Músculos Superiores (Upper Body)

Neck: Neck muscles (Músculos del cuello)
Shoulders: Deltoids / Delts (Deltoides)
Chest: Pectorals / Pecs (Pectorales)
Back: Latissimus dorsi / Lats (Dorsales), Trapezius / Traps (Trapecios)
Arms: Biceps (Bíceps), Triceps (Tríceps)
Forearm: Forearm flexors/extensors (Flexores/extensores del antebrazo)

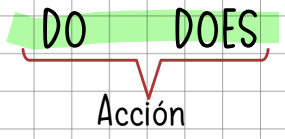
Músculos del Núcleo (Core)
Abdomen: Rectus abdominis / Abs (Abdominales), Obliques (Oblicuos)

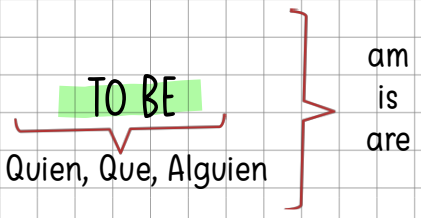
Músculos Inferiores (Lower Body)
Glutes: Gluteus maximus / Glutes (Glúteos)
Thighs (Muslos): Quadriceps / Quads (Cuádriceps), Hamstrings (Femorales/Isquiotibiales)
Calf: Gastrocnemius / Calves (Pantorrillas)

Tipos de Músculos (Muscle Types)
Skeletal: Músculos esqueléticos
Cardiac: Músculo cardíaco
Smooth: Músculo liso

19/MARZO/26

QUESTIONS?





EXERCISE:

Ella es profesora?

Is she a teacher?

Ella trabaja aqui?

Does she work here?

Ellos son amigos?

Are they friends?

El juega futbol?

Does he play footbal?

EXERCISE: Escribir 5 oraciones por cada pregunta usando Do / Does - TO BE

DO - DOES

1. Does your brother study English?

1. Tu hermano estudia Ingles?

2. Do you speak English?

2. Hablas Ingles?

3. Do you like coffe?

3. Te gusta el cafe?

4. Does the store open early?

4. La tienda abre temprano?

5. Do I need to bring anything?

5. Necesito traer algo?

TO BE

1. Am I late?

1. Llego tarde?

2. Is he at home?

2. Esta el en casa?

3. Are you ready?

3. Estas listo?

4. Are they coming today?

4. Ellos vienen hoy?

5. Is it raining?

5. Esta lloviendo?

ANSWERS: Responde las preguntas anteriores

DO - DOES

1. No, he doesn't study English

1. No, el no estudia Ingles

2. Yes, I do

2. Si, hablo

3. Yes, I do / Yes, I like coffe

4. Si, me gusta / Si, me gusta el cafe

4. Yes, it does open early

4. Si, abre temprano

5. No, you don't

5. No necesitas traer nada

TO BE

1. Yes, you are

1. Si, estas tarde

2. No, he is not at home

2. No, el no esta en casa

3. Yes, I am

3. Si, estoy lista

4. No, they aren't

4. No, ellos no vienen

5. Yes, its is

5. Si, esta lloviendo

EXERCISE: Crea una lista de tareas de un estudio de animación, utilizando el Do o Does.

The 3D animators do create realistic character movements.
Los animadores 3D sí crean movimientos realistas de personajes.

The modeling team does build 3D characters and objects.
El equipo de modelado sí construye personajes y objetos en 3D.

The artists do design textures for the models.
Los artistas sí diseñan texturas para los modelos.

The lighting team does set up the scene lighting.
El equipo de iluminación sí configura la iluminación de la escena.

The rigging artists do create skeletons for characters.
Los artistas de rigging sí crean esqueletos para los personajes.

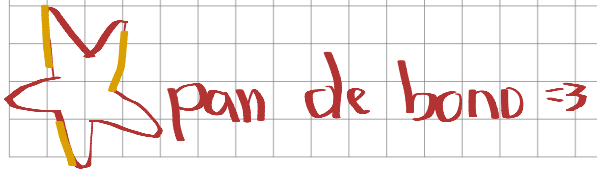
The animation team does animate complex scenes.
El equipo de animación sí anima escenas complejas.

The VFX artists do add special effects.
Los artistas de efectos visuales sí agregan efectos especiales.

The rendering team does produce final images.
El equipo de renderizado sí produce imágenes finales.

The editors do combine all scenes into the final video.
Los editores sí combinan todas las escenas en el video final.

The studio does deliver high-quality 3D animations.
El estudio sí entrega animaciones 3D de alta calidad.



Homework => Laptop or PC atacar al equipo contrario con negaciones, utilizando don't y doesn't y defender con afirmaciones

TEAM LAPTOP

ATAQUES (Negaciones con DON'T / DOESN'T)

PCs don't save battery.

Las PCs no ahorran batería.

PCs don't work without electricity.

Las PCs no funcionan sin electricidad.

PCs don't have portability.

Las PCs no tienen portabilidad.

PCs don't fit in a backpack.

Las PCs no caben en una mochila.

PCs don't move easily.

Las PCs no se mueven fácilmente.

A PC doesn't include a built-in screen.

Una PC no incluye pantalla integrada.

A PC doesn't have a battery.

Una PC no tiene batería.

A PC doesn't work during power outages.

Una PC no funciona durante cortes de energía.

A PC doesn't help with mobility.

Una PC no ayuda con la movilidad.

A PC doesn't allow easy transport.

Una PC no permite transporte fácil.

Hakuna matata !!

DEFENSAS (Afirmaciones)

Laptops are portable.

Las laptops son portátiles.

Laptops have batteries.

Las laptops tienen batería.

Laptops work anywhere.

Las laptops funcionan en cualquier lugar.

Laptops fit in backpacks.

Las laptops caben en mochilas.

Laptops include a screen and keyboard.

Las laptops incluyen pantalla y teclado.

Laptops save space.

Las laptops ahorran espacio.

Laptops are easy to carry.

Las laptops son fáciles de llevar.

Laptops allow mobility.

Las laptops permiten movilidad.

Laptops are practical for students.

Las laptops son prácticas para estudiantes.

Laptops work without cables for some time.

Las laptops funcionan sin cables por un tiempo.

Boliqueso

TEAM PC

ATAQUES (Negaciones con DON'T / DOESN'T)

Laptops don’t have high performance.

Las laptops no tienen alto rendimiento.

Laptops don’t last long in gaming.

Las laptops no duran mucho en juegos.

Laptops don’t have powerful cooling systems.

Las laptops no tienen sistemas de enfriamiento potentes.

Laptops don’t allow easy upgrades.

Las laptops no permiten mejoras fáciles.

Laptops don’t support heavy programs well.

Las laptops no soportan programas pesados bien.

A laptop doesn’t offer the best graphics.

Una laptop no ofrece los mejores gráficos.

A laptop doesn’t have large screens.

Una laptop no tiene pantallas grandes.

A laptop doesn’t work well for long hours.

Una laptop no funciona bien por muchas horas.

A laptop doesn’t have strong hardware.

Una laptop no tiene hardware fuerte.

A laptop doesn’t allow customization easily.

Una laptop no permite personalización fácilmente.

DEFENSAS (Afirmaciones)

PCs have high performance.

Las PCs tienen alto rendimiento.

PCs are powerful.

Las PCs son poderosas.

PCs support heavy programs.

Las PCs soportan programas pesados.

PCs have better graphics.

Las PCs tienen mejores gráficos.

PCs allow upgrades.

Las PCs permiten mejoras.

PCs work for long hours.

Las PCs funcionan por muchas horas.

PCs have large screens.

Las PCs tienen pantallas grandes.

PCs are ideal for gaming.

Las PCs son ideales para videojuegos.

PCs have strong hardware.

Las PCs tienen hardware fuerte.

PCs offer better performance for work.

Las PCs ofrecen mejor rendimiento para el trabajo.



Animals

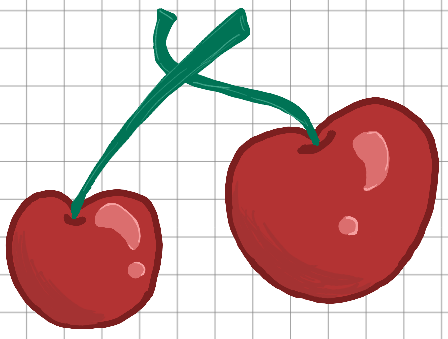


blanco		white
amarillo		yellow
verde		green
azul		blue
rojo		red
naranja		orange
morado		purple
rosa		pink
negro		black
gris		grey
marrón		brown



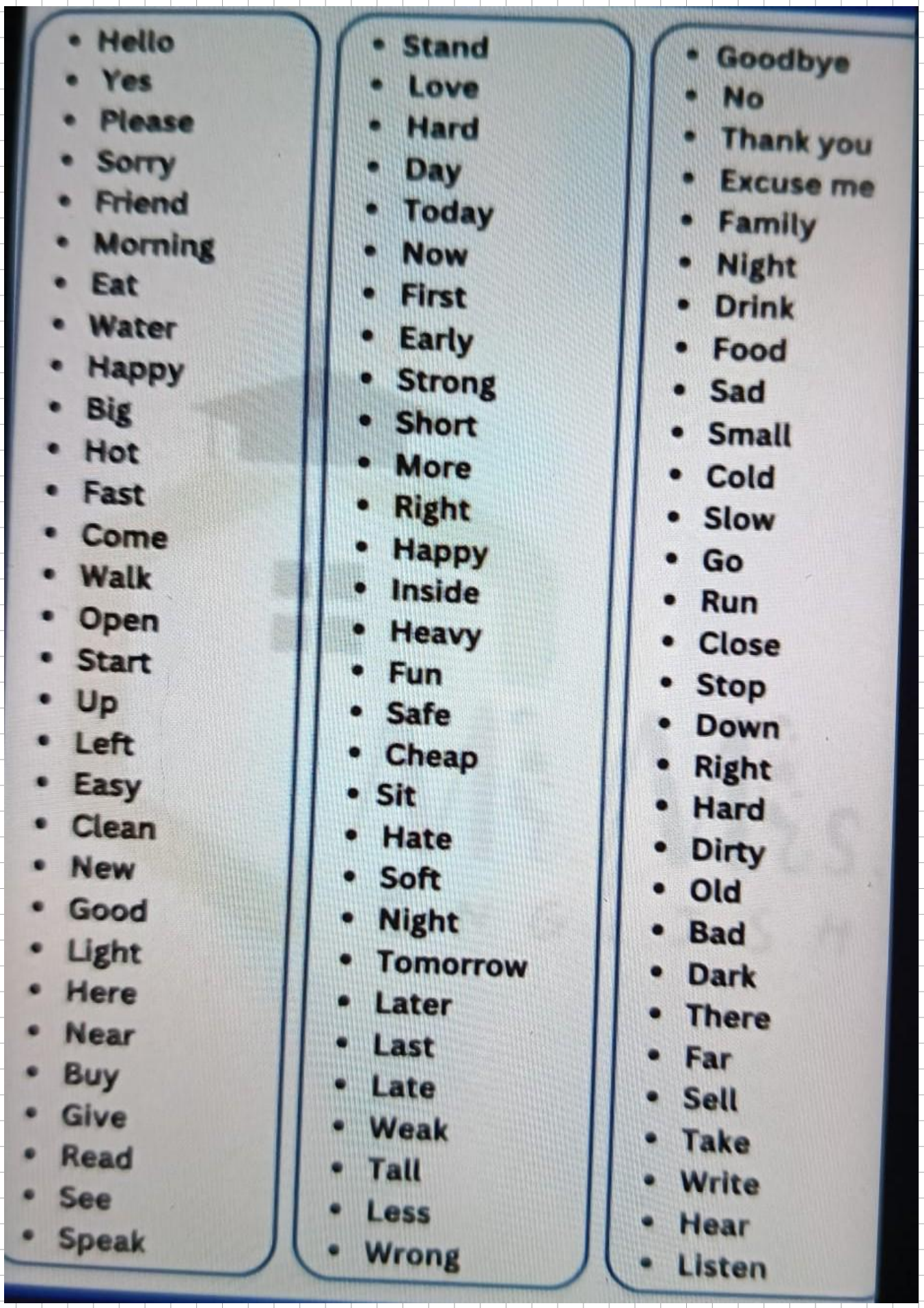
Today we are going to explain step by step how to add front lighting to an object.

Open Blender app.
Delete cube with letter (X)
Add a plane →key shift blass A
Add subdivisions the plane →Subdivide (modifier)
Select option Simple
Levels viewport 2 (two) and Apply
Select the plane, go to edit mode
Activate proportional editing
Select the edges



Then press “G” and then “Z” to choose the movement axis
With the mouse scroll, adjust the curve angle
Scale the background (plane) to have more space
With Shift blass A -> Mesh Add a monkey figure
On the lower right side, in the materials tab, add color and material to the monkey
With Shift blass A -> add a point light front of the monkey
Activate temperature, set a value of 7000 (Seven thousand)
white the power of 200 (two hundred)

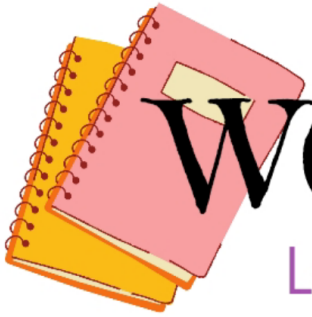
HOMEWORK: Realizar una sopa de letras con por lo menos 20 palabras de la siguiente lista



- Hello
- Yes
- Please
- Sorry
- Friend
- Morning
- Eat
- Water
- Happy
- Big
- Hot
- Fast
- Come
- Walk
- Open
- Start
- Up
- Left
- Easy
- Clean
- New
- Good
- Light
- Here
- Near
- Buy
- Give
- Read
- See
- Speak

- Stand
- Love
- Hard
- Day
- Today
- Now
- First
- Early
- Strong
- Short
- More
- Right
- Happy
- Inside
- Heavy
- Fun
- Safe
- Cheap
- Sit
- Hate
- Soft
- Night
- Tomorrow
- Later
- Last
- Late
- Weak
- Tall
- Less
- Wrong

- Goodbye
- No
- Thank you
- Excuse me
- Family
- Night
- Drink
- Food
- Sad
- Small
- Cold
- Slow
- Go
- Run
- Close
- Stop
- Down
- Right
- Hard
- Dirty
- Old
- Bad
- Dark
- There
- Far
- Sell
- Take
- Write
- Hear
- Listen



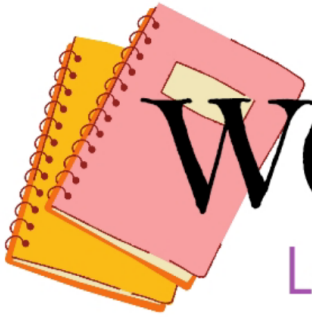
WORD SEARCH



Laura Morales - Animación 3D

A	F	L	Y	E	S	I	W	S	B	B	R	W	Q	M
R	H	S	F	C	O	V	O	A	U	L	J	W	U	S
E	A	I	K	D	J	S	U	F	L	N	O	K	O	E
Q	P	E	D	W	A	G	K	A	T	K	X	R	I	E
I	P	L	E	A	S	E	L	S	T	A	R	T	M	D
D	Y	C	U	T	H	M	Q	T	R	Y	P	U	F	S
Y	E	U	O	E	H	T	P	S	F	E	S	L	L	X
E	J	H	U	R	U	S	N	E	P	O	O	M	A	G
I	A	W	Y	E	M	P	J	U	E	O	L	T	E	I
G	I	T	F	I	C	O	M	E	S	L	E	T	E	N
G	N	T	R	P	E	A	S	Y	E	L	A	K	R	R
E	C	Z	M	R	A	W	N	E	B	E	N	A	X	O
V	F	R	I	E	N	D	X	H	J	H	G	U	M	M

- HELLO
- YES
- PLEASE
- SORRY
- FRIEND
- MORNING
- EAT
- WATER
- HAPPY
- BIG
- HOT
- FAST
- COME
- WALK
- OPEN
- START
- UP
- LEFT
- EASY
- CLEAN



WORD SEARCH



Laura Morales - Animación 3D

A	F	L	Y	E	S	I	W	S	B	B	R	W	Q	M
R	H	S	F	C	O	V	O	A	U	L	J	W	U	S
E	A	I	K	D	J	S	U	F	L	N	O	K	O	E
Q	P	E	D	W	A	G	K	A	T	K	X	R	I	E
I	P	L	E	A	S	E	L	S	T	A	R	T	M	D
D	Y	C	U	T	H	M	Q	T	R	Y	P	U	F	S
Y	E	U	O	E	H	T	P	S	F	E	S	L	L	X
B	J	H	U	R	L	S	O	P	E	N	C	M	A	G
I	A	W	Y	E	M	P	J	U	E	O	L	T	E	I
G	I	T	F	I	C	O	M	E	S	L	E	T	E	N
G	N	T	R	P	E	A	S	Y	E	L	A	K	R	R
E	C	Z	M	R	A	W	N	E	B	E	N	A	X	O
V	F	R	I	E	N	D	X	H	J	H	G	U	M	M

- HELLO
- YES
- PLEASE
- SORRY
- FRIEND
- MORNING
- EAT
- WATER
- HAPPY
- BIG
- HOT
- FAST
- COME
- WALK
- OPEN
- START
- UP
- LEFT
- EASY
- CLEAN

RESUMEN Y ANALISIS DE "FIRE AND ICE"

Pelicula animada de fantasia de Los años 80 cuya historia ocurre en la prehistoria donde el rey malvado de Hielo (Nekron) quiere conquistar todos los reinos congelando todo a su paso.
La princesa Teegra es enviada en busca de ayuda pero es secuestrada, un joven guerrero (Larn) emprende un viaje para rescatarla y de tener el rey malvado.
Larn recibe ayuda de un valiente y poderosa guerrero vestido de negro (Darkwolf) quien al final termina con la vida del Rey malvado después de una dificil batalla.
Con la muerte del Rey malvado se da fin a la guerra y el otro reino se salva.

An animated fantasy film from the 1980s whose story takes place in prehistoric times, where the evil Ice King (Nekron) seeks to conquer all kingdoms by freezing everything in his path. Princess Teegra is sent to seek help, but she is kidnapped. A young warrior (Larn) sets out on a journey to rescue her and stop the evil king. Larn receives help from a brave and powerful warrior dressed in black (Darkwolf), who ultimately defeats the evil king after a difficult battle. With the death of the evil king, the war comes to an end and the remaining kingdom is saved.

ANIMACION:

Personajes musculos y heroicos

Escenarios montañosos, volcanicos, helados

Personajes rusticos y medio desnudos

Creado con la tecnica rotoscopia: primero se graban actores reales haciendo esas escenas, luego los animadores dibujan encima de esas movimientos cuadro a cuadro, gracias a eso los movimientos se ven mas naturales y realistas, peleas fluidas, expresiones Corporales humanas.

Para la epoca es una animacion destacada.

ANIMATION:

Muscular and heroic characters.

Mountainous, volcanic, and icy landscapes.

Rustic and lightly clothed characters.

Created using the rotoscoping technique: first, real actors were filmed performing the scenes; then, animators drew over those movements frame by frame.

Thanks to this process, the movements appear more natural and realistic, featuring fluid fight scenes and human-like body expressions.

For its time, it was a remarkable and outstanding animation

Homework:



FASES DE ESCULPIDO DEL GATO

Fase inicial (Blocking) – Img 1 y 2:

Se inicia agregando un cubo con un modificador (Subdivision Surface) que servirá como forma principal para la construcción del personaje y definición del tamaño inicial del modelo

Se añade otra esfera o se duplica la anterior que se utilizara para esculpir el cuerpo del personaje

El objetivo es crear una estructura simple antes de añadir detalles

Fase dos (formas secundarias) – Img 3:

Se refinan las estructuras anatómicas principales.

Se distinguen mejor las patas para dar una postura al personaje y definir la anatomía principal, manteniendo formas suaves y redondas

Fase tres (refinar el cuerpo) – Img 4:

Se agregan las orejas triangulares y la cola curva, pueden ser extruidas o agregando otras esferas o curvas

El objetivo es mejorar la silueta, hacer el personaje más reconocible.

Fase cuatro (modelado del rostro) – Img 5:

Se esculpen los ojos, el hocico, la nariz y las cejas para darle expresión al personaje.

El objetivo es darle personalidad, definir la mirada y hacer el personaje más atractivo y amigable.

Fase cinco (detalles finales y acabado) – Img6:

Se añaden bigotes, mechones de pelo, almohadillas en las patas y se suavizan todas las superficies.

El objetivo es refinar el modelo, mejorar la calidad visual y preparar el personaje para materiales, texturas o renderizado.

CAT SCULPTING PHASES

Initial Phase (Blocking) – Images 1 and 2:

The process begins by adding a cube with a Subdivision Surface modifier, which will serve as the main shape for building the character and defining the initial size of the model.
Another sphere is added, or the previous one is duplicated, to be used for sculpting the character's body.
The goal is to create a simple structure before adding details.

Phase Two (Secondary Forms) – Image 3:

The main anatomical structures are refined.
The legs become more clearly defined to establish the character's pose and primary anatomy while maintaining smooth and rounded shapes.

Phase Three (Body Refinement) – Image 4:

The triangular ears and curved tail are added. These can be created by extruding geometry or by adding additional spheres or curves.
The goal is to improve the silhouette and make the character more recognizable.

Phase Four (Facial Modeling) – Image 5:

The eyes, muzzle, nose, and eyebrows are sculpted to give the character expression.
The goal is to give the character personality, define its gaze, and make it more appealing and friendly.

Phase Five (Final Details and Finishing) – Image 6:

Whiskers, hair tufts, paw pads, and other small details are added, and all surfaces are smoothed.
The goal is to refine the model, improve its visual quality, and prepare the character for materials, textures, or rendering.

04/JUNE/26

ADVERVIOS

Advervios son palabras que modifican un verbo
objetivo: detallar una funcion principal

-Nou (Ahora) Nou
-Here (Aqui) Jir
-There (Alla) der
- Always (Siempre) alwais
-Still (Aún) stil
-Then (Entonces) dhen
-Just (Justo) Yast
-AlReady (Ya) olredi
-Never (Nunca) never - neva
-Often (A menudo) ofen
-Soon (Pronto) Sun
-Again (Nuevamente) agen
-Late (Tarde) leit
-Early (Temprano) erli
-Quickly (Rapidamente) Kuicli
-Slowly (Lentamente) slouly
-Easily (Facilmente) isily
-Perhaps (Tal vez-Quizas) Perjaps
-Suddenly (De repente) Sadenli
-Usually (usualmente) Yushuali

ORACIONES

1. She walk slowly
2. I always get up early
3. I arrived early for the class
4. He could easily fall asleep in class
5. First. I have to go grocery Shopping, and then I have to decorate the house for the Party
6. I have never eaten in that restaurant
7. I always drink wine on my birthday
8. You didn't see me here
9. They are usually there in the evenings
10. I was sitting down and suddenly the cat appeared out of nowhere

VERB TO BE (SER – ESTAR)

3 Formas

PRESENTE

I	Am
You	Are
He	Is
She	Is
It	Is
We	Are
You	Are
They	Are

PASADO SIMPLE

Was	Were
I, he, she, it	You, we, they
I was	You were
He was	We were
She was	They were
It was	

FUTURO

Se utiliza **will be** para cualquier pronombre

I	Will be
You	Will be
He	Will be
She	Will be
It	Will be
We	Will be
You	Will be
They	Will be

EXERCISE: Realiza oraciones enfocadas al 3D con el verbo To be en los tres tiempos

1.	I am a 3D artist	Ai am a Tri Di ardist
2.	He is a modeler	Ji is a modeler
3.	They were animation students	Dey were animashon student
4.	He was a character designer	Ji was a caracter disainer
5.	We will be animators in the future	Wi will be animeiros in de fiuchur
6.	She will be sculpting characters	Shi will be escolping caracters

PREPOSICIONES

AT ↔ **IN** ↔ **ON**

AT

Se usa para lugares especificos o puntos exactos

I am "at" the bus stop

IN

Se usa para lugares, mas grandes espacios cerrados, periodos de tiempos mas largos

The Kids are "in" the living room

ON

Se usa para superficies o lugares que están en una de algo

The book is "on" the table

EXERCISE: Realiza oraciones enfocadas al 3D con el verbo To be y las preposiciones At, In, On

1.	I am at the 3D animation studio	Ai am at de tridi animeishon Studio
2.	The caracter is in the Scene	De Karacter is in de Sin
3.	We are in the 3D animation class	Wi ar in de Tri di animeishon clas
4.	The animation controls are on the screen	De animeishon controls ar on de skrin

---

EXERCISE LISENING: Escucha y escribe la palabra

	ESCUCHE	CORRECTO	PRONUNCIACION	SIGNIFICADO
1.	Suddenly	Suddenly	Sadnli	De repente
2.	Perhaps	Perhaps	Perjaps	Quizas - Tal vez
3.	Often	Often	Ofen	A menudo
4.	There	there	Der	Alli
5.	Just	Just	Yast	Justo
6.	Few	Few	Fiu	Pocos
7.	Each	Each	Ich	Cada
8.	But	But	Bat	Pero
9.	Several	Several	Several	Varios
10.	Every	Every	Evri	Cada
11.	Cold - Cool	Cold	Kold	Frio
12.	Adly	Ugly	Agli	Feo
13.	Sleem	Slim	Slim	Delgado
14.	Soon	Soon	Sun	Pronto
15.	Here	Here	Jir	Aqui
16.	Style	Still	Still	Todavia - Aun
17.	Early	Early	Erli	Temprano
18.	Say	Say	Sei	Decir
19.	Since	Since	Sins	Desde - Ya que
20.	Have	Have	Jav	Tener - Haber

06 02 2026

Trabajo de vocabulario:

1. Vocabulario respectivo del tecnólogo:

RTA:
- Appointment: cita médica
- Medical record: historia clínica
- Waiting room: sala de espera
- Patient file: archivo
- Stretcher: camilla
- Diagnosis: diagnóstico.
- Bank account: cuenta bancaria
- Data: datos
- Folder: carpeta
- Patient: paciente
- Protocol: protocolo
- Sing: firmar.
- Recepción: recepción
- Insurance: seguro.
- Bill: factora.
- Nurse: enfermera.
- Wheelchair: silla de ruedas.
- Ambulance: ambulancia.
- Copy: copia.
- Documet: documento.
- Healt: salud.
- Print: imprimir.
- Registration: ingreso
- Transfer: traslado

2. Ejemplo de documento médico:

RTA: Doctor: Good morning. I'm going to read your medical history. Please tell me if everything is correct.

Patient: Good morning, doctor. Okay.

Doctor: Your name is John Smith, you are 25 years old, and you have no allergies. Is that correct?

Patient: Yes, that's correct.

Doctor: According to your history, you had surgery when you were 10 years old.

Patient: Yes, I had an appendix surgery.

Doctor: You also reported frequent headaches. Are you still having them?

Patient: Yes, sometimes, especially when I am stressed.

Doctor: Okay, thank you, I will note that in your record.

Primaver

Powered by CamScanner

3. Alfabeto y pronunciación:

RTA:

A = ei
B = bi
C = si
D = di
E = i
F = ef
G = lli
H = eich
I = ai
J = llei
K = Kei
L = el
M = em
N = en
O = ou
P = pi
Q = Kiu
R = ar
S = es
T = ti
U = iu
V = vi
W = daobliu
X = ecs
Y = uai
Z = zii / zed.

13-02-2026

(1). Activity: Une el término con su función:

Term	Function
1. Appointment	A. The person receiving medical care
2. Patient	B. A fixed time to see the docto
3. Medical Records	C. The document showing the co of services.
4. Healt Insurance	D. The history of the patient's h
5. Invoice	E. The company that pays for medical cost.

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Activity 2: Complete the missing information:

" Hello, my name is Mark Evans. I need an (1) appointment with the Cardiologist. I am free on Monday at 10:00 Am. My (2) phone number is 555-0192. I have "Blue Healt" (3) insurance. Please confirm".

Task: fill the blanks with: Insurance / Appointment / phone.

Homework for the proxim class:

(1). Numbers:

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

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② Colors:

- Rojo / Red
- Naranja / Orange
- Amarillo / Yellow
- Verde / Green
- Azul / Blue
- Morado / Purple
- Rosado / Pink
- Café / Brown
- Negro / Black
- Blanco / White
- Gris / Gray

③ Days of the week:

Lunes	= Monday	Viernes	= Friday
Martes	= Tuesday	Sábado	= Saturday
Miércoles	= Wednesday	Domingo	= Sunday
Jueves	= Thursday		

④ Months of the year:

Enero	= January	Julio	= July
Febrero	= February	Agosto	= August
Marzo	= March	Septiembre	= September
Abril	= April	Octubre	= October
Mayo	= May	Noviembre	= November
Junio	= June	Diciembre	= December.

20-02-2026.

Actividad: Realizar un calendario de 8 días en términos administrativos.

Desarrollo:

Healt Administrative Activities Calendar

Monday:

- At 8 am o' clock review patient appointment list
- At half past eleven update medical records in the system
- At quarter past three confirm appointments by phone

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Tuesday

- At half past eight verify healt insurance coverage.
- At half past twelve register new patients.
- At 4 pm o' clock organize patient data.

Wednesday:

- At 8 am o' clock prepare daily service reports
- At quarter past twelve schedule medical consultations.
- At half past three send laboratory test reminders

Thursday.

- At half past eight check medical Sopply inventory.
- At half past twelve process billing statements
- At 4 pm o' clock update patient database.

Friday:

- At quarter past eight conduct administrative staff meeting.
- At 12 pm o' clock review healtcare quality indicators.
- At quarter past six prepare weekly financial sumary.

Saturday:

- At 9 am o' clock audit medical records.
- At half past two confirm specialist appointments
- At quarter past four assist patients with service.

Sunday:

- At 8 am o' clock plan next weekis healtcare services.
- At half past eleven review pending authorizations
- At 2 pm o' clock organice referral documents.

128.932 → one hundred twenty eight

519.259. → five hundred nineteen thousand two hundred fifty nine.

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Diálogo Karina y Sara

Sara: Good morning Karina. How are you today?

Buenas días Karina. Cómo estás hoy?

Karina: Good morning Sara. I'm fine, thank you. Are the patient appointments ready?

Buenas días Sara. Estoy bien, gracias. Las citas de los pacientes ya están listas?

Sara: Yes, I organized the schedule for today. We have fifteen patients.

Si, organicé la agenda de hoy. Tenemos quince pacientes.

Karina: Perfect. I will check the patient's medical records.

Perfecto. Voy a revisar las historias clínicas de los pacientes.

Sara: Great. We also need to verify their healt insurance information.

Genial. También necesitamos verificar la información de su seguro de salud.

Karina: Yes, that is very important for the registration process.

Si, eso es muy importante para el proceso de registro.

Sara: If a patient has a problem with the insurance, we will help them.

Si un paciente tiene un problema con el seguro, lo ayudaremos.

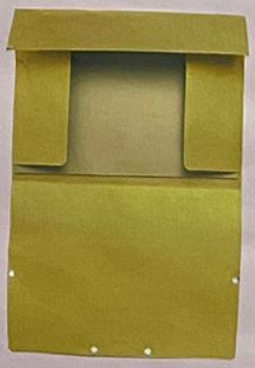
Karina: Of course. Our goal is to provide good service to all patients.

Claro. Nuestro objetivo es brindar un buen servicio a todos los pacientes.

Archive elements

folder (Carpeta)

It's used to keep papers together.



Archive box (Caja de archivo)

It's used to store documents.



Glover (Guantes)

Protect hands from dust and dirt.

Help keep docum. clean.



paperclip (Clip)

It hdds papers together.



Lab Coat (Bata)

Protects clothing from dust and dirt

Helps keep the workplace clean.



Surgical cap (Gorrito quirúrjico)

Keeps hair covered

Prevents hair cou falling on documens.



Face mask (Tapabocas)

Cover the nose and mouth.

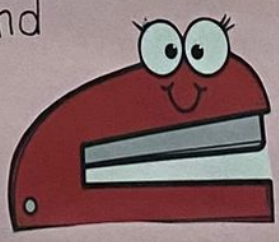
Prevents dust or particles from reaching documens.

Helps protect health.



Stapler (Grapadora)

It keeps documents togerther and organice.

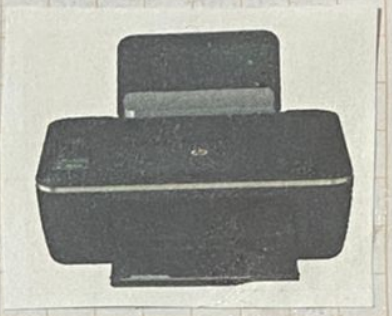


Shelf

A Shelf is used to organize and store boxes and folders. It helps keep documents in order and easy to find. Archivists use it to save space. Does the Shelf organize documents? yes, it does. It is important for the archive.

Printer

A printer is used to print documents on paper. It helps to have physical copies of information. Archivists use it to create necessary documents. Does the printer print documents? yes, it does. It is very useful in the office.



Computer

A computer is used to create, store, and organize digital information. It helps work faster and more efficiently. Archivists use it to manage electronic documents Does the computer store information? yes, it does, it is very important today.



Scanner

A Scanner is used to scan documents. It converts paper files into digital files Archivists use it to save and share information. Does the very useful for modern archives.



Archive Elements
(Elementos de Archivo).

Archive BOX



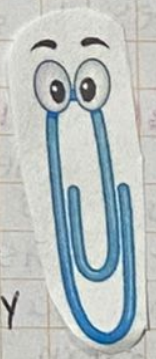
An Archive box is used to store documents in safe way. It helps keep papers organized and protected from damage like dust or humidity. Archivists use it to save important information. Does the archive box protect documents? yes, it does. It is very useful to keep everything in orden.

Folder



A folder is used to keep document's in place and well protected. It helps prevents papers from folding, breaking, or getting lost. Archivists use it to organize files carefully. Does the folder help protect document's? yes, it does. It is very important for document care.

Plastic clips



plastic clips are used to holds papers without damaging them. They help keep document's organized in a temporary way. Archivists use them when they do not want to staple or punch papers. Do the clips keep documents together? yes they do. They are practical and easy to use.

Pencil



A pencil is used to write or make notes on documents. It is useful because it can be erased without damaging the paper. Archivists use it to make records or mark information.

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