REGIONAL GUAVIARE
ENGLISH WORKSHOP LEVEL TWO
COMPLEMENTARIO DE INGLÉS NIVEL 2 – FICHA: 2130092
INSTRUCTOR: JONATHAN FANDIÑO LARROTA

Competencia: 51240080 – Inglés Básico Nivel 2	
	**Recuerde al momento de enviar evidencias (Documentos word, PDF o fotografías por E-mail ó WhatsApp), nombrar los archivos de esta manera, ejemplo:** Taller_6_James_Robledo_Díaz_Tgo_Control_Ambiental

INSIDE YOUR NEW WORK PLACE

Greetings and introductions - part 1



A healthy workplace environment is ideal when it comes to maintaining a positive outcome in a stressful atmosphere. The most important thing that influences employee motivation and happiness, and how productive and efficient they can be, all goes down to their working environment.

A healthy workplace environment is good for your company as it could lead to bringing sales for business. A healthy workplace environment improves productivity and reduces costs related to absenteeism, turnover, workers' compensation, and medical claims.

- **Greetings**

  Hello,… / Hi, …
  Good morning/ afternoon / evening. (**Good night*: is when you are going to sleep ZzZz**)**
  Good / Nice to see you again.
  I am glad / Happy / Pleased to see you.



How are you?	-	**I am ok, thanks. And you?**
How have you been?	-	**Very well. And you?**
How are things?	-	**Not too bad, thanks.**
How is your wife?	-	**She is excellent.**

- **Introducing oneself**
  Can I introduce myself? My name is Patrick
  Let me introduce myself. My name is Liam
  I would like to introduce myself. I am Laurie
  I do not think we have met. I am Naomi



- **Making contact**
  Excuse me, are you Mr. Rodriguez? - Yes, that is right.
  Hello, you must be Miss. Caroline? - Yes, I am.
  You are Mrs. Holguin, Aren´t you? - Have we met before.



- **Good-byes**
  Good bye / Bye bye / See you later / See you soon/ See you around / I must go now.
  I will miss my bus.
  I have enjoyed talking to you.

  It has been interesting talking to you.
  Thanks for everything.
  Thank you for all your help.



Actividad 1. En esta actividad usted debe analizar la pregunta por un momento, para luego escribir en inglés la respuesta como un nuevo empleado en la empresa, que responderia a su compañero en un dialogo sencillo.

1. **How are you today?**
   _____
   _____.
2. **How do you do?**
   _____
   _____.
3. **Pleased to meet you?**
   _____
   _____.
4. **Where are you from?**
   _____
   _____.

5. **Are you new in this company?**

_____

_____.

6. **Do you want to play futsal in the company team?**

_____

_____.

7. **Do you have children?**

_____

_____.

8. **You must be the new worker? Whats your name?**

_____

_____.

9. **I hope to see you around, have a good day!**

_____

_____.

Activity 2. Analize los siguientes temas, marque con una x con quién es pertinente hablar sobre ellos. Luego escriba que impresión tendria usted de un compañero de trabajo que acaba de distinguir y le habla de cada uno de ellos. Califique los temas como: negativo / neutral / positivo. Y por qué?

Topics	Friend or colleague (informal)	Boss or supervisor (formal)
Family		
International politics		
The salary or wage		
Gossip about colleagues		
Weather		
Food and drink		
Religion		
Health		
Global warning, pollution, environmental topics		
Sports		
Personal issues like problems		
Computers and new technology		
Corruption		

Activity 2.1 Ahora, construya 10 preguntas sobre los temas anteriormente mencionados. Piense la mejor forma de plantear su interrogación, use el siguiente ejemplo: **Hi Pablo, How is your family?** *Hello Martha! They are very well, thank you.*

- ✓ Question 1:
  Answer:_____
- ✓ Question 2:
  Answer:_____
- ✓ Question 3:
  Answer:_____
- ✓ Question 4:
  Answer:_____
- ✓ Question 5:
  Answer: _____
- ✓ Question 6:
  Answer:_____
- ✓ Question 7:
  Answer:_____
- ✓ Question 8:
  Answer:_____
- ✓ Question 9:
  Answer:_____
- ✓ Question 10:
  Answer:_____

Formal events - part 2



Think people are not watching how you handle yourself at the dinner table? Think again. Whether you are dining with a recruiter, prospective business partner, or your boss of several years, you should always follow the rules of proper dinner etiquette.

There is a reason people conduct business over a meal: It is a strategic way to get to know someone. How you behave before, during, and after the meal tells your host a lot about your character, your professionalism, and your social awareness.

Activity 3. Ahora usted está en una recepción de negocios y debe unir los comentarios con sus posibles respuestas. Use un diccionario bilingüe para completar la actividad.

Comment

1. It is an interesting conference, Isn´t it?
2. How is your business?
3. Cheers!
4. You must try one of these.
5. Sorry, I did not catch your name.
6. Do you fancy another drink?
7. You are from Colombia, aren´t you?
8. I must get going.
9. Let me give you a lift back to your hotel!
10. I am afraid there´s no more orange juice.

Reply

a) That is right. I live in Medellin.
b) Do not worry. I will have some soda instead.
c) Thanks. They look delicious
d) Yes please. I will have a glass of red.
e) You are very kind but I fancy walking back.
f) It is Evelyn. Evelyn Burton.
g) Cheers!
h) See you tomorrow
i) Very good, thank you.
j) Yes, it is.

1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**

Activity 4. Use las palabras del cuadro para completar el siguiente diálogo. Que oiría de casualidad en un restaurante.

like - choose - order – excellent - ready - comes - drink - shall - sounds - have - recommend

Dialogue

A: Let´s (1)_____ first.
B: What do you (2)_____?
A: Let´s see... the lamb is usually (3)_____ here. It (4)_____ with potatoes and salad.
B: That (5)_____ nice.
W: Are you (6)_____ to order?
A: I will (7) _____ the lasagne.
B: And I would (8)_____ the lamb, please.
W: What would you like to (9) _____?
A: (10)_____ we order a bottle of wine?
B: That would be lovely. You (11)_____.
A: Well, then, a bottle of Bordeaux.



Activity 5. Para esta actividad usted debe traducir algunos ingredintes parte del menú con la ayuda del diccionario bilingüe, que son usados en el restaurante The Wessex. Luego clasifique cinco (5) de acuerdo al grupo que corresponda en la parte inferior.



The Wessex

Daytime menu
Served until 5pm

Breakfasts and Lunch

Breakfasts

All our breakfast ingredients are of the highest quality available, sourced directly from the UK and freshly cooked to order

Wessex 4.50
Bacon, Fried Egg, Sausage, Beans or Grilled Tomato, Toast & Butter
FREE Tea, Coffee or Orange Juice

Whopper 6.50
2 Bacon, 2 Fried Eggs, 2 Sausage, Beans or Grilled Tomato, Toast & Butter
FREE Tea, Coffee or Orange

Any changes made to set breakfasts will be charged as build your own

Breakfast Snacks

2 fried eggs on toast	3.50
Scrambled eggs on toast	3.50
Poached eggs on toast	4.00
Beans on toast	3.50
Toast and preserves	2.50
Sausage sandwich	4.00
Bacon sandwich	4.00
Bacon & Egg sandwich	4.50
Sausage & Egg sandwich	4.50
Sausage & Bacon sandwich	5.00

Build Your Own

Minimum order of 3.50 euros

Sausage	1.00
Bacon	1.00
Black Pudding	1.00
Fried Bread	1.00
Mushrooms	1.25
Poached Egg	1.50
Scrambled Eggs	2.00
Fried Egg	75c
Beans	50c
Grilled Tomato	50c
Hash Brown	75c
2 Bread & Butter	1.00
2 Toast & Butter	1.50

Something Different

Eggs Benedict 5.50
traditional eggs benedict with home baked ham and soft poached eggs coated in a rich hollandaise sauce on a toasted english muffin

Eggs Royale 6.00
smoked salmon on a toasted english muffin softly poached eggs and a covering of hollandaise sauce

Pancake Stack 6.50
american style pancakes with crispy bacon and maple syrup

Smoked and Scrambled 6.50
smoked salmon with creamy scrambled eggs served with wholemeal toast

Big Breakfast Wrap 5.50
sausage bacon 2 egg omelette and hash brown served in a soft flour tortilla wrap

Breakfast Muffin 5.00
bacon or sausage on a toasted english muffin with mature cheddar cheese and a perfectly fried egg

Burgers

1/2 lb Homemade Aberdeen Angus	6.50
1/4 lb 100% Irish Beef	4.50
100% Chicken Breast (battered)	5.00

Add any extra of your choice

Onion	50c
Cheddar Cheese	1.00
Onion Rings	1.00
Bacon	1.00
Chilli Con Carne	1.50
Homemade Chips	2.00
Spicy Potato Wedges	2.00

All served with a salad garnish and homemade coleslaw

Meats	Dairy products	Other food

Office communication: letter and email – part 3



Written communication is important for school, work and everyday activities. In the workplace, written communication skills are needed for writing e-mails, office memos, reports and business letters. Some people have difficulties putting their thoughts into words.

Other people find it easier to communicate by using written communication skills. Written communication skills can be improved through practice. Reading newspaper and books may help improve writing skills.

Sending e- mails and letters

- **Opening and closing phrases**

Dear Mr/ Mrs/ Ms/ Miss Johnson	Your sincerely / Yours
Dear Sir/ Madam	Yours faithfully
Dear Jack	(With) Best wishes/ Kind regards
Hi Jerry	See you soon/ Hear from you soon

In reply to your letter… .
Thank you for your letter of May 14th concerning… .
Thanks for your email… .
Following our phone conversation… .
Please contact me again if you need any more information.
If I can be of any further assistance, please do contact me again.
Let me know if you need anything else.
I look forward to hearing from you.
Hear from you soon.
See you in Madrid.
Take care.

- **Reason for writing**



This letter/ email is to… .
I am writing to … .
I am pleased to … .
I´d (*would*) be pleased if you … .
Could you please … .
Would you please … .
Please email me … .
Just a quick note to … .

I am sorry to inform you … .
Unfortunately … .
I´m sorry about … .
I apologize for … .

- **Attaching and enclosing documents**

I attach … .
I enclose … .
Please find enclosed … .

Examples of:

Business letter

NewTech Ltd
21 Clifton Road
Portsmouth PR4 7PY

Mr Karl Zorn
Production manager, TSP Technologies
Georgenstrasse 132
Berlin 3287
Germany

Dear Mr Zorn

Re: Visit to Berlin

Further to our telephone conversation, I would like to confirm my next visit to Berlin. I hope to be in Berlin on May 5, 6 and 7, and I would be very pleased if we could meet to discuss our production requirements for next year. Please let me know when it would be convenient for you.

I look forward to hearing from you.

Yours sincerely

Chris O'Connell
Chris O'Connell

Email

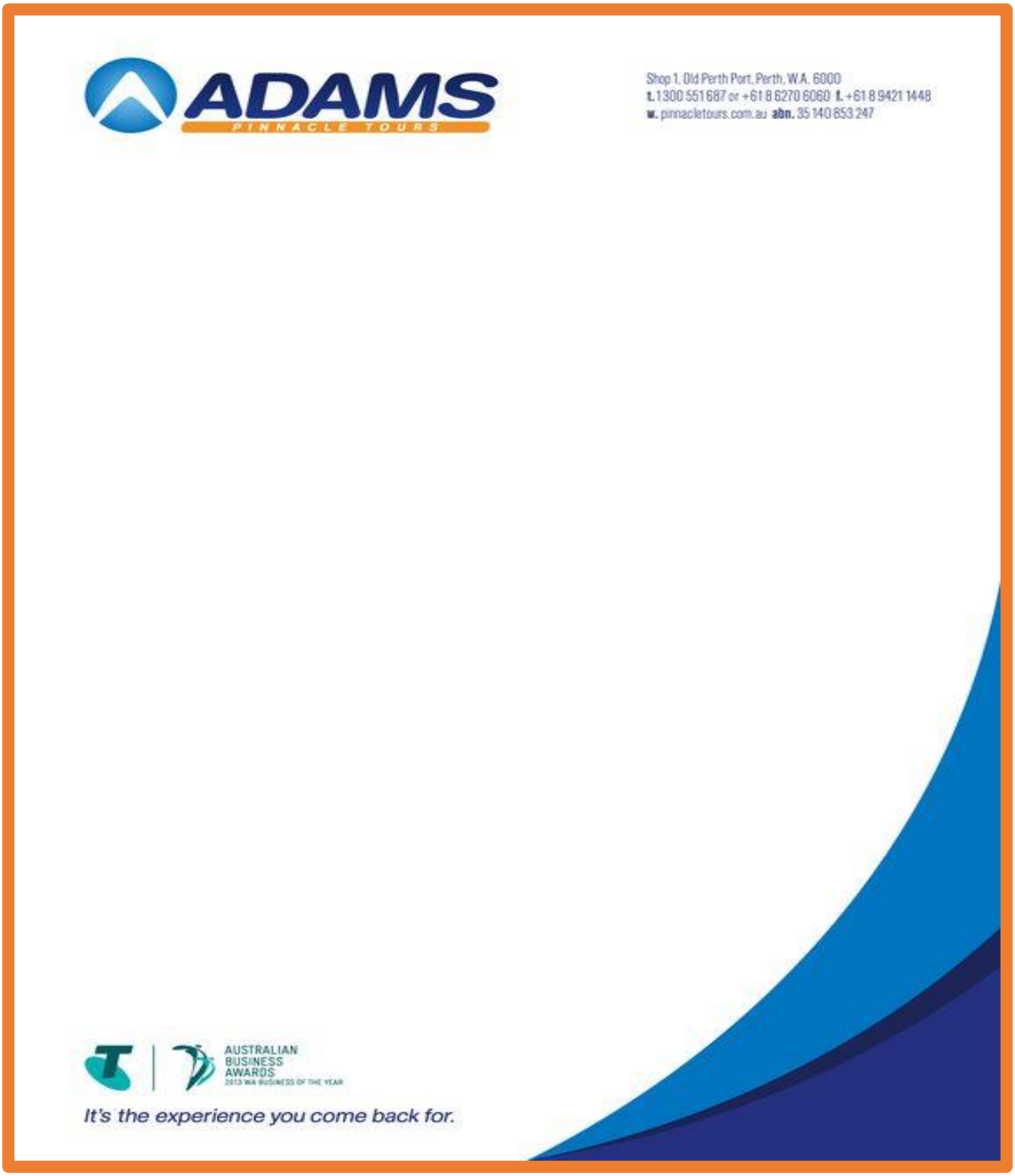
Hello Karl

Just a quick note to confirm that I'm coming to Berlin on May 5 and I'll stay there until May 7. I hope we can meet to discuss our production requirements for next year. Please let me know when it would suit you.

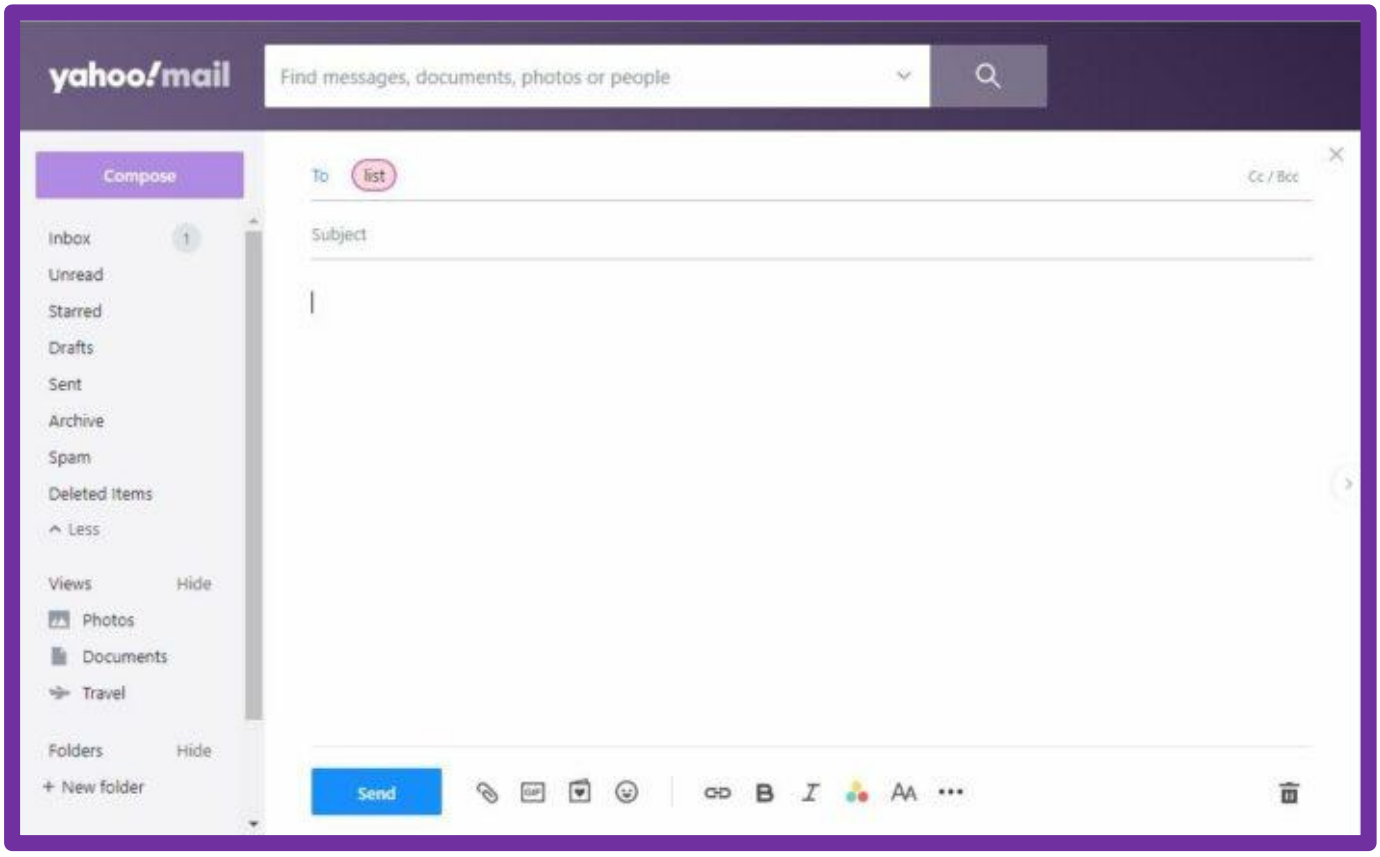
See you soon

Chris

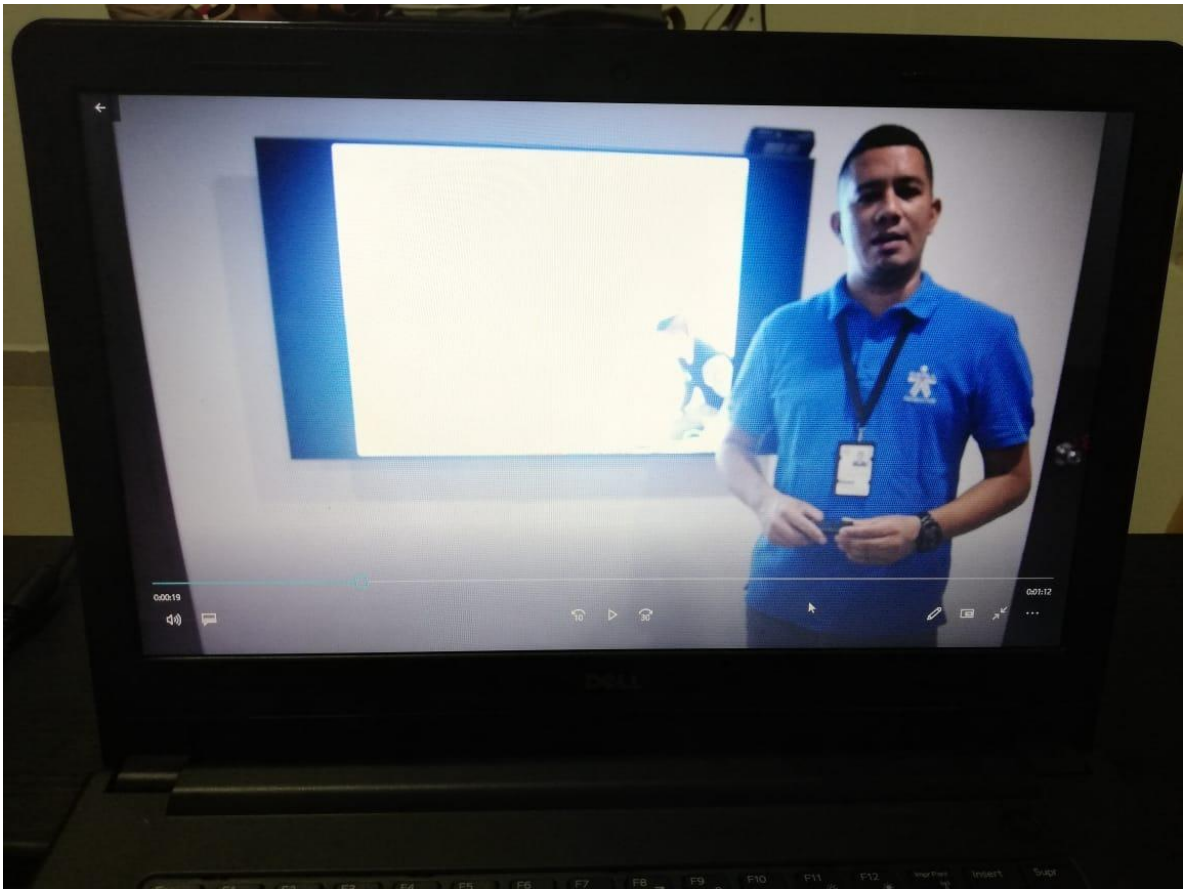
Activity 6. En este ejercicio usted debe redactar una carta sobre la plantilla en inglés usando lenguaje formal, dirigida a Margaret Holms, la situación: usted es un expositor invitado a una conferencia nacional, por lo tanto esperan que confirme su participación, el tiempo de su intervención, tema y elementos como uso de video beam, sonido u otros recursos para la misma.



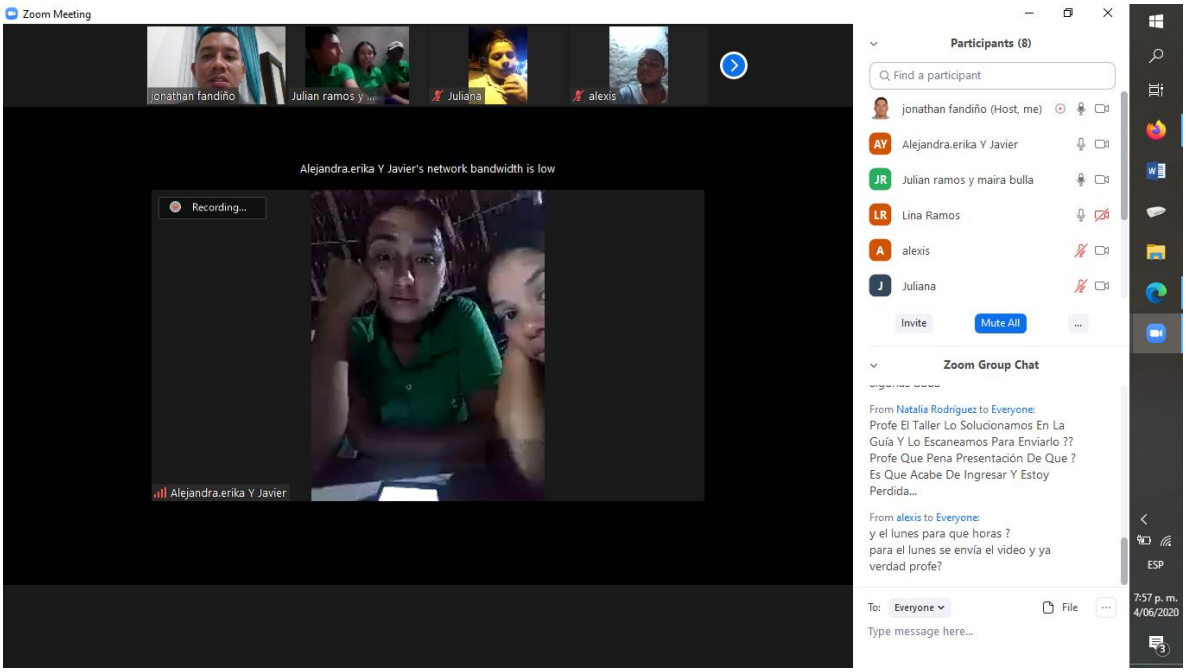
Activity 7. Para este ejercicio usted debe redactar un correo electrónico en la plantilla de yahoo de manera informal a un compañero de trabajo. La situación: el debera contarle al supervisor que usted llegará tarde debido a un accidente en la vía. (describa la escena del accidente)



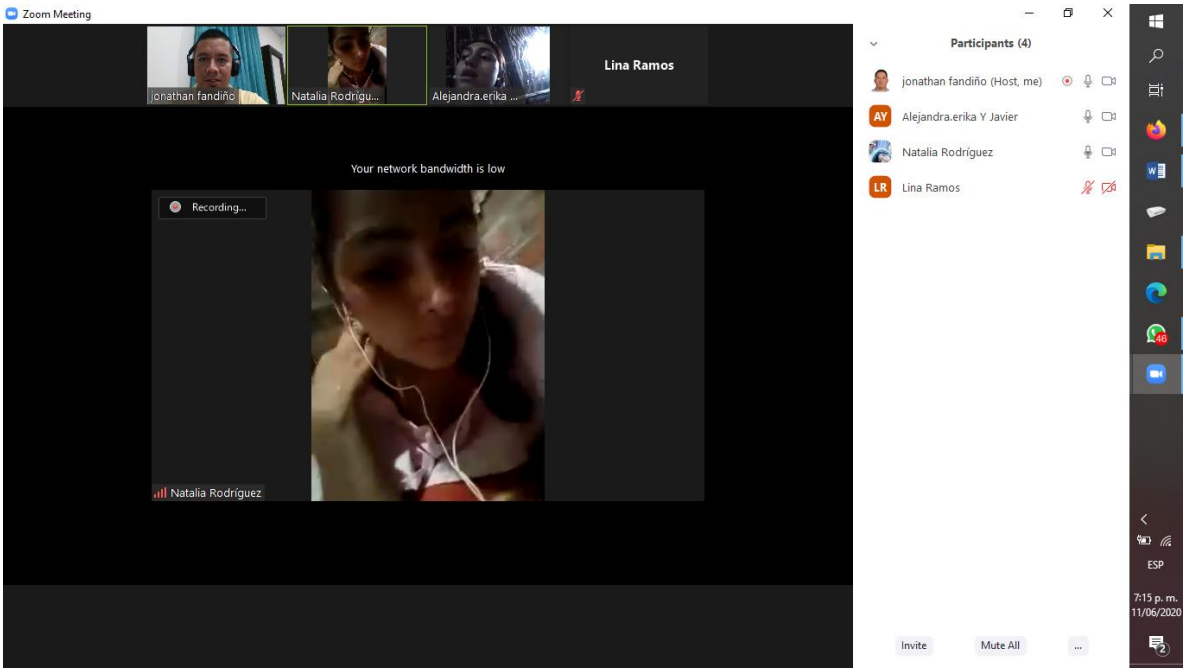
- Apertura de Curso Complementario de Inglés Ficha: 2130092 Miércoles 03 – 06 - 2020



- Encuentro Sincrónico Jueves 04 – 06- 2020 Tema: Self – presentation.



- Encuentro Sincrónico Jueves 11 – 06 – 2020 Tema: Recipe in 5 steps.



REGIONAL GUAVIARE

LISTADO DE NOTAS CURSO COMPLEMENTARIO DE INGLÉS - NIVEL 2

INSTRUCTOR: JONATHAN FANDIÑO

FICHA: 2130092

#	FULL NAME	ID	GRADE 1	GRADE 2	GRADE 3
1	ALVARADO BUENO NARDA MERCEDES	CC 1122239145	NE		
2	BONILLA ACEVEDO YEINS ANGELICA	CC 1120926271	AP		
3	CAMPO RODRIGUEZ ESLAINER ALEXIS	CC 1120578055	AP		
4	CRUZ CAMPO ERIKA DANIELA	CC 1120925119	AP		
5	ENAMORADO ORTEGA ARMANDO LUIS	CC 10766844	NE		
6	GONZALEZ SAAVEDRA YUREINMY	CC 1120376992	AP		
7	GUALTEROS SANCHEZ EDGAR JAVIER	CC 1006696680	AP		
8	GUZMAN DIAZ DANIEL FELIPE	CC 1006821980	AP		
9	JIMENEZ BULLA MAIRA LISETH	CC 1006695790	AP		
10	LEON NARANJO JESSICA JULIANNY	CC 1026294881	AP		
11	LOPEZ CIFUENTES YESENIA	CC 1193497085	AP		
12	MURILLO YULLY VIVIANNE	CC 1120559830	NE		
13	NOVOA GRISALES MARIA ALEJANDRA	CC 1121959662	AP		
14	OTALORA CARDENAS ERIKA	CC 1069900077	AP		
15	POSOS SARMIENTO EDWIN ARMANDO	CC 1122141673	NE		
16	RAMOS DAZA EDGAR JULIAN	CC 1006722053	AP		
17	RAMOS DAZA LINA KARINE	CC 1120926358	AP		
18	RESTREPO VANEGAS MARIA KAREN	CC 1120579346	AP		
19	RIVERA ACOSTA ELBER ABSALON	CC 18223069	AP		
20	RIVERA TANUGAMA JULIANA	CC 1004965796	AP		
21	RODRIGUEZ PEÑA ANGIE NATALIA	CC 1006779658	AP		
22	SANCHEZ URBINA LEDYS VIVIANA	CC 1006534666	NE		
23	URBINA MONDRAGÓN BLANCA ALEIDA	CC 33605163	NE		

GRADE 1: Self - presentation to the group

GRADE 2: Oral recipe in five steps

GRADE 3: Workshop level 2 done

ENTREGADO / APROBADO

ENTREGADO / NO APROBADO

NO ENTREGADO