INTRODUCCION

1. COMPETENCIA: COMPRENDER TEXTOS EN INGLES EN FORMA ESCRITA Y AUDITIVA

- **Resultados de Aprendizaje a Alcanzar:**

1. LEER TEXTOS MUY BREVES Y SENCILLOS EN INGLÉS GENERAL Y TÉCNICO
2. COMPRENDER FRASES Y VOCABULARIO HABITUAL SOBRE TEMAS DE INTERÉS PERSONAL Y TEMAS TÉCNICOS
3. ENCONTRAR VOCABULARIO Y EXPRESIONES DE INGLÉS TÉCNICO EN ANUNCIOS, FOLLETOS, PÁGINAS WEB, ETC
4. COMPRENDER LA IDEA PRINCIPAL EN AVISOS Y MENSAJES BREVES, CLAROS Y SENCILLOS EN INGLÉS TÉCNICO

- **Duración de la Guía:**
  Horas de trabajo directo: 40
  Horas de trabajo autónomo: 20

2. PRESENTACIÓN

En una sociedad globalizada y multicultural, cada día se hace más indispensable el manejo del inglés, como idioma universal, el cual le permite al individuo hacer parte de los procesos de internacionalización, acceder a nuevos conocimientos, integrarse a nuevas culturas y participar de las mismas a nivel social, político, económico o tecnológico.

Por esta razón, durante este espacio académico se estudiarán conceptos y principios básicos que favorecen la adquisición del inglés como segundo idioma, conocimientos

que le permitirán al aprendiz realizar procesos comunicativos dentro de su área de conocimiento.



https://sp.depositphotos.com/109080950/stock-illustration-set-workers-team-profession-people.html

GUÍA DE APRENDIZAJE # 1

I. Actividades de reflexión Inicial: WARM UP

1. Fill in the blanks using your personal information:

Name _____

Last name _____

Age _____ **Nationality** _____

Occupation _____

Phone Number _____

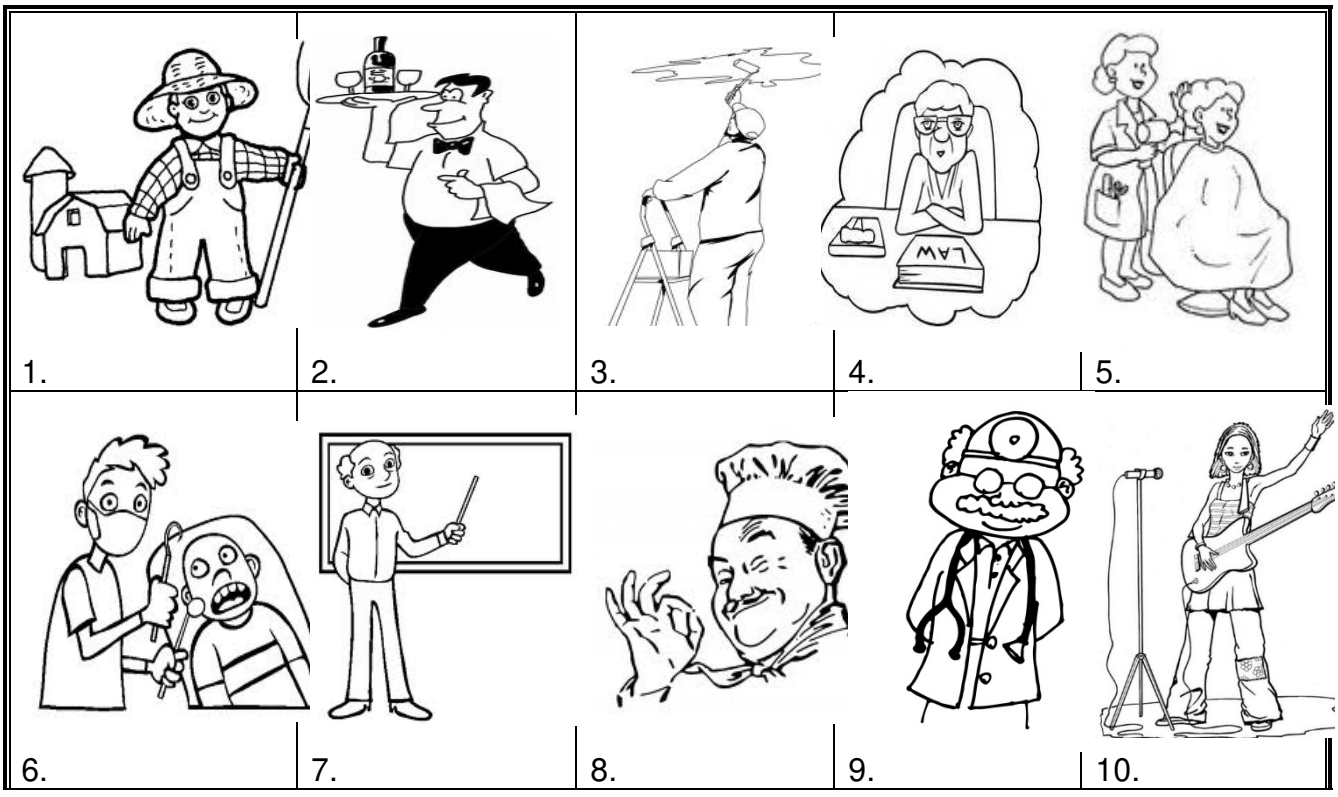
Birth place _____

Email Address _____

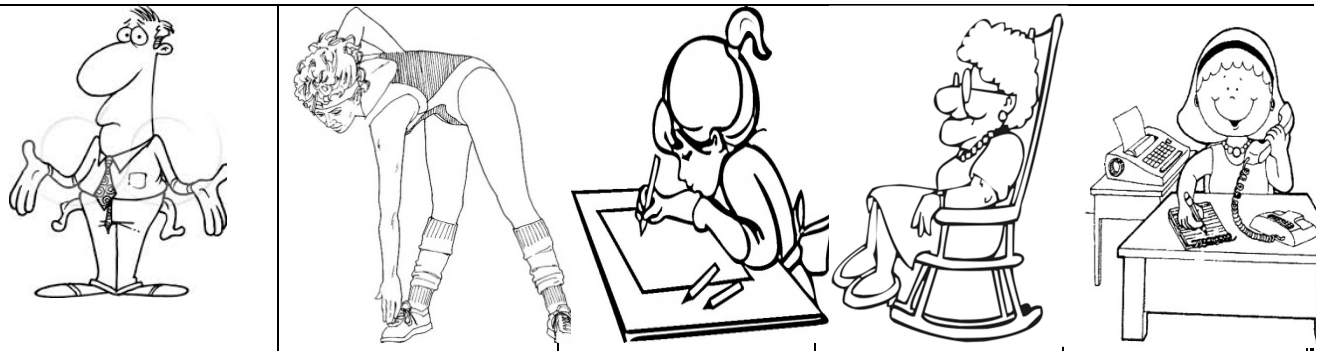
2. Match the questions to the answers

What is your name?	I'm 20 years old
Where are you from?	My name is Mary
Where do you live?	My birthday is on January 26th
Who is your favorite Singer?	I live in Bogota
How old are you?	My favorite Singer is J Balvin
When is your birthday	I'm from Colombia

II. Actividades de contextualización e identificación del conocimiento:



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PROCEDIMIENTO DESARROLLO CURRICULAR
GUÍA DE APRENDIZAJE – INGLES (TRANSVERSAL)



11. 12. 13. 14. 15.

1. What do they do? Match the words and the pictures!

Chef	Dentist	Doctor	Farmer	Unemployed	Hairdresser
Lawyer	Painter	Retired	Secretary	Singer	Student
Teacher		Gym instructor			Waiter

2. Fill in the blank spaces using the correct personal pronoun (subject): I, you, he, she, it, we, you, and they.

1. Hello! How are _____? _____ am fine, thanks.
2. Peter and I aren't in the same class but _____'re good friends.
3. Mrs Graf isn't my mother. _____'s my teacher.
4. Mr Park is Portuguese. _____ lives in Lisbon.
5. Tim and Mark aren't singers. _____ are football players.
6. That computer isn't modern. _____ is an old one.
7. You and John look so young! _____ are handsome.

3. Read the text carefully.



Rihanna is a singer. She's from Barbados but now she works all over the world. She's twenty-four years old and she's very famous. She has got big brown eyes and she's tall.

She has got a lot of hit songs: *Umbrella, Don't stop the music, Disturbia*, etc. The songs are so good that she has a lot of fans all over the world. they love her music.

Rihanna's mother is called Monica and her father's name is Ronald.



Mark the sentences as true (T) or false (F).

a) Rihanna isn't a teacher. ___
b) Rihanna is Barbadian. ___
c) She isn't very famous. ___
d) Rihanna is very short. ___
e) She hasn't got many fans. ___
f) Monica and Ronald are her grandparents. ___

Answer the questions.

a) What's Rihanna's job?

_____

b) Where is she from?

_____

c) How old is she?

_____

d) Is she famous?

_____

e) What colour are her eyes?

_____

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GUÍA DE APRENDIZAJE – INGLES (TRANSVERSAL)

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Daily Routines
Short Essay

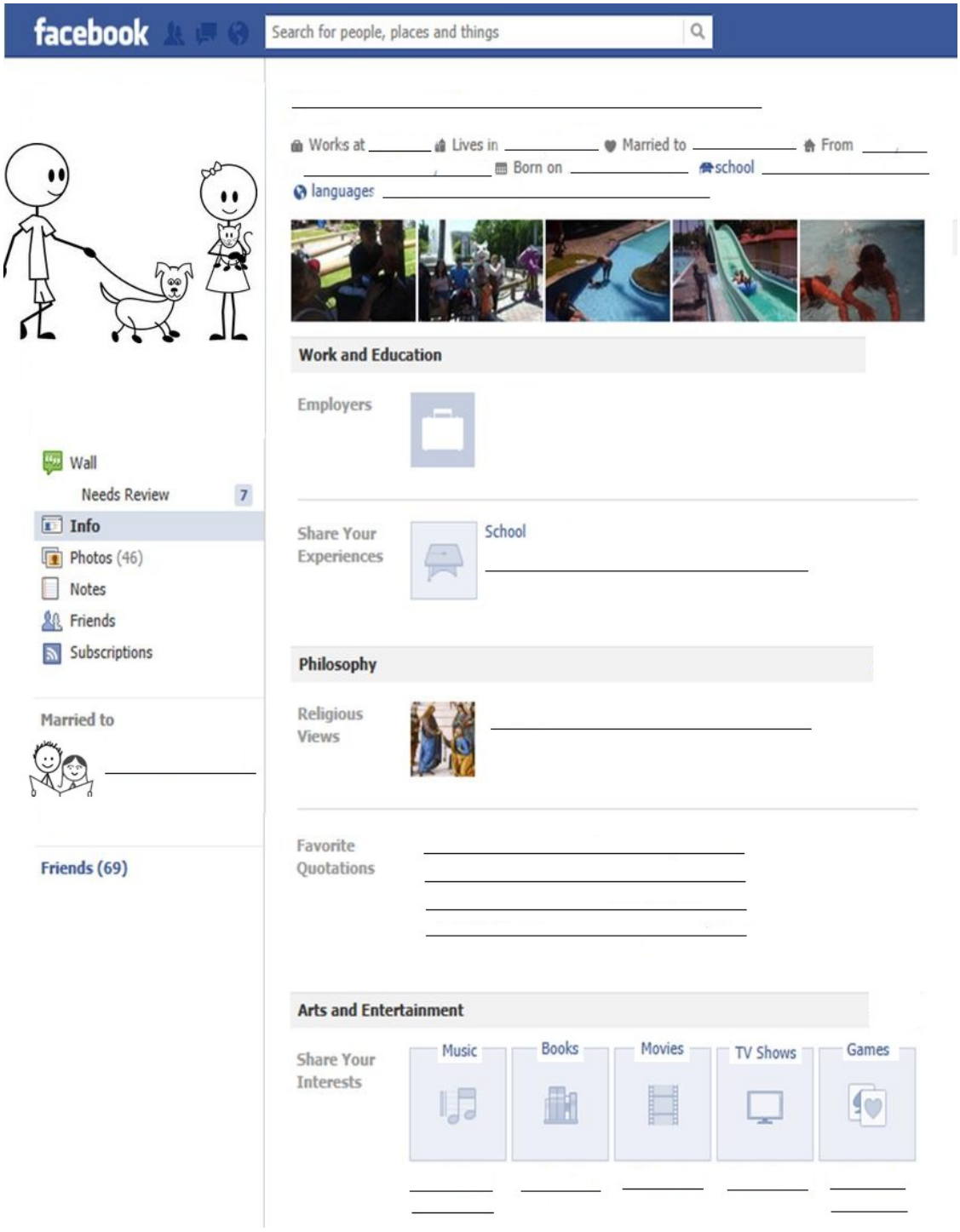
Complete the blanks with the words below, guiding yourself by the pictures :

study	go to bed	brush my teeth	play computer games	have breakfast
have lunch	do my homework	go out	go to school	make my bed
listen to music	have dinner	take a bath	get home	watch TV
get up				

First I _ _ _ _ _ at seven o`clock, then I _ _ _ _ _ _ _, tidy the room and go to the bathroom to _ _ _ _ _ _ _ _ _ _ and wash my face. At a quarter past seven I _ _ _ _ _ _ _ _ _ _ _ and then I get ready for school. At a quarter to eight I get on the bus and _ _ _ _ _ where I _ _ _ _ very hard. I have five or six classes of 40 minutes. When I finish school at one o'clock I go home and relax. I _ _ _ _ _ _ _ at around two o'clock and I _ _ _ _ _ _ _. After lunch I _ _ _ _ _ and then I _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ for about two hours. At five o'clock I start to _ _ _ _ _ _ _ _ _. When I finish my homework, I _ _ _ _ _ _ _ _ or I _ _ _ _ _ _ with my friends. At eight o'clock I _ _ _ _ _ _ _ with my family. At nine o'clock I usually _ _ _ _ _ _ _. At half past eleven I _ _ _ _ _ _ _.
This is my daily routine.

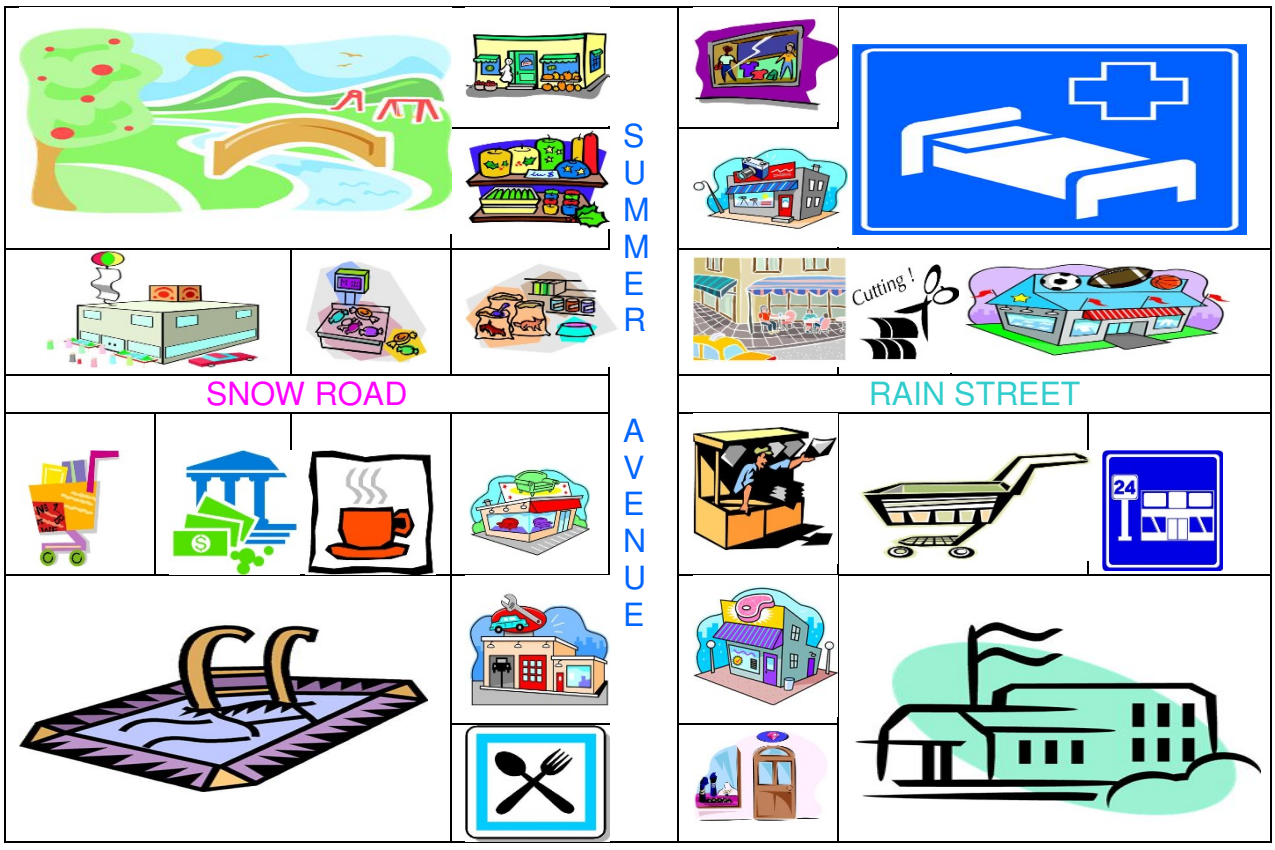


4. Complete the following Facebook® profile using the information below



My name is Valerie Martinez. I'm 25 years old and I am catholic. My birthday is the 5th of January. I'm a secretary at Franklin High School. I was born in Sacramento, California and I live in Stockton, California, at 2718 Louis Ct., zip code 95203. I live there with my husband, his name is Carlos Fernandez, and our anniversary is the 8th of June. My school is University of the Pacific (UOP), I studied at that college. I studied languages and learned to speak Spanish, English, French and German. I like reading in all languages, one of my favorite books is called A Thousand Splendid Suns. When I have spare time, I also like to watch movies, one of my favorite movies is Forest Gump, especially when he says "Life is like a box of chocolates, you never know what you're going to get." I also like watching Bones and Friends on television. On weekends, my husband and I go to clubs, we like to listen and dance salsa and hip hop. When we're tired, we don't go out; we just play poker or monopoly. I think everyone should enjoy their life like we do, like my grandmother used to say "Life's too short to be sad."

5. There is/ There are and Giving directions



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PROCEDIMIENTO DESARROLLO CURRICULAR
GUÍA DE APRENDIZAJE – INGLES (TRANSVERSAL)

1. Look at the map and make sentences with there is/there are in the correct form:

1. ..... a bank in Rain Street? ....., there .....
2. ..... a restaurant in Summer Av.
3. ..... a school in Snow Road.
4. ..... a big park next to the hospital.
5. ..... a furniture shop on the corner? ....., ...
6. ..... two supermarkets.
7. ..... a sweet shop in Summer Avenue, but ..... one in Snow Road.
8. ..... a very big park behind the shopping centre.
9. ..... a café in Rain St.? ....., ...
10. ..... a newsagent's behind the restaurant.
11. ..... a school next to a supermarket.
12. ..... the pet shop next to the sweet shop? ....., ...
13. ..... a bank in Summer Av.
14. ..... a restaurant in front of the garage.
15. ..... a gift shop on the right of the park.
16. ..... a pet shop in Rain St? ....., ...

2. Say if the sentences are True or False. Correct the false ones.

1. There's a bank opposite the school.

.....

2. There aren't two restaurants.

.....

3. There's a hospital next to the photographic studio.

.....

4. There's a hairdresser's opposite the gym

.....

5. There's a garage next to the butcher's.

.....

6. There isn't a jeweller's in Summer Av.

.....

7. There's a petrol station in front of the garage.

.....

8. The greengrocer's is behind the gift shop.

.....

9. The restaurant is near the pool.

.....

10. There isn't a clothes shop behind the café.

.....

11. There's a shopping centre next to the petrol station.

.....

6. We are the Addams family. Read our descriptions and match the characters with the descriptions.

1. Wednesday

I'm Gomez and Morticia's daughter. I'm 12 years old. My favourite pets are spiders. In the picture I'm wearing a black dress, stripped tights and black shoes.

2. Gomez

I'm tall. I have short black hair. I have a moustache. I'm married to Morticia. I'm Wednesday and Pugsley's dad. I'm 50 years old. I love to smoke cigarettes. In the picture I'm wearing a grey suit, a purple tie and black shoes

3. Gradmama

I'm Gomez and Fester's mother. I'm a witch and a fortune teller. I'm 70 years old. I have grey long hair. In the picture I'm wearing a long grey dress.

4. Uncle Fester

I'm Gomez's younger brother. I'm 40 years old. I'm bald. I love to illuminate a light bulb by placing it in my mouth. In the picture I'm wearing a dark grey sweater, grey trousers and grey shoes.



5. Morticia

I adore my husband, Gomez. I have two children: Wednesday and Pugsley. I'm 47 years old. I'm a slim woman with pale skin. I have long black hair. I love vampires. In the picture I'm wearing a tight long black dress and black shoes.

6. Lurch

I'm the Addams' manservant. I'm blond and very tall. I'm 35 years old. I love the children's family. In my free time I love to play the organ. In the picture I'm wearing a white shirt, a black tie, a black suit and black shoes.

7. Pugsley

I'm Wednesday's younger brother. I'm 10 years old. I have short brown hair. I love to play with explosives, knives and guillotines. In the picture I'm wearing a white shirt, a grey suit, grey shorts, white socks and grey trainers.

Write T (true) or F (False). Justify the false sentences.

1. Morticia loves spiders. ___
2. Wednesday is 12 years old. ___
3. Uncle Fester has a moustache. _____
4. Pugsley loves to play the organ. _____
5. Uncle Fester loves to illuminate a light bulb by placing it in his mouth. ___
6. Grandmama is a witch. _____
7. Wednesday and Pugsley are twins. _____
8. Gomez loves to smoke cigarettes. _____
9. In the picture, Morticia is wearing a tight short black dress. _____
10. Lurch is the family's manservant. ____

Write the family relationships.

Example :Morticia- Pugsley *Morticia is Pugsley's mother.*

1. Grandmama- Wednesday
2. Homer- Uncle Fester
3. Wednesday- Pugsley
4. Morticia- Gomez
5. Wednesday- Morticia
6. Pugsley- Grandmama
7. Uncle Fester- Morticia
8. Morticia- Grandmama
9. Wednesday- Uncle Fester
10. Morticia- Uncle Fester
11. Grandmama- Pugsley
12. Pugsley- Uncle Fester
13. Grandmama- Morticia
14. Gomez- Morticia

III. Apropiación del Conocimiento

1. Choose a family member and describe their daily routine at work.

_____
_____
_____
_____
_____
_____
_____

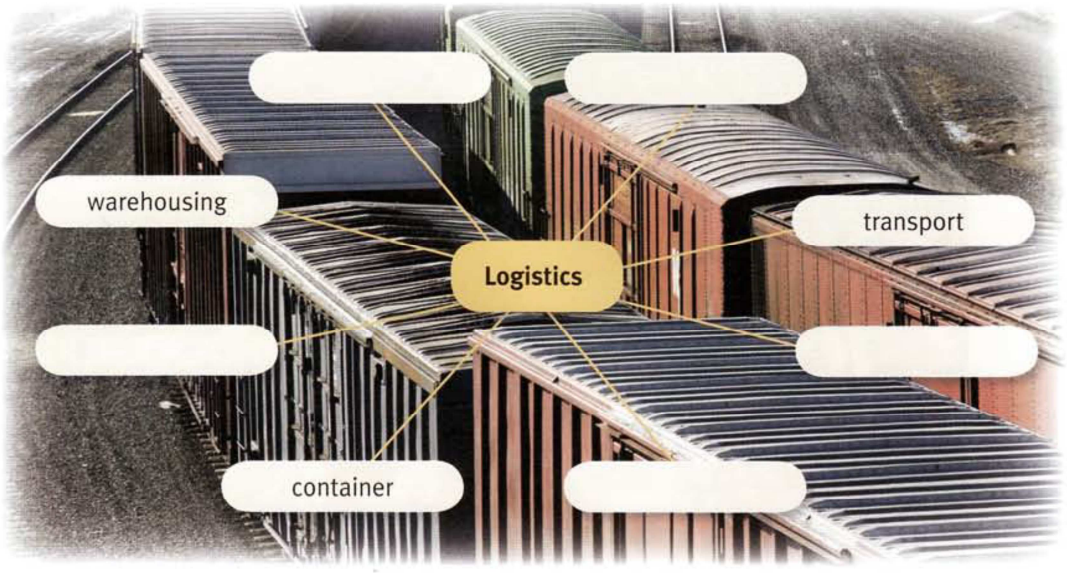
2. Describe your workplace, identifying where the objects are and how to get there from your house.

_____
_____
_____
_____
_____
_____
_____

IV. Actividades de transferencia del conocimiento

What's Logistics

Make a list of all the different areas of logistics you can think of by completing the diagram below.



Five people give their definition of logistics. Complete the sentences using the words from the box.

1 **Five people give their definition of *logistics*. Complete the sentences using the words from the box.**

provide • storage • support • distribution • delivery • maintenance

1 *Logistics* means that you manage the procurement and movement of goods and the _____ of inventory.
2 It means the _____ of the goods the customer needs at the right time, in the right place, and of the right quality.
3 My definition of *logistics* is this: it's to plan, organize, and manage operations that _____ services and goods.
4 *Logistics* – that's the purchasing, maintenance, _____, and replacement of material and staff.
5 *Logistics* is the planning and _____ of operations such as warehousing, inventory, transport, procurement, supply, and _____.

Listen to the recording and check your answers.

2 **Complete the following table using the words from exercise 1.**

	Verb	Noun
1	to provide	
2		storage
3	to support	
4		delivery
5		distribution
6	to maintain	
7		transportation
8		purchasing

3 **Now complete the sentences with the correct form of the words from the table.**



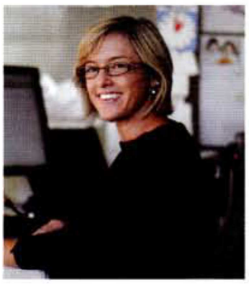
1 In my job I oversee the _____ of vehicles and machinery.
2 Do they also _____ parcels and packages on Sundays?
3 Goods are normally bought in the _____ department.
4 We _____ a 24-hour delivery service.
5 This company only _____ goods by road.
6 We _____ all our goods in the warehouse.

4 **Match the definitions (a–f) with the words (1–6) below.**

1 carrier ☐
2 freight forwarder ☐
3 supplier ☐
4 haulage contractor/haulier ☐
5 courier ☐
6 consignee ☐

a company which carries goods by road
b person or firm named in a freight contract to whom goods have been shipped or turned over for care
c company that specializes in the speedy and secure delivery of small goods and packages
d company that transports or conveys goods
e company which supplies parts or services to another company; also called vendor
f person or business that arranges documentation and travel facilities for companies dispatching goods to customers

5 Listen to three people describing their jobs in logistics: a warehouse manager, a freight forwarder, and a shipping operations manager. Match each job to the correct person.





1 _____ 2 _____ 3 _____

6 Now listen again and complete the sentences.

Person 1

1 My job is to _____ the transport of goods either by sea, air, road, or rail.
2 An important part of the job is _____ with customer requests about the most suitable mode of transport.
3 My responsibilities also include _____ good shipping rates with shipping lines and transport companies.
4 I _____ customs clearance on behalf of my clients.

Person 2

5 In my job I have to _____ that the cargo is not damaged onboard the ship or while loading or unloading.
6 I _____ customers on shipping rates and prepare quotations for our sales office.

Person 3

7 Another part of my job is to _____ with departments such as transport and production.
8 Apart from that, I _____ that vehicles, machines, and any other kind of equipment are maintained to a high level.

7 **Match the verbs (1–8) with the activities (a–h) to make phrases from the recordings. Then listen again to check if necessary.**

1 book ☐
2 consolidate ☐
3 deal ☐
4 keep ☐
5 make ☐
6 use ☐
7 check ☐
8 take care ☐

a a number of shipments under one bill of lading
b booking reservations
c that health and safety standards are maintained
d modern computer systems
e space on a ship, train, lorry, or plane
f where to put them in the warehouse
g an eye on the budget
h with all the necessary documentation

8 **Work with a partner to describe two different jobs. The phrases in the box will help you.**

TALKING ABOUT JOB RESPONSIBILITIES

Questions
What do you do?
What's your line of work?
What does your job involve?

Describing jobs
I work for a major shipping company.
I work in the regional depot.

Describing responsibilities
I'm responsible for ...
In my job I have to ...
My job involves ...

Remember...
*You work **for** or **at** a company.*
*You work **in** an area or a department.*
*You are responsible **for** or in charge **of** something.*
Here are some useful verbs for describing key job responsibilities:

to advise	*to oversee*
to prepare	*to provide or supply*
to train	*to ensure*
to manage	*to review*
to estimate	*to liaise with*
to monitor	*to organize*
to carry out	

PARTNER FILES
Partner A File 01, p. 71
Partner B File 09, p. 72

9 **Replace the underlined verbs with words from the box that have the same meaning.**

provide • train • organize • ensure • inform about • check

1 We supply software for the car industry. _____
2 I often advise clients on the most suitable transport method. _____
3 In my job I have to make sure that passengers arrive on schedule. _____
4 My job is to supervise incoming goods. _____
5 I also plan the transport of goods. _____
6 I instruct staff. _____

TALKING ABOUT REGULAR ACTIVITIES

When talking about general facts and describing what we normally do, we use the present simple. It is often used with words that say how often something happens, e.g. *usually, often, always, sometimes, every,* etc. We use the verb *do* to make questions and negative statements:

*I **work for** an international logistics company.*
*He **usually spends** a lot of time with his customers.*
***Do** you **ship** goods to Asia?*
*He **doesn't work** in the European office.*

10 **Complete the form with your own job details. Use complete sentences and expressions from this unit.**

Job profile: _____
Company: *I work for* _____
Job title: _____
Main responsibilities: _____
_____
_____
3–5 key activities: _____
_____
_____
_____

11 **Put the words in the right order. Use the correct form of the verb.**



1 an excellent / provide / delivery service / my company.
2 you / how much / handle / cargo / per year ?
3 to other countries / not ship / we / chemical products.
4 responsible for / be / the warehouse manager / also / vehicles and machinery.
5 to foreign companies / car parts / this vendor / supply ?
6 usually / arrange / for companies / a freight forwarder / documentation.

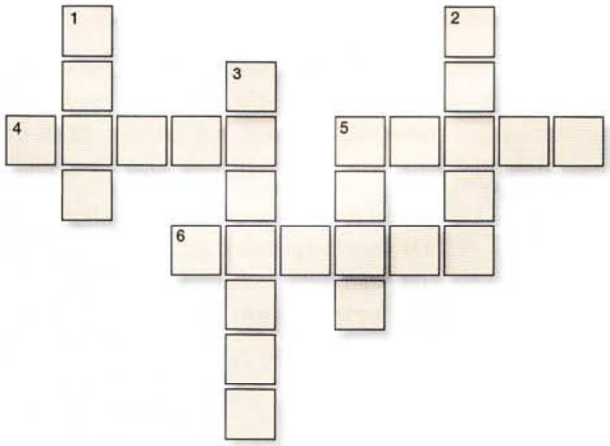
13 Complete the crossword puzzle with words from this unit.

Across

4 Another word for *freight*.
5 What you store in the warehouse.
6 Work closely together with somebody.

Down

1 Another word for *organize*.
2 To give information about the price.
3 Another word for *supervise*.
5 Send goods.



12 Work with a partner. Follow the steps below to practise this dialogue.

A Ask B what he/she does.
B Respond. Tell A where you work.
A Ask B to give you some details about the job.
B Tell A about your main job activities. Then ask A about his/her job.
A Respond. Describe your job activities.

GLOSARIO DE TERMINOS

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ACTIVIDADES DE EVALUACIÓN

Evidencias de aprendizaje	Criterios de Evaluación	Técnicas e instrumentos de evaluación
DE CONOCIMIENTO: Taller comprensión de lectura acerca de temas cotidianos y rutinas diarias (Verbos en presente simple, vocabulario relacionado, expresiones de tiempo y lugar, adverbios de frecuencia, Preguntas WH) DE DESEMPEÑO Y PRODUCTO: Video de 1 minuto describiendo su rutina diaria, familia o lugar de trabajo/estudio (Presente simple, expresiones de tiempo y lugar, thereis- there are, miembros de la familia, descripciones físicas y adjetivos de personalidad) DE PRODUCTO: Desarrollo de actividades en páginas web educativas durante el nivel. DE DESEMPEÑO/PRODUCTO: Presentación en PowerPoint y sustentación en formación de glosario de términos sobre logística (TÉCNICA)	Escribe o presenta descripciones de si mismo, profesión y su entorno Plantea y responde preguntas sobre si mismo Estructura adecuadamente una opinión sobre un tema conocido de su especialidad.	Talleres Video Actividades páginas WEB Presentación

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

	Nombre	Cargo	Dependencia	Fecha
Autor (es)	JUAN PABLO CUTIVA	**Instructor**	**CGI**	18 de Marzo 2020
Modificador	DAVID CARRILLO	**Instructor**	**CGI**	25 de Abril 2020