PROCESO DE GESTIÓN DE FORMACIÓN PROFESIONAL INTEGRAL

FORMATO GUÍA DE APRENDIZAJE

IDENTIFICACIÓN DE LA GUIA DE APRENDIZAJE

- **Denominación del Programa de Formación: ASESORIA COMERCIAL**
- **Código del Programa de Formación: 3298226**
- **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: PONER EN PRÁCTICA VOCABULARIO BÁSICO Y EXPRESIONES COMUNES DE SU ÁREA OCUPACIONAL EN CONTEXTOS ESPECÍFICOS DE SU TRABAJO POR MEDIO DEL USO DE FRASES SENCILLAS EN FORMA ORAL Y ESCRITA´

Duración de la Guía: 192 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 **ASESORIA COMERCIAL** 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 extrajera. Así mismo, discutir ventajas que esto conlleva.

3.2 Actividades de apropiación

TYPES OF QUESTIONS

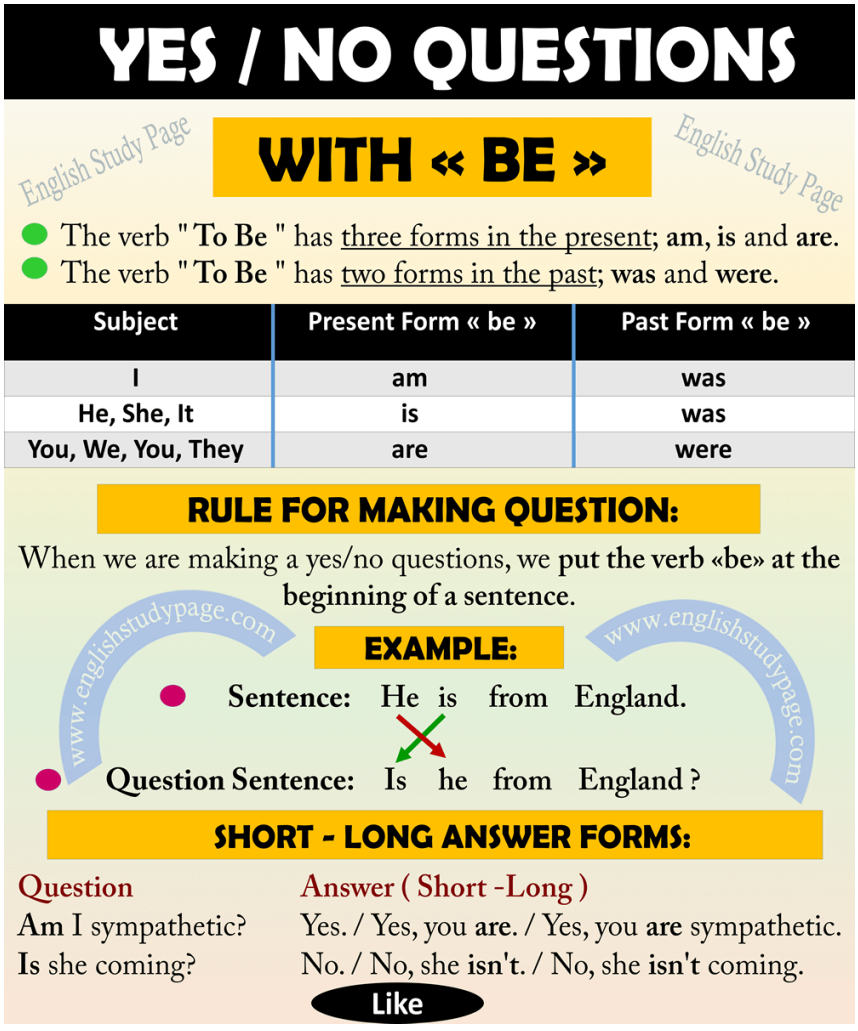
Yes/No questions: Para poder interactuar, es necesario adquirir conocimientos sobre estructuras que nos permitan ir más allá de las expresiones preestablecidas. En cualquier diálogo se hace necesario realizar en los turnos de la conversación. Existen diferentes tipos de preguntas, en esta guía se abarcan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

- **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?

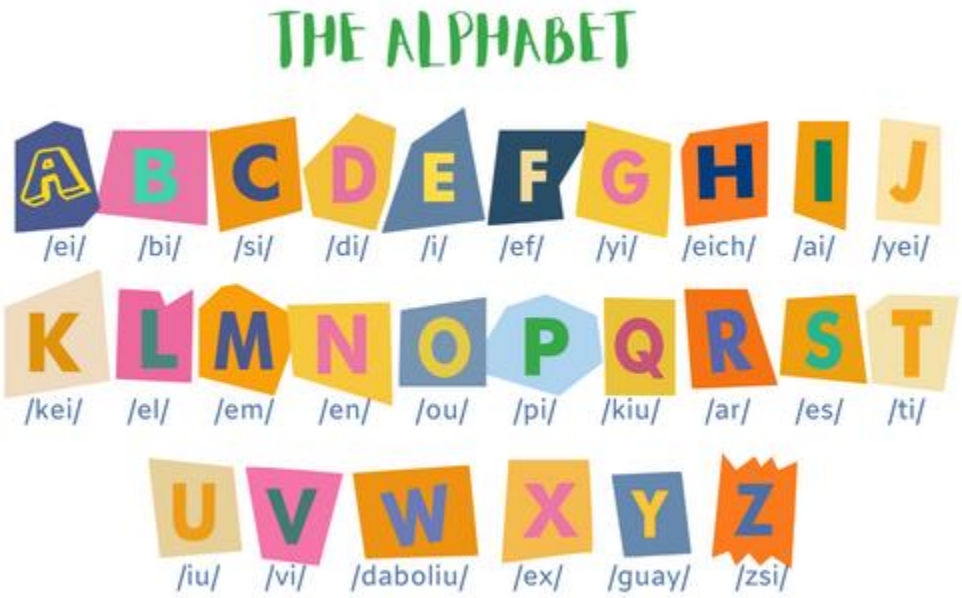
Are you happy here?



Para una mayor compresión 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.



ENGLISH VOCABULARY

ORDINAL NUMBERS

Woodward ENGLISH

We normally add a *TH* to the end of a cardinal number to make it an ordinal number. Be careful of the spelling exceptions below:

1st	first	11th	eleventh	21st	twenty-first
2nd	second	12th	twelfth	22nd	twenty-second
3rd	third	13th	thirteenth	23rd	twenty-third
4th	fourth	14th	fourteenth	24th	twenty-fourth
5th	fifth	15th	fifteenth	25th	twenty-fifth
6th	sixth	16th	sixteenth	26th	twenty-sixth
7th	seventh	17th	seventeenth	27th	twenty-seventh
8th	eighth	18th	eighteenth	28th	twenty-eighth
9th	ninth	19th	nineteenth	29th	twenty-ninth
10th	tenth	20th	twentieth	30th	thirtieth
				31st	thirty-first
				40th	fortieth
				41st	forty-first
				50th	fiftieth
				51st	fifty-first

USES OF ORDINAL NUMBERS

DATES: Her birthday is on the ***29th***.

CENTURIES: Shakespeare was born in the ***16th*** century.

SEQUENCE/ORDER: My team came ***second*** in the league.

FLOORS OF A BUILDING: His office is on the ***tenth*** floor.

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

PRESENT SIMPLE

	TO BE	VERBS
+	S + am/is/are + predicate…	S + verb + object…
−	S + am/is/are + not + predicate…	S + don't/doesn't + verb + object…
?	Am/Is/ Are + S + predicate?	Do/ Does + S + verb + object?

Usage	Example
Express general truth	The sun rises in the east.
Habits	I play badminton every Tuesday.
Future timetables	Our train leaves at 9 am.
Future after "when", "until"…	I won't go out until it stops raining.
Permanent situations	He works in a bank.
For newspaper headlines	Man enters space.
With non-progressive	I believe that you are innocent.
When telling stories	Suddenly, the window opens and a masked man enters.
For giving directions and instructions	First of all, you break the eggs and whisk with sugar.

7ESL.COM

Numbers in English

0 zero	10 ten	20 twenty	30 thirty
1 one	11 eleven	21 twenty-one	31 thirty-one
2 two	12 twelve	22 twenty-two	32 thirty-two
3 three	13 thirteen	23 twenty-three	33 thirty-three
4 four	14 fourteen	24 twenty-four	34 thirty-four
5 five	15 fifteen	25 twenty-five	35 thirty-five
6 six	16 sixteen	26 twenty-six	36 thirty-six
7 seven	17 seventeen	27 twenty-seven	37 thirty-seven
8 eight	18 eighteen	28 twenty-eight	38 thirty-eight
9 nine	19 nineteen	29 twenty-nine	39 thirty-nine
40 forty	50 fifty	60 sixty	70 seventy
41 forty-one	51 fifty-one	61 sixty-one	71 seventy-one
42 forty-two	52 fifty-two	62 sixty-two	72 seventy-two
43 forty-three	53 fifty-three	63 sixty-three	73 seventy-three
44 forty-four	54 fifty-four	64 sixty-four	74 seventy-four
45 forty-five	55 fifty-five	65 sixty-five	75 seventy-five
46 forty-six	56 fifty-six	66 sixty-six	76 seventy-six
47 forty-seven	57 fifty-seven	67 sixty-seven	77 seventy-seven
48 forty-eight	58 fifty-eight	68 sixty-eight	78 seventy-eight
49 forty-nine	59 fifty-nine	69 sixty-nine	79 seventy-nine
80 eighty	90 ninety		
81 eighty-one	91 ninety-one		
82 eighty-two	92 ninety-two		
83 eighty-three	93 ninety-three		
84 eighty-four	94 ninety-four		
85 eighty-five	95 ninety-five		
86 eighty-six	96 ninety-six		
87 eighty-seven	97 ninety-seven		
88 eighty-eight	98 ninety-eight		
89 eighty-nine	99 ninety-nine		

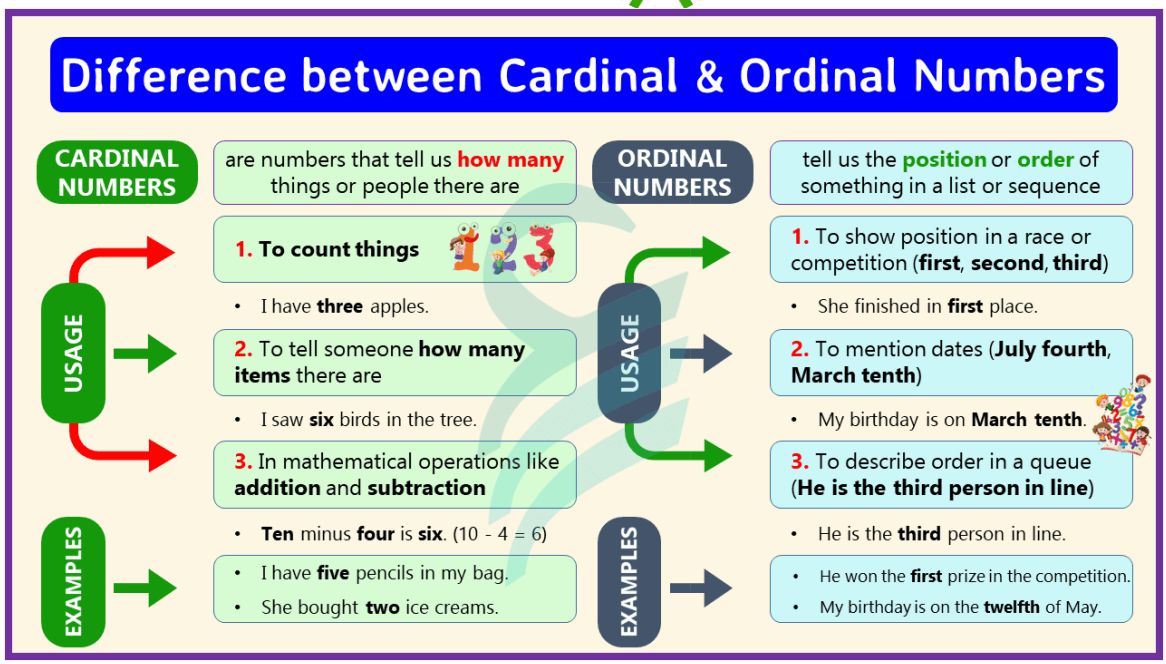
LARGE NUMBERS

© Woodward English

100 one hundred	1,000 one thousand
101 one hundred and one	2,000 two thousand
200 two hundred	10,000 ten thousand
300 three hundred	100,000 one hundred thousand
400 four hundred	1,000,000 one million
500 five hundred	10,000,000 ten million
600 six hundred	
700 seven hundred	123,456,789
800 eight hundred	one hundred and twenty-three million, four hundred and fifty-six thousand, seven hundred and eighty-nine.
900 nine hundred	

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

6.


Difference between Cardinal & Ordinal Numbers
CARDINAL NUMBERS
are numbers that tell us how many things or people there are
USAGE
1. To count things
• I have three apples.
2. To tell someone how many items there are
• I saw six birds in the tree.
3. In mathematical operations like addition and subtraction
• Ten minus four is six. (10 - 4 = 6)
EXAMPLES
• I have five pencils in my bag.
• She bought two ice creams.
ORDINAL NUMBERS
tell us the position or order of something in a list or sequence
USAGE
1. To show position in a race or competition (first, second, third)
• She finished in first place.
2. To mention dates (July fourth, March tenth)
• My birthday is on March tenth.
3. To describe order in a queue (He is the third person in line)
• He is the third person in line.
EXAMPLES
• He won the first prize in the competition.
• My birthday is on the twelfth of May.

PAST SIMPLE TENSE

	TO BE	VERBS
+	S + Was/were They were friends.	S + V-ed She worked yesterday.
−	S + was not/were not + ... They weren't friends.	S + did not + verb (base form) She didn't work yesterday.
?	Was/Were + S + ...? They weren't friends.	Did + S + verb (in base form)? Did she work yesterday?

Usage	Example
To express completed action in the past	I saw a ghost last Friday.
To describe a series of completed actions in the past	I finished work, walked to the beach, and found a nice place to swim.
To express habits in the past	When I was young, I watched lots of television every day after school.
For stative verbs (have (own), be, think (believe), know, dislike, need, owe, wish	He had a small cottage in the woods.

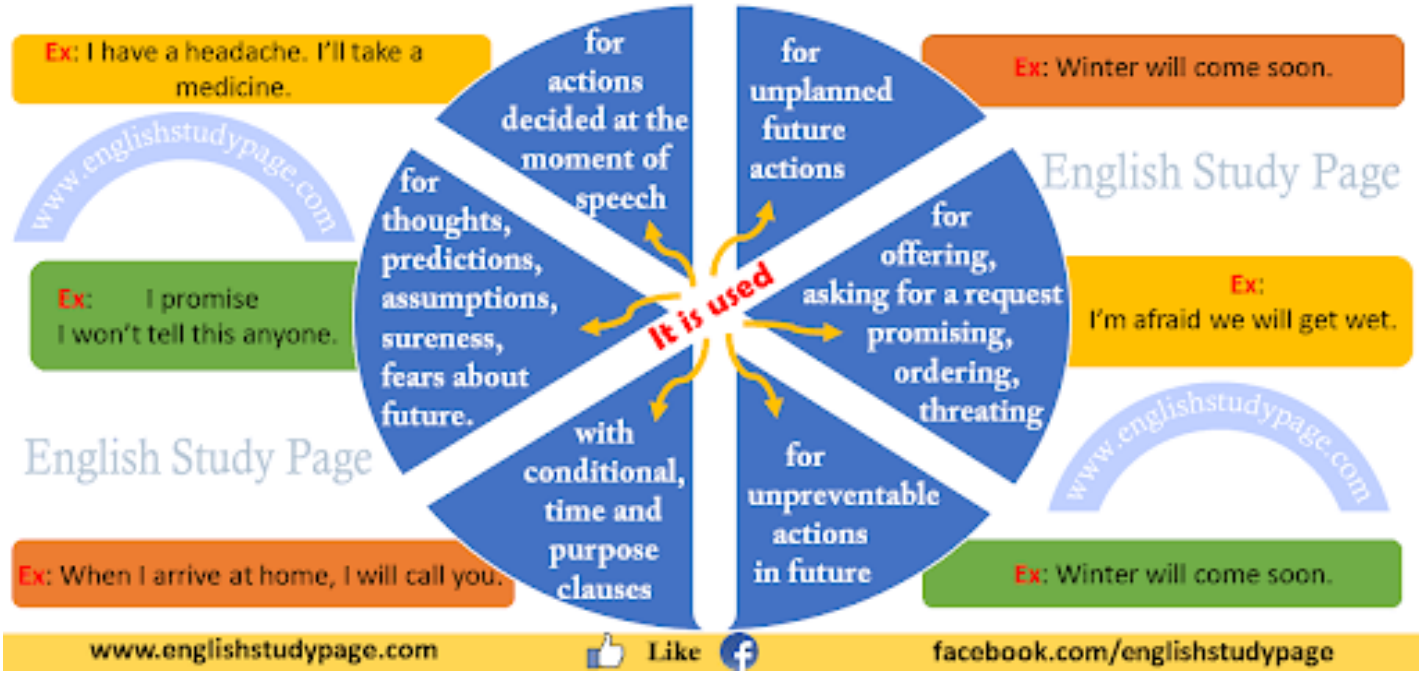
7ESL.COM

International Business Vocabulary

- Finance
- Motherboard
- Delivery
- Lease
- Resign
- Quarterly
- Secretary
- President
- Employee
- Password
- Fire
- Customer
- Application
- Production
- Monthly
- Unemployment
- Duties
- Policy
- Purchase
- Rise
- Economics
- Foreman
- Incentive
- Capitalist
- Overhead
- Chairwoman
- Board of directors
- Wage
- Presentation
- Retire
- Estimate
- Vacation time
- Collateral
- Withdraw
- Wholesale
- Borrow
- Saleswoman
- Shipping
- Merchandise
- Upload
- Memo
- Net worth
- Volume
- Promotion
- Leave
- Freight
- Product
- Efficiency
- Board
- Typewriter
- Headquarters
- Quarter
- Lucrative
- Cubicle
- Retail
- Capital
- Corporation
- Laborer
- Work
- Guarantee
- No-win
- Buy
- Signature
- Debit
- Offline

SIMPLE FUTURE TENSE

Subject + WILL + V_1 (First Form of Verb)



FUTURE TENSE WITH

Subject + BE (am / is / are) + going to + V1 (First Form of Verb)

'BE GOING TO'

It is used to / for

make prediction
especially we have an evidence

- Be careful! The bee is going to bite you.
- Watch out! This vase is going to fall on you.
- Mary is pregnant. She is going to have a baby soon.

planned actions
in future

- Mark is going to organize the celebration.
- I have bought my ticket. I'm going to fly to Florida.
- I am going to go to make my daugthers birthday cake.

www.englishstudypage.com
English Study Page
Like
facebook.com/englishstudypage

REFERENTES BILBIOGRÁFICOS

- ✓ ESL. (s.f.). Past Simple Tense: Definition, Rules and Useful Examples. https://7esl.com/past-simple-tense/
- ✓ English Study Page. (s.f.). Future Tense with Be Going To. https://englishstudypage.com/grammar/future-tense-with-be-going-to/
- ✓ English Study Page. (s.f.). Simple Future Tense (Will). https://englishstudypage.com/grammar/simple-future-tense/
- ✓ English Study Page. (s.f.). Yes No Questions with Do / Does. https://englishstudypage.com/grammar/yesno-questions-with-do/
- ✓ Live Worksheets. (s.f.). English as a Second Language (ESL) interactive worksheet [ID: 46942]. https://www.liveworksheets.com/w/en/english-second-language-esl/46942
- ✓ Live Worksheets. (s.f.). Listening Practice: English as a Second Language (ESL) interactive worksheet [ID: 1098232]. https://www.liveworksheets.com/w/en/english-second-language-esl/1098232
- ✓ Vocabulary.cl. (s.f.). Numbers in English (1-100). https://www.vocabulary.cl/Basic/Numbers.htm
- ✓ Woodward English. (s.f.). Ordinal Numbers in English. https://www.woodwardenglish.com/lesson/ordinal-numbers-in-english/

7. CONTROL DEL DOCUMENTO

	Nombre	Cargo	Dependencia	Fecha
Autor (es)	**JOSE DAVID BRAVO POLO**	**INSTRUCTOR**	**CCIT**	**14 DE MAYO DE 2026**

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

	Nombre	Cargo	Dependencia	Fecha	Razón del Cambio
Autor (es)					


SENA