TECHNICAL ASSIGNMENTS

1. According to the analysis of a problem found in the competence "laborar el plan de producción", based on the sales plan, inventory levels and production capacity; record a video in English explaining this problem related to the formative Project.

2. Read the paragraph and then complete the words.
Lean Manufacturing Tools

Lean manufacturing tools are methods to help create a Lean environment and achieve goals around reduced waste, improved efficiency and increased customer value.

1. Im_roved _f_icienc_
2. Ac_ie_e _o_ls
3. R_duc_d _as_e
4. Le_n ma_u_ac_uri_g to_ls
5. Inc_ea_ed c_ _to_er _al_ _

3. Using words from the previous exercise complete the following paragraphs about lean manufacturing tool. The first letter of each word is given.

A. Takt Time
Takt time is one of the Lean manufacturing tools focused on C_____ V_____. It measures the average rate at which teams must manufacture products to meet demand. To calculate takt time, divide the working time available for production (in hours, days, weeks) by the units required to meet customer demand. Using this Lean manufacturing tool, if a team works 40 hours a week and the company expect customers to buy 80 units a week, the takt time is 0.5 (40 / 80). This means the team must produce one unit in half an hour to meet C_____ demand.

B. Total Productive Maintenance (TPM)
Total productive maintenance is a Lean manufacturing tool that emphasizes operational E_____ for equipment and safety for workers. Building on the Five S approach, TPM asks workers to help maintain their equipment to avoid accidents, breakdowns, defects and delays. Part of TPM is the Overall Equipment Effectiveness (OEE) metric, which measures the percentage of working time that is actually productive. OEE is based on scores for availability, performance speed and output quality. Multiplying these three numbers gives the OEE metric, with 85% besting-class for organizations using Lean M_____ tools, 60% average for organizations using Lean manufacturing tools and 40% average for organizations not embracing any Lean manufacturing tools.

C. PDCA Problem Solving Cycle

PDCA stands for Plan, Do, Check, Act and offers a visual way to represent a typical problem-solving cycle. It covers planning for a specific goal, doing the work required by that plan, checking the results of the work and acting to fix any unsatisfactory results. Like many M_____ T_____ , PDCA focuses on identifying and solving problems quickly. It also helps everyone involved see the impact of their role on the end product delivered to C_____ .

D. Mistake Proofing Mistake proofing increase focuses on detecting mistakes as they occur (either automatically through technology or manually through inspection) and notifying workers accordingly. Like all Lean manufacturing tools, it helps eliminate W_____ and I _____P_____ , this time by surfacing errors as they occur to prevent defective parts from moving further down the process.

4. Match the headlights with the correct paragraph.

A-Standardized Work

B- Continuous Flow (aka One Piece Flow)

C-Five S

D-The Five Whys

E-Leveling the Workload

F-Cellular Manufacturing

_____ is another one of several Lean manufacturing tools used to identify the root cause of a problem. Quite simply, it requires participants to continually ask “why?” questions (typically five or fewer times) to peel back the layers. This questioning allows teams to diagnose problems without any statistical analysis and often identifies multiple root causes and the relationships between them.

_____is a Lean manufacturing tool that calls on teams to manufacture smaller batches. That’s because smaller batches can go through the production system faster and because having smaller batches allows teams to regularly examine the output to make any necessary improvements for the next batch, thereby eliminating waste.

_____supports continuous flow by calling on teams to arrange workstations based on the parts they produce in order to minimize travel time for those parts and allow for rapid feedback across stations about any issues. Together, these two Lean manufacturing tools also enable teams to produce smaller, more efficient batches. Organizations typically achieve cellular manufacturing by arranging workstations in a “U” formation.

_____ is another of the Lean manufacturing tools focused on workstations. Specifically, it dictates how teams should organize materials and keep workstations clean to maximize production. The five S's are: Sort (remove any unnecessary materials), set in order (arrange materials so they are easy to find and access), shine (clean the workspace regularly), standardize (make the previous three S's a standard routine) and sustain (institute regular audits).

_____is a Lean manufacturing tool that work together with takt time. Specifically, standardized work helps teams achieve their takt time by creating and documenting a set, repeatable process for how teams should function. For example, it documents the steps teams should take, the materials they need and the time required for each step.

_____calls for teams to manufacture products consistently despite inconsistencies in customer demand. That means even though customers might buy 100 units one week and 60 units the next week, teams should maintain a consistent output over a set period of time (e.g., a week or a month). This consistency helps teams remain efficient since they do not need to switch setups to manufacture different products in unpredictable patterns.

Check the next link for answers: Useful Lean Manufacturing Tools - Guide | Planview

5. **Look for other lean manufacturing tools and draw a chart explaining how they work.**

Brands	Brand names

Task 1 – Reading

Skim read the following text:

The name is the most important element of a successful brand. Packaging changes, advertising changes, products even change but brand names never change. Where do great brand names come from? All different sources, they may come from family names or perhaps the inventor's favorite color or animal or sometimes the names are just completely made up. For example, McDonald's is a family name, Adidas was created from the inventor's name Adi Dassler, Volvo means "to roll" in Latin and KODAK was completely made up by the inventor George Eastman because he thought it was unusual and different.

Task 2 – Discussion

Discuss the following questions in pairs:

1. Why are brand names important?
2. Name three different sources of brand names.
3. Do you think brands are important? Why?
4. Do you have a favorite brand? What is it and why do you like it?

Task 3 – Brand names origins

Can you guess where the following brand names came from? Match the brands in the box with the correct explanation below.

1. Toyota 2. Chanel no.5. 3. Rolls Royce 4. Reebok 5. Nike 6. Nivea

a)_____ From the Latin word meaning, 'snow-white'.

b)_____ This was the fifth perfume made by the same company.

c)_____ Named after the Greek goddess of victory.

d)_____ Originally a Japanese family name Toyoda. The inventors changed one letter to make it easier to pronounce overseas.

e)_____ Named after an African gazelle.

f) _____The family names of two men, one a motor enthusiast and the other an engineering genius.

6- In pairs invent a new product and give it a name.

Think about the following points:
• What is special or unusual about your product?
• Why would people want to use or buy it?
• How does the name relate to the product?
Once you have chosen the name for your product prepare a short oral presentation to give to the rest of the class.

In your presentation you should describe your product and explain how and why you chose its name. Both of you should speak in the presentation.

Here are some useful phrases that may help you with your presentation:
• We would like to introduce our new product...

• We chose the name... because...
• You can use it to...

If you can't think of any ideas for a new product, use one of these ideas:

1. A thick slimy green jelly soda drink
2. A flying schoolbag that you can control by remote control
3. An alarm clock that switches off when you shout at it
4. A television computer
5. A digital watch with a built-in mobile phone and mini-computer
6. A new digital homework personal organizer
7. A new high speed flying carpet

4. ACTIVIDADES DE EVALUACIÓN

Evidencias de Aprendizaje	Criterios de Evaluación	Técnicas e Instrumentos de Evaluación
Evidencias de Conocimiento: Talleres y actividades propuestos en las guías de aprendizaje **Evidencias de Desempeño y de Producto: (Diurno)** De acuerdo con el análisis de una problemática encontrada en la competencia laborar el plan general de producción, según el plan de ventas, niveles de inventario y capacidad de producción, haga un video en inglés explicando dicha problemática asociada al proyecto formativo (juego de roles).	-Pronunciación -Fluidez -Uso adecuado y pertinente del vocabulario. -Uso adecuado y pertinente de estructuras gramaticales explicadas en sesión	Talleres Video Listas de verificación Presentación

5. GLOSARIO DE TERMINOS

Accurate: to correct, exact, and without any mistakes.

Audit: to make an official examination of the accounts of a business and produce a report.

Cardboard: material like very thick, stiff paper, usually pale brown in color, used especially for making boxes.

Control risk: control risk is the risk that the internal control arrangements will fail to prevent material deviations, or to detect and correct them on a timely basis.

Hazardous: dangerous and involving risk, especially to someone's health.

Household goods: equipment, tools, machines, and other things used in a house.

Inhabitant: a person or an animal that lives in a particular place.

Main: being the largest or most important of its kind.

Objectivity: the fact of being based on facts and not influenced by personal beliefs or feelings.

Outlined: a description of the main facts about something.

Paper: thin, flat material made from crushed wood or cloth, used for writing, printing, or drawing on.

Reduce: to make something less in size, amount, degree, importance, or price.

Rubbish: to waste material or things that are no longer wanted or needed.

Stuck: unable to move or to be moved.

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

	Nombre	**Cargo**	**Dependencia**	**Fecha**
Autor (es)				

- **CONTROL DE CAMBIOS** (diligenciar únicamente si realiza ajustes a la guía)

Nombre	**Cargo**	**Dependencia**	**Fecha**	**Razón del Cambio**