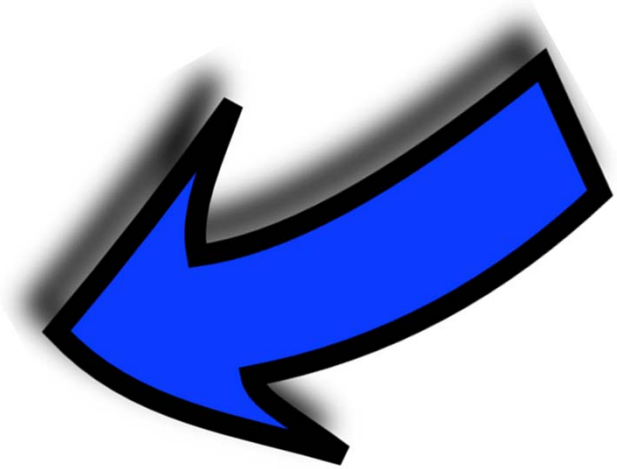
Please explain the anticipated total benefit to the company:
Total Estimated Financial Benefit to Company:

PLANNING

Please outline the steps needed and the individuals/departments that must be involved to accomplish the suggestion set forth above.
1.
2.
3.
Total Estimated Time to Completion:

Employee Signature: _____ **Date:** _____

Sample Form



Nota. Tomado de Business in a box (2021)