



PROCESO DE GESTIÓN DE FORMACIÓN PROFESIONAL INTEGRAL
FORMATO GUÍA DE APRENDIZAJE

IDENTIFICACIÓN DE LA GUIA DE APRENDIZAJE

- **Denominación del Programa de Formación:** ASISTENCIA ADMINISTRATIVA
- **Código del Programa de Formación:** 2916754
- **Nombre del Proyecto (si es formación Titulada)**
- **Fase del Proyecto (si es formación Titulada) EN EJECUCIÓN**
- **Actividad de Proyecto (si es formación Titulada)**
- **Competencia:** Interactuar en lengua inglesa de forma oral y escrita dentro de contextos sociales y laborales según los criterios establecidos por el Marco Común Europeo de referencia para las lenguas.
- **Resultados de Aprendizaje Alcanzar:** comunicarse de manera sencilla en inglés en forma oral y escrita con un visitante o colega.
- **Duración de la Guía:** 120 HORAS

2. PRESENTACIÓN

- Las exigencias del mundo contemporáneo, la globalización y las necesidades del sector productivo demandan el desarrollo de habilidades en el idioma inglés que permitan la interacción en una lengua en común, fomentando las competencias comunicativas, el crecimiento personal, académico, cultural y social del ser como ciudadano, lo que incrementa la competitividad económica del país. El Programa de ASISTENCIA ADMINISTRATIVA es una propuesta educativa que forma al aprendiz en torno al desarrollo de habilidades comunicativas específicas en esta lengua extranjera basadas en: la adquisición del vocabulario y expresiones en inglés de



acuerdo con su información personal, la construcción de expresiones cortas en inglés según el contexto personal; y la comunicación de aspectos personales en inglés teniendo en cuenta su contexto social y familiar.

3. FORMULACIÓN DE LAS ACTIVIDADES DE APRENDIZAJE

3.1 Actividades de Reflexión inicial

"Why Should I Learn English? Need or luxury?"

Brainstorm: En esta actividad se deben dar opiniones sobre la importancia que tiene para los aprendices aprender inglés como lengua extranjera. Así mismo, discutir ventajas que esto conlleva.

3.2 Actividades de apropiación

TYPES OF QUESTIONS

Yes/No questions: Para poder interactuar, es necesario adquirir conocimientos sobre estructuras que nos permitan ir más allá de las expresiones preestablecidas. En cualquier diálogo se hace necesario realizar en los turnos de la conversación. Existen diferentes tipos de preguntas, en esta guía se abarcan las estructuras en el presente simple de las siguientes:

TO BE Simple Present Tense

	AFFIRMATIVE	NEGATIVE
SINGULAR	I am happy. You are at school. He is hungry. She is a nurse. It is big.	I am not sad. You aren't at home. He isn't thirsty. She isn't a pilot. It isn't small.
PLURAL	We are early. You are students. They are quiet.	We aren't late. You aren't teachers. They aren't noisy.

QUESTIONS

	Affirmative	Question	Short Answer
They are happy.	Are they happy?	Yes, they are / No, they aren't	
She is rich.	Is she rich?	Yes, she is / No, she isn't	

CONTRACTIONS

	I am not...	He is not...	You are not...	We are not...	They are not...
=	I'm not...	He's not...	You're not...	We're not...	They're not...
=	X (not possible)	He isn't...	You aren't...	We aren't...	They aren't...

www.grammar.cl www.woodwardenglish.com www.vocabulary.cl

→ **Yes/No questions with be:** Practicar las estructuras de las preguntas de si o no con el verbo be (ser o estar), teniendo en cuenta que siguen reglas diferentes a las preguntas con otros verbos en el presente simple. Por ejemplo:

Is English important nowadays?

Are you an apprentice?

Are you happy here?

Para una mayor comprensión sobre la temática del verbo to be, los aprendices tienen la oportunidad practicar con ejercicios, juegos, y video lessons interactivos donde pueden verificar sus resultados.

✓ <https://www.liveworksheets.com/w/en/english-language/201803>



- ✓ <https://en.islcollective.com/english-esl-video-lessons/grammar-practice/general-grammar-practice/be-auxiliary-verb/spellbound-the-verb-to-be-practice/35347>
- ✓ <https://en.islcollective.com/english-esl-worksheets/grammar-topic/present-simple-tense/verb-to-be/55802>
- ✓ <https://en.islcollective.com/english-esl-video-lessons/grammar-practice/general-grammar-practice/be-auxiliary-verb/verb-to-be-is-are/239765>

El aprendiz debe ser capaz de formular preguntas siguiendo esta estructura tomando en cuenta el contexto en diferentes actividades. **Yes/No**

questions with other verbs:

El verbo BE presentado es muy importante en el idioma inglés debido a las diversas estructuras en las que participa, sin embargo, es necesario conocer formas de preguntar si la acción de diha pregunta es diferente de Be. Por tal motivo se hace

necesario estudiar además formas para hacer preguntas de Yes – No con distintos verbos. Por ejemplo:

Do you like English?

YES / NO QUESTIONS

WITH « DO »

- The verb "Do" has two forms in the present; do and does.
- The verb "Do" has one form in the past; did.

Subject	Present Form « do »	Past Form « do »
I, You, We, You, They	do	did
He, She, It	does	did

ATTENTION:

- In Simple Present Tense, we add *the suffix -s or -es* at the end of the verbs for the third singular subjects (**He, She, It**). On the other hand, we use first forms of the verbs for other subjects (**I, You, We, You, They**).
- Although we add *the suffix -s or -es* at the end of the verb for the third singular subjects in positive sentences, We remove *the suffix -s or -es* at the end of the verb in questions and negative sentences because of being used 'does' or 'doesn't' as an auxiliary verb.

RULE FOR MAKING QUESTION:

When we are making a yes/no questions, we **put the verb «do» or «does» at the beginning of a sentence.** (if there is no any auxiliary verbs in a sentence)

EXAMPLES:

- You like ice cream.
- Do you like ice cream?
- She gets up early.
- Does she get up early?

SHORT - LONG ANSWER FORMS:

Question	Answer (Short -Long)
Do we know each other?	Yes. / Yes, we do. / Yes, we know each other.
Does it work loudly?	No. / No, it doesn't. / No, it doesn't work loudly.

Like



Does English change people's lives?

Do you encounter any advantage or disadvantage Learning a new language?

Wh- questions: Además de conocer formas para hacer preguntas que puedan ser respondidas con sí o no, en esta guía exploramos otra manera de hacer

cuestionamientos:

information questions.

Estas consisten en preguntas en las que se debe dar algún tipo de información, ya sea referente a lugares, momentos, razones, personas, entre otras. Por ejemplo:

Where do you live?

When are you free?

Where do you study?

WH- QUESTIONS		
QUESTION WORDS IN ENGLISH		
Who • Ask about person • Who is that woman? 	Where • Asking in or at what place or position • Where do you live? • Where are my boots? 	When • Asking about time, occasion, moment • When can I see you? • When did you last see him?
Why • Asking for a reason, explanation • Why were you late? • Why was he late? 	What • Asking for a specific thing, object • What's the matter? • What time is it? 	How • Asking for a way, manner, form • How does it work? • How do you go to school?
Which • Asking about choice • Which is better exercise – swimming or tennis? • Which of the applicants has got the job? 	How many • Asking about quantity • Used with countable nouns • How many people were there? 	How often • Asking about frequency • How often do you go swimming?

Hay distintas estrategias o actividades que te pueden ayudar en tu aprendizaje de nuevos conceptos. En esta oportunidad por medio de la música y el canto encontraras una forma divertida y significativa de aprender.



✓ <https://www.youtube.com/watch?v=tCj6K96WqtA>

4. ACTIVIDADES DE EVALUACIÓN

Listening is the ability to accurately receive and interpret messages in the communication process. Most Apprentices might find this difficult due to lack of practice. In this lessons guide, Apprentices are provided with full of listening activities. So, they can improve their listening skills.

<https://www.liveworksheets.com/w/en/english-second-language-esl/1098232>

<https://www.liveworksheets.com/w/en/english-second-language-esl/209039>

<https://www.liveworksheets.com/w/en/english-second-language-esl/328152>

<https://www.eslvideo.com/category.php?catid=Wh%20Questions>

<https://en.islcollective.com/english-esl-video-lessons/grammar-practice/general-grammar-practice/the-minions-memorable-moments-wh-questions/274974>

<https://www.liveworksheets.com/w/en/english-second-language-esl/46942>



5. GLOSARIO DE TÉRMINOS

Most common verbs

- | | | | | |
|----------|---------|---------|----------|---------|
| • Ask | • find | • let | • play | • talk |
| • be | • get | • like | • put | • tell |
| • become | • give | • live | • run | • think |
| • begin | • go | • look | • say | • try |
| • call | • have | • make | • see | • turn |
| • can | • hear | • may | • seem | • use |
| • come | • help | • mean | • should | • want |
| • could | • keep | • might | • show | • will |
| • do | • know | • move | • start | • work |
| • feel | • leave | • need | • take | • would |

www.wordscoach.com

ANIMALS

- What is your favorite animal?
- Why do you like it?
- Where does it live?
- What does it eat and drink?



Answer to these questions



HOBBY

- What are your hobbies?
- Why do you like them?
- When did you start them?



Answer to these questions



BIRTHDAY

- When is your birthday?
- How do you celebrate it?
- What presents do you like?
- How many friends do you usually invite?



Answer to these questions



SEASON

- Which season do you like the most?
- Why do you like it?
- What do you do in this season?
- Where do you spend it?



FOOD

- What is your favorite dish?
- Why do you like it?
- When do you eat it?
- How often do you cook it?



HOLIDAYS

- What is your favorite holiday?
- Why do you like it?
- What do you eat and drink on this day?
- Where do you spend it?





TALKING ABOUT PAST EXPERIENCES (REGULAR AND IRREGULAR VERBS)

ENGLISH GRAMMAR

PAST SIMPLE TENSE

© Woodward Education

+ Affirmative

SUBJECT

I / you / we / they

he / she / it

+

VERB

lived

...

+ Affirmative: I **lived** in London.

+ Affirmative: She **lived** in Paris.

+ Affirmative: He **watched** a movie.

+ Affirmative: They **wanted** a holiday.

Past tense regular verbs end in **-ed**.

↑

There is only one form of each verb in the past simple tense.*

* The exception is **TO BE** which has two forms: *was* and *were*.

- Negative

SUBJECT

I / you / we / they

he / she / it

+

AUXILIARY

didn't

+

VERB

speak

need

live

...

+ Affirmative: I **lived** in Spain.

- Negative: I **didn't** **live** in Spain.

⊗ The base form of the infinitive = ~~to~~ go, ~~to~~ need, ~~to~~ speak, ~~to~~ live

The verb is not in the past tense in negative sentences. "Didn't" tells us it is a past tense sentence.

+ Affirmative: He **watched** a movie.

- Negative: He **didn't** **watch** a movie.

ed

ed

? Question

AUXILIARY

Did

+

SUBJECT

I / you / we / they

he / she / it

+

VERB

speak

need

live

... ?

+ Affirmative: You **lived** in Italy.

? Question: **Did** you **live** in Italy?

⊗ The base form of the infinitive = ~~to~~ go, ~~to~~ need, ~~to~~ speak, ~~to~~ live

The verb is not in the past tense in questions. "Did" tells us we are asking a past tense question.

+ Affirmative: She **watched** a movie.

? Question: **Did** she **watch** a movie?

ed

ed

www.grammar.cl
www.woodwardenglish.com
www.vocabulary.cl



6. REFERENTES BIBLIOGRÁFICOS

- ✓ Yes No Question tomado de: <https://englishstudypage.com/grammar/yesno-questions-with-do/>
- ✓ Information Question tomado de: <https://languageadvisor.net/questions-in-simple-present/>
- ✓ <https://www.liveworksheets.com/w/en/english-second-language-esl/46942>
- ✓ <https://7esl.com/telephone-phrasal-verbs/>
- ✓ Listenig practice, tomado de <https://www.liveworksheets.com/w/en/english-second-language-esl/1098232>
- ✓ Listenig practice, tomado de <https://www.liveworksheets.com/w/en/english-second-language-esl/209039>
- ✓ Listenig practice, tomado de <https://www.liveworksheets.com/w/en/english-second-language-esl/328152>
- ✓ Listenig practice, tomado de <https://www.eslvideo.com/category.php?catid=Wh%20Questions>
- ✓ Past simple tense: tomado de <https://www.woodwardenglish.com/lesson/past-simple-tense-in-english/>

7. CONTROL DEL DOCUMENTO

	Nombre	Cargo	Dependencia	Fecha
Autor (es)	JOSE DAVID BRAVO POLO	INSTRUCTOR	CCIT	15 DE JULIO DE 2024

8. CONTROL DE CAMBIOS (diligenciar únicamente si realiza ajustes a la guía)

	Nombre	Cargo	Dependencia	Fecha	Razón del Cambio
Autor (es)					

