



Guía para el Profesor

BASIC BUSINESS ENGLISH

LTHI1006

Profesional

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Información general del curso

- Profesional
- Plan académico 2009
- Modalidades
 - Clave banner: LTHI1006.
 - Modalidad: Presencial, Online.
 - Técnica didáctica: Aprendizaje basado en proyecto.

Competencia del curso

Listening

To understand short face-to-face conversations, take phone messages and understand job descriptions.

Speaking

To talk about the person's job, express apologies, summarize business information and talk about future plans.

Reading

To understand short business texts such as emails and letters; to comprehend messages; to read charts.

Writing

To write short reports and e-mails about future plans.

Metodología

Our English as a second language courses correspond to the University's three distinctive elements: **Happiness, Tailored Learning Experience and Experiential Learning.**

The content is available on the technological platform (Blackboard) assuring the same standard quality, regardless of the place or campus in which the subject is being studied. The activities in each course are designed with the purpose of assuring the development of competences in the students by setting achievable learning outcomes.

Characteristics

The main characteristics of the courses are the following:

- **Blended learning.** Through different platforms and appropriate computer mediated-activities.
- **Correlation with the Common European Framework of References for Languages (CEFR).** Students completing a course should reach a level of language skill as described by the CEFR.
- **Grammar reference.** All topics include brief grammar explanations presented with a cross reference to further information and activities on different platforms.
- **Vocabulary.** American and British vocabulary is presented in all topics.
- **Topic orientation.** It is particularized to develop competences in the students.
- **Activity design.** It is elaborated with the purpose of assuring the development of competences by the generation of learning outcomes.

Approaches

- **Four skill development approach**

In order to provide a well-balanced development of the 4 language skills (listening, speaking, reading and writing), this course includes per topic: practice activities, homework and self-activities.

GUÍA PARA EL PROFESOR

- **Communicative approach**

Students use diverse communication strategies and real life English to build language and to produce meaningful communication. The role of the teacher will be a facilitator of learning and one of the main tasks is to provide the student with positive feedback. Some of these tasks are student-centered.

- **Structural approach to cooperative learning**

The activities are designed to positively engage students with the topics. In order to meet the requirements of these activities, student interaction and participation are vital in every activity.

Evaluación

| Units | Evaluation instrument | Percentage |
|-------|-----------------------|------------|
| 10 | Homeworks | 60 |
| 2 | Learning outcomes | 20 |
| 1 | Final evaluation | 20 |
| | Total | 100 |

| Evaluation instrument | Percentage |
|---------------------------|------------|
| Homework 1 | 6 |
| Homework 2 | 6 |
| Homework 3 | 6 |
| Homework 4 | 6 |
| Homework 6 | 6 |
| Module Learning Outcome 1 | 10 |
| Homework 8 | 6 |
| Homework 9 | 6 |
| Homework 11 | 6 |
| Homework 12 | 6 |
| Homework 13 | 6 |
| Module Learning Outcome 2 | 10 |
| Final evaluation | 20 |
| Total | 100 |

Contenido del curso (temas)

Module 1. Every cloud has a silver lining

Topic 1. Human Planet

1.1

- (d, c, a, d). Hello, my name is Julia. I'm 28 years old and I am from Mexico. I work as a lawyer in Monterrey. This is my everyday life.
- (b, c, e, d, a). Hi, my name is Sebastian. In the morning, I feed my dog and cook breakfast. Then, I go to work in my car. When I come back home, I rest for a little bit. At night, I take a shower and go to bed.
- (e, b, a, d, c). In the morning, I take a shower and go to work. At work, I have too many things to do. After work, I go with my friends, we talk a lot and play games. I go home and have dinner. I read a book before I go to sleep.
- (e, d, a, b, c). First, I go to school in my motorcycle. At school, I have lunch with my friend Daniel. After school we go to the gym. Then, we do homework together. At night, I go home, take a shower and go to bed.

Homework

- She is Ana, she is 25 years old. Also, she is from Spain and she works as a writer. Now, she is cooking and listening to music.
- He is Derek, he is 32 years old. Also, he is from United States and he works as a Doctor. He is watching TV shows right now.
- She is Diana, she is 27 years old. Also, she is from Mexico and she is a teacher. She is working out.
- He is Alex, he is 32 years old. Also, he is from Sweden and she works as an engineer. Right now, he is playing football.
- He is Chris, he is 35 years old. Also, he is from United States and he works as a police officer. He is parachuting.
- She is Regina, she is 32 years old. Also, she is from Canada and she is a manager. At the moment, she is walking with her children.

Self-activities

- Activity 1
 - Bike and Road Ltd. (make) makes bicycles and motorbikes. They (be) are very successful and at the moment they (build) are building a bigger factory in Pensacola.
 - Normally they (produce) produce more motorbikes than bicycles, but this year they (produce) are producing 20% more bicycles than motorbikes.
 - Customers (buy) are buying more bicycles than motorbikes at the moment. People (become) are becoming more and more interested in the kind of exercise you (get) get on a bicycle. And bicycles (be) are better for the environment.
 - They always (pay) pay their workers well. Most of the workers (stay) stay with the company for years. On average their pay (rise) raises by 8% every year.
1. All over the state, companies that (make) make environmentally friendly products (grow) are growing at the moment.

2. Activity 2

| | |
|-----|---|
| Ron | Hi, Vic. What you (1. do) <u>are you doing</u> ? |
| Vic | I (2. write) <u>am writing</u> an e-mail to Liz. |
| Ron | What (3. she / do) <u>is she doing</u> at the moment? (4. she / be) <u>is she</u> still at college? |
| Vic | No, she (5. live) <u>lives</u> in France. |
| Ron | What (6. she / do) <u>does she do</u> in France? (6. she / travel) <u>Does she travel</u> on holiday? |
| Vic | No. At the moment she (7. work) <u>is working</u> in a high tech company in an internship. |
| Ron | How much (8. they / pay) <u>do they pay</u> her every week? |
| Vic | They (9. give) <u>give</u> her enough money to live on, and she (10. get) <u>gets</u> her food and accommodation. |

Topic 2. People

2.1

1. Activity 1

1. Was
 2. Wasn't
 3. Wasn't
 4. Were
 5. Wasn't
 6. Wasn't
 7. Weren't
2. Mr. Harris, our manager, (1) *arrived* from a business trip last Friday evening. On his way back from the airport to his house, he (2) *put* his cell phone on the seat of the taxi. When they (3) *got* Mr. Harris' home, the taxi (4) *pulled* over. Mr. Harris (5) *got* off and the taxi (6) *drove* off. Mr. Harris (7) *rang* his house, but nobody (8) *answered*. He (9) *decided* to call his wife. It was then when he (10) *realized* he did not have his cell phone. Mrs. Adams, a neighbor, saw Mr. Harris standing at the entrance of his house with a suitcase. She (11) *ran* to him because she (12) *thought* Mr. and Mrs. Harris had had a terrible fight. Two minutes later, the taxi driver (13) *came* back to return Mr. Harris his cell phone. Mr. Harris (14) *tipped* the taxi driver for returning his cell phone and for freeing him from a gossiping neighbor!

2.2

| | Sentence | Adjective | Noun |
|----|---|-------------|--------|
| 1 | The dog ran very fast. | Fast | Dog |
| 2 | I didn't want to have a difficult day. | Difficult | Day |
| 3 | My mother is a beautiful person. | Beautiful | Person |
| 4 | She isn't very responsible. | Responsible | She |
| 5 | The expensive bike caught my attention yesterday. | Expensive | Bike |
| 6 | The team won an important game. | Important | Game |
| 7 | This class has easy topics. | Easy | Topics |
| 8 | He was scared of speaking in front of us. | Scared | He |
| 9 | The student had an amazing class. | Amazing | Class |
| 10 | The intelligent man designed a new car. | Intelligent | Man |

Homework

| Irregular Verbs | |
|-----------------|-------|
| 1. | bring |
| 2. | Chose |
| 3. | Drank |
| 4. | Drove |
| 5. | Flew |
| 6. | Hit |
| 7. | Knew |
| 8. | Made |
| 9. | Spoke |
| 10. | Rode |
| 11. | Ran |
| 12. | Wrote |

| Regular Verbs | |
|---------------|--------|
| 1. | arrive |
| 2. | ask |

| | |
|-----|----------|
| 3 | Carried |
| 4. | Copied |
| 5. | Cried |
| 6. | Enjoyed |
| 7. | Finished |
| 8. | Married |
| 9. | Needed |
| 10. | Opened |
| 11. | Played |
| 12. | Received |
| 13. | Retired |
| 14. | Started |
| 15. | Kicked |
| 16. | Wanted |
| 17. | Watched |
| 18. | Stopped |
| 19. | Talked |
| 20. | Tried |

On Saturday, I saw a Tv show with my girlfriend. I really enjoyed the movie, but I cried a little at the end. After the movie, we ate dinner and talked.

I had a nice week last week. On Friday, I went shopping with my friend Daniel after school. We got a lot of things, so we spent a lot of money.

Self-activities

1.

| | |
|-------------|---|
| Supervisor: | Where <u> were </u> you in the morning? |
| Worker: | I <u>was</u> at my station. |
| Supervisor: | No, you <u>weren't</u> I looked for you and you <u>weren't</u> there. Who <u> were </u> you with? |
| Worker: | I <u>was</u> with the rest of my coworkers. |
| Supervisor: | No you <u>weren't</u> You <u>were</u> at the canteen. |
| Worker: | No, I <u>wasn't</u> ! |

2.

| | |
|------|--|
| You | <u>Did you like the food?</u> |
| Bill | Yes, we liked the food a lot. You can find dishes from all over the world. |
| You | <u>When did you arrive?</u> |
| Bill | We arrived back yesterday. |
| You | <u>Where did you stay?</u> |
| Bill | We stayed in Manhattan, at the Holiday Inn. |
| You | <u>How many museums did you visit?</u> |
| Bill | We went to three museums. All of them were extraordinary. |
| You | <u>Did you rent a car?</u> |
| Bill | No, we didn't rent a car. We used the subway all the time. |

3.

| | |
|-------------|---|
| Interviewer | Did you make a lot of money modeling in the NYFW? |
| Model | Yes! I <u>made</u> 50 000 dollars. |
| Interviewer | How many designers did you work for? |

| | |
|-------------|--|
| Model | I <u>worked</u> for three different designers. |
| Interviewer | What did you wear on the runway? |
| Model | I <u>wore</u> several dresses of the winter collection. |
| Interviewer | Did the designers give you some of the dresses? |
| Model | Yes, they <u>gave</u> me three dresses and a suit. |
| Interviewer | Was this your first time in the NYFW? |
| Model | No, this <u>was</u> actually my third time. |
| Interviewer | When did you arrive in New York? |
| Model | I <u>arrived</u> three weeks before the Fashion Week. |
| Interviewer | Did you enjoy it? |
| Model | I <u>enjoyed</u> a lot! I want to be here next year as well. |

Topic 3. The media

3.2

| | Sentences: | Mistake | Corrected Sentences |
|-----|--|---------------------------------------|--|
| 1. | Cristiano Ronaldo won three championships who was born in Portugal. | who was born in Portugal. | Cristiano Ronaldo who was born in Portugal won three championships. |
| 2. | He will never forget the day when was his twenty-first birthday. | when was his twenty-first birthday. | He will never forget the day that was his twenty-first birthday. |
| 3. | Julian who works in a small company which located in northern Monterrey. | which located in northern Monterrey. | Julian who works in a small company that is located in northern Monterrey. |
| 4. | The lady who her name is Diana come from England. | lady who her name is Diana | The lady whose name is Diana comes from England. |
| 5. | Joel never talk to people which don't speak his language. | which don't speak his language. | Joel never talks to people who don't speak his language. |
| 6. | Gabriela comes from a place where is very hot almost all year. | where is very hot almost all year. | Gabriela comes from a place where it is very hot almost all year. |
| 7. | Alfred's sister lives in London, that is the capital of England. | that is the capital of England. | Alfred's sister lives in London that is the capital of England. |
| 8. | Maria has a house that overlooking the lake. | that overlooking the lake. | Maria has a house that is overlooking the lake. |
| 9. | She used to live in Argentina, that is a Spanish-speaking country. | , that is a Spanish-speaking country. | She used to live in Argentina that is a Spanish-speaking country. |
| 10. | My dog died yesterday, who made me very sad. | , who made me very sad. | My dog who died yesterday made me very sad. |

3.3

| | Sentence | True or False |
|----|--|---------------|
| 1. | The media serves as our way to connect to the scenarios of the world and inform us about things. | True |
| 2. | Cave paintings are painted drawings dated to 20,000 years ago in Eurasia. | False |
| 3. | Papyrus is a technique for printing text. | False |
| 4. | The Chinese "Dibao" isn't the oldest newspaper in the world. | False |
| 5. | The London Gazette is one of the official journals of record of British Government. | True |
| 6. | The printing press was invented by German Johannes Gutenberg in 1480. | False |
| 7. | A telephone is the first form of electrical telecommunications. | False |
| 8. | The Hewlett-Packard 9100A is an early computer. | True |

| | | |
|-----|--|------|
| 9. | The internet paved the way for faster communication and the creation of social networks. | True |
| 10. | Internet explorer is one of the first graphical web browsers. | True |

Homework

| | |
|-----|---|
| 1. | He is my cousin <u>who</u> had an accident. |
| 2. | Yesterday I saw a car <u>which</u> was really old. |
| 3. | Mandy is the girl <u>X</u> I met on Friday. |
| 4. | I haven't seen Marie, <u>whose</u> brother is five, for a long time now. |
| 5. | The robber stole the car <u>X</u> the lady parked in front of the mall. |
| 6. | This is the man <u>whose</u> dog barks all night long. |
| 7. | Can I talk to the woman <u>who</u> is sitting on the library? |
| 8. | The book <u>X</u> you gave me is very interesting. |
| 9. | She likes food <u>which</u> is spicy. |
| 10. | Elizabeth II, <u>who</u> is Queen of the United Kingdom, has been on the throne for over 60 years.. |

Self-activities

- Yesterday after class, I was walking (walk) home when a girl stopped (stop) me on the way home. She asked (ask) me where she could find a restaurant. Because was going (go) in that direction, I took (take) her there myself.
- Two days ago, while I was waiting (wait) at the gas station, I saw (see) my friend, Saul was carrying (carry) a briefcase. He went (go) to the airport to fly to Mexico City.
- On Friday night, I woke up (wake up) in the middle of the night because a heard (hear) noise in my house. I opened (open) the door and saw (see) a shadow. I almost fainted (faint). I closed (close) the door and waited (wait) for the cops. About ten minutes later, they arrived (arrive).

Topic 4. Health

4.1

- They haven't finished watching a movie.
- Denisse has begun cooking.
- The car hasn't been fixed.
- The couple has cleaned the house.
- Bruce hasn't taken a shower.
- The restaurant has opened.
- Jane hasn't woken up.
- He has quit his job.
- Richard has started playing football.
- We have seen a ghost.

4.2

My brother is a very interesting man. He lives in a big house downtown, near a restaurant and a store. He likes to go shopping every weekend with his wife and they go to the supermarket across street. There is a small school near a park where they go to walk and have fun, but when it rains they bring an umbrella. Moreover, they usually watch TV for more than an hour. He also has a dog that barks a lot, it also runs very fast across the backyard. Finally, my brother is a teacher who tries his best to teach his students and share his knowledge, he is an intelligent man and a role model.

Homework

| | Experiences: | Tick (✓) or cross (X) |
|----|--------------------------|-----------------------|
| 1. | Go to exciting countries | ✓ |

| | | |
|----|-----------------------|---|
| 2. | Climb a mountain | X |
| 3. | Swim a lake | ✓ |
| 4. | Sleep under the stars | ✓ |
| 5. | Go rock climbing | ✓ |
| 6. | Swim with sharks | ✓ |
| 7. | Go to New Zealand | X |

Self-activities

1. Part 1

- They (take) have taken my laptop and my tablet.
- Security (gather) has gathered evidence of the robbery.
- They (make) have made a terrible mess.
- They (throw) have thrown all my files all over the floor.
- I (not call) haven't called the police yet.

2. Part 2

- There has been a fire in the factory building.
- The Mexican President has flown to Japan for a business meeting.
- The Congressmen has voted in favor of environmental laws.
- Two French women have climbed the highest mountain in the country.
- The firefighters haven't found any survivors from the fire.
- The rain has damaged the windows of many buildings in the downtown area.

Topic 5. Natural world

5.1

1.

| | Adjective | Comparative | Example: |
|-----|-------------|------------------|--|
| 1. | Expensive | More expensive | Noun + verb to be + comparative adjective + than + noun. |
| 2. | Interesting | More interesting | Noun + verb to be + comparative adjective + than + noun. |
| 3. | Hot | Hotter | Noun + verb to be + comparative adjective + than + noun. |
| 4. | Cheap | Cheaper | Noun + verb to be + comparative adjective + than + noun. |
| 5. | Dry | Drier | Noun + verb to be + comparative adjective + than + noun. |
| 6. | Tall | Taller | Noun + verb to be + comparative adjective + than + noun. |
| 7. | Old | Older | Noun + verb to be + comparative adjective + than + noun. |
| 8. | Bad | Worse | Noun + verb to be + comparative adjective + than + noun. |
| 9. | Healthy | Healthier | Noun + verb to be + comparative adjective + than + noun. |
| 10. | Good | Better | Noun + verb to be + comparative adjective + than + noun. |




2.



1. Cats aren't as good as dogs.
2. Daniela is not as lazy as David.
3. Maria is as old as Christian.
4. Chile isn't as cold as Alaska.
5. He is as tired as me.

5.2

1. Very little
2. A few
3. Few
4. Many
5. .
6. A lot
7. A few
8. Many
9. A little
10. Much

5.3

| Places | Descriptions: |
|---|---|
|  | <p>Answer may vary according to the following terms:</p> <ul style="list-style-type: none"> • Warm. • Nice. • Exciting. • Sunny. • Fun • Among others. |
|  | <p>Answer may vary according to the following terms:</p> <ul style="list-style-type: none"> • High. • Interesting. • Exhausting. • Mountains. • Risky <p>Among others.</p> |
|  | <p>Answer may vary according to the following terms:</p> <ul style="list-style-type: none"> • Modern. • Crowded. • Bright. • Big. <p>Among others.</p> |

| | |
|---|---|
|  | <p>Answer may vary according to the following terms:</p> <ul style="list-style-type: none"> • Warm. • Dry. • Lonely. • Dangerous. <p>Among others.</p> |
|  | <p>Answer may vary according to the following terms:</p> <ul style="list-style-type: none"> • Warm. • Nice. • Expensive. • Sunny. • Fun <p>Among others.</p> |

Self-activities

1. Activity 1

1. Gerardo is taller than Natalia.
2. Mexico is warmer than Russia.
3. Tacos are more delicious than pizza.
4. Veronica is sadder than Fernanda.
5. An airplane is faster than a car.

2. Activity 2

1. Action movies are as interesting as romantic movies. (entertaining)
2. Soccer match are as exciting as baseball matches. (exciting)
3. Chinese food is not as good as Mexican food. (delicious)
4. A sedan car is not as spacious as a pickup truck. (spacious)
5. Frozen vegetables are not as healthy as fresh vegetables. (healthy)
6. Vacations on the beach are as fun as spending time on the mountain. (fun)
7. Musicals are as enjoyable as drama plays. (enjoyable)

Topic 6. Society and family

6.1

| | Situation | Answer |
|----|---|---|
| 1. | I am thinking about buying a house next year. | I may buy a house next year. |
| 2. | I am sure there is a party tomorrow at my friend's house. | There will be a party at my friend's house. |
| 3. | If it snows tomorrow, it would be fun to make a snowman. | I might make a snowman. |
| 4. | My homework is too difficult and my friend is very intelligent. | I will ask my friend to help me with my homework. |
| 5. | My husband doesn't like his job. | He may quit his job. |
| 6. | My sister is sick, she has an important event tomorrow. | She may not participate in the event tomorrow. |

| | | |
|-----|---|-----------------------------------|
| 7. | This book is very expensive, I don't know if I should buy it. | I might not buy it. |
| 8. | The waiter spilled water on my pants. | I will ask for a towel. |
| 9. | A lady on the bus is carrying a heavy bag, what do I do? | I will give her my seat. |
| 10. | I am thinking about studying English next month. | I might study English next month. |

6.2

1. It will get cold (get cold) if it snows (snow).
2. He will go (go) back to the port if the weather doesn't improve (not improve).
3. If I go (go) back to my city, we will be (be) apart.
4. I will buy (buy) a house If I find (find) a new job.
5. If we go (go) to have a picnic, we will pack (pack) a lunch.
6. He will plug (plug) his cellphone if the battery dies (die).
7. If she sees (see) an insect, she will scream (scream).
8. They will get (get) to the restaurant if they finish (finish) working.

6.3

| Positive Adjectives | Negative Adjectives | | |
|---------------------|---------------------|-------------|------------|
| Delighted | Feeble | Embarrassed | Frightened |
| Strong | Antisocial | Unfortunate | Terrified |
| Confident | Discomfort | Jealous | Scared |
| Excited | Weak | Ashamed | Unhappy |
| Enthusiastic | Guilty | Impossible | |
| Proud | Insane | Sad | |
| Happy | Inevitable | Decline | |
| Amused | | | |

| | |
|-----|---|
| 1. | My football team lost, we are all <u>sad</u> , that is <u>impossible</u> . |
| 2. | They were <u>scared</u> when they saw the ghost. |
| 3. | She was <u>unhappy</u> when she saw her boyfriend with another girl. |
| 4. | When he won the lottery, he was very <u>happy</u> . |
| 5. | I lied to mother, now I feel <u>ashamed</u> . |
| 6. | Help! There is a bug in the table, I am <u>terrified</u> of them. |
| 7. | My father was very <u>excited</u> when I finished my university. |
| 8. | I had excellent results in my job, my boss is <u>proud</u> . |
| 9. | She isn't afraid of making mistakes, she is very <u>confident</u> . |
| 10. | My computer broke down and tomorrow I have a presentation, I'm <u>unhappy</u> . |
| 11. | That's <u>impossible</u> I failed the quiz and I studied a lot. |
| 12. | She expressed her <u>discomfort</u> since she didn't like the restaurant. |
| 13. | He seems to be <u>antisocial</u> he doesn't have many friends. |

Self-activities

| | Original Sentence | Answer |
|----|--|--|
| 1. | We buy the new machinery. We produce more cars. | If we buy the new machinery, we will produce more cars. |
| 2. | They go to the fair. They have more presence with their target market. | If they go to the fair, they will have more presence with their target market. |
| 3. | She types fast. She finishes the report early. | If she types fast, she will finish the report early. |

| | | |
|----|--|---|
| 4. | The supervisor monitors the workers. The workers make high-quality products. | If the supervisor monitors the workers, the workers will make high-quality products. |
| 5. | We set high-quality standards. Our products are error free. | If we set high-quality standard, our products will be error free. |
| 6. | We reduce overtime. Our workers are not stressed. | If we reduce overtime, our workers won't be stressed. |
| 7. | The supervisors don't control the scrap. The price of the product increases. | If the supervisors don't control the scrap, the price of the product will increase. |
| 8. | The manager doesn't evaluate the employees. They don't know how they are performing. | If the manager doesn't evaluate the employees, they won't know how they are performing. |
| 9. | They redecorate the offices. They have better appearance. | If they redecorate the offices, they will have better appearance. |
| 10 | We attend our client's suggestions. Our clients are more satisfied. | If we attend our client's suggestions, our clients will be more satisfied. |

Topic 7. Science: Crime Lab

7.1

1. Activity 1

1. You should go to the doctor.
2. You should prepare more next time.
3. You should ask your classmates for some money.
4. You should drive slowly.
5. You should ask for a better position or a raise.

2. Activity 2

| Modal verbs | Affirmative | Negative | Question |
|-------------|--------------------|------------------------|---------------------|
| Must | I must go to work. | I mustn't work. | |
| Have to | I have to work. | I don't have to work. | Do I have to work? |
| Had to | I had to work. | I didn't have to work. | Did I have to work? |
| Could | I could work. | I couldn't work. | Could I work? |

| Modal verbs | Affirmative | Negative | Question |
|-------------|-------------------------|----------------------------------|-------------------------------|
| Must | She must do homework. | She mustn't do homework. | |
| Have to | She has to do homework. | She doesn't have to do homework. | Does she have to do homework? |
| Had to | She had to do homework. | She didn't have to do homework. | Did she have to do homework? |
| Could | She could do homework. | She couldn't do homework. | Could she do homework? |

| Modal verbs | Affirmative | Negative | Question |
|-------------|------------------------|-------------------------------|----------------------------|
| Must | I must leave early. | I mustn't leave early. | |
| Have to | I have to leave early. | I don't have to leave early. | Do I have to leave early? |
| Had to | I had to leave early. | I didn't have to leave early. | Did I have to leave early? |
| Could | I could leave early. | I couldn't leave early. | Could I leave early? |

| Modal verbs | Affirmative | Negative | Question |
|-------------|--------------------------|---------------------------------|-------------------------------|
| Must | We must have a party. | We mustn't have a party. | |
| Have to | We have to have a party. | We don't have to have a party. | Do you have to have a party? |
| Had to | We had to have a party. | We didn't have to have a party. | Did you have to have a party? |
| Could | We could have a party. | We couldn't have a party. | Could you have a party? |

7.2

1. Correct
2. B
3. A
4. B
5. A
6. D
7. C
8. B
9. B
10. A

Homework

| -Obligations and Prohibitions for the Staff- | |
|---|--|
| Clothing. <ul style="list-style-type: none"> • Uniforms. • Uniform for receptionist and bellboys. • Uniform for kitchen and maintenance staff. | <i>The staff must wear uniforms.</i> <i>The staff mustn't ask for tip.</i> <i>The kitchen and maintenance staff must wear their proper uniform.</i> |
| Working hours. <ul style="list-style-type: none"> • Holiday. • Evenings. • Sickness. • Weekends. | <i>The staff mustn't work during holidays.</i> <i>The staff have to work until 10 pm.</i> <i>The staff mustn't work if they are sick.</i> <i>The staff doesn't have to work at the weekends.</i> |
| Other obligations and prohibitions. <ul style="list-style-type: none"> • Food. • Drinks. • Room service. • Among others. | <i>The staff mustn't eat the hotel's food.</i> <i>The staff mustn't drink.</i> <i>The staff have to provide excellent room service.</i> |
| -Obligations and Prohibitions for tourists and guests- | |
| Food. <ul style="list-style-type: none"> • Breakfast. • Lunch. • Dinner. • Restaurant. • Room service. | <i>Tourists must come to the restaurant at 9 am if they want to eat breakfast.</i> <i>Tourists don't have to eat lunch if they don't want to.</i> <i>Tourists must make reservation for dinner.</i> <i>Tourists don't have to pay for room service.</i> |
| Rooms. | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Smoking. • TV. • Wi-fi • Drinks. • Capacity. | <i>Tourists mustn't smoke.</i> <i>Tourists have to pay for TV and Wi-fi.</i> <i>Tourists must pay for their drinks.</i> |
| Checking in & out. <ul style="list-style-type: none"> • Check in time. • Check out time. • Costs and cancellation. • Payment methods. | <i>Tourists must check in and check out on time.</i> <i>Tourists don't have to pay for cancellations.</i> <i>Tourists don't have to pay in cash.</i> |
| Other obligations and prohibitions. <ul style="list-style-type: none"> • Clothing in restaurants. • Entertainment. • Among others. | <i>Tourists don't have to wear any particular clothing brand.</i> <i>Tourists mustn't make reservations for any show or event.</i> |

Self-activities

1. You mustn't take photos.
2. If you want something from the refrigerator, you don't have to ask.
3. You mustn't drink this water.
4. You don't have to call me if you don't want to.
5. We mustn't make any noise because the baby is sleeping
6. She mustn't let it affect her performance even when she is sick.
7. We don't have to study, the quiz was cancelled.
8. The restaurant is never busy, so you don't have to make a reservation.

Module 2. Go the extra mile

Topic 8. The night

8.2

1.

| | |
|-----|--|
| 1. | They <u>are going to eat</u> (eat) sushi tonight. |
| 2. | He <u>is not going to travel</u> (not travel) next year. |
| 3. | What movie <u>are you going to watch</u> (watch)? |
| 4. | What <u>is he going to do</u> (do) with his problems? |
| 5. | We <u>are going to visit</u> (visit) their parents next year. |
| 6. | He <u>is going to go out</u> (go out) with his classmates after class. |
| 7. | I <u>am going to work out</u> (work out) tomorrow morning. |
| 8. | <u>Are you going to study</u> (study) for the final exam? |
| 9. | They <u>aren't going to return</u> (not return) home early this evening. |
| 10. | We <u>are going to play</u> (play) football tomorrow. |

2.

| Answer | Situation: | Options: |
|--------|--|----------------------------|
| D | 1. I didn't study for the exam. | A. Have an accident. |
| C | 2. She is driving too fast. | B. Take an aspirin |
| G | 3. Mike forgot to return the books to the library. | C. Get a ticket. |
| H | 4. The sky is very cloudy. | D. Fail the class. |
| F | 5. His car broke down. | E. Get fired. |
| I | 6. I didn't sleep well. | F. Call a service station. |
| B | 7. I have a headache. | G. Have to pay a fine. |
| J | 8. My brother is eating too much. | H. Rain a lot. |
| E | 9. I forgot to write the report in my job. | I. Be tired all day. |
| A | 10. My wife is a terrible skater. | J. Get fat. |

8.3

| | |
|-----|--|
| 1. | Oh my! You look so <u>tired</u> ! You shouldn't spend too much time playing videogames. |
| 2. | The party was <u>interesting</u> . There was a lot of food, music and people. |
| 3. | When I came out of the restaurant. I saw food on my shirt, I was so <u>embarrassed</u> . |
| 4. | Her injury was very <u>frightening</u> . We received bad news and we got worried a lot. |
| 5. | He studied too much for his exam but he did badly, he is <u>frustrated</u> ! |
| 6. | I was so tired, but now that I drank an energy drink, I feel so <u>energized</u> . |
| 7. | Studying and working is so <u>tiring</u> . |
| 8. | The story had a <u>surprising</u> ending. The main character suffered a lot over and over again. |
| 9. | The film is so <u>entertaining</u> . There is a lot of action. |
| 10. | He is only 16 years old. I thought he was 27 years old; his age is so <u>confusing</u> . |
| 11. | I had a really <u>annoying</u> dream last night. Then I couldn't rest anymore. |
| 12. | My boss was <u>excited</u> when he received good results. |

Self-activities

| | |
|----|--|
| 1. | The teacher allows (eat) in the classroom. • <u>Eating/to eat/both</u> . |
| 2. | He refuses (do) the homework. • <u>Doing/to do/both</u> . |
| 3. | We started (work out) yesterday. • <u>Working/to work/both</u> . |
| 4. | She chooses (drink) juice during lunch. • <u>Drinking/to drink/both</u> . |
| 5. | I would like (travel) to Japan. • <u>Traveling/to travel/both</u> . |
| 6. | They suggest (run) in the park. • <u>Running/to run/both</u> . |
| 7. | He quit (smoke) three days ago. • <u>Smoking/to smoke/both</u> . |
| 8. | I finished (clean) the house. • <u>Cleaning/to clean/both</u> . |
| 9. | She loves (watch) movies at home. • <u>Watching/to watch/both</u> . |

| | |
|-----|---|
| 10. | You decided (ride) a bicycle instead of driving a car. • Riding/ <u>to ride</u> /both. |
|-----|---|

Topic 9. Work and industry

9.2

1. A restaurant is where food is eaten.
2. A bank is where money is saved.
3. A movie theatre is where movies are watched.
4. A store is where groceries are bought.
5. A hospital is where people are cured.
6. A school is where children are taught.

9.3

| | Compound Noun: | Definition: | Answer: |
|-----|----------------|---|-------------|
| 1. | Toad | A poisonous fungus. | Toadstool |
| 2. | Tug | A vehicle for towing. | Tugboat |
| 3. | Rattle | A venomous snake. | Rattlesnake |
| 4. | Hand | A woman's purse. | Handbag |
| 5. | Cross | A road that intersects another one. | Crossroad |
| 6. | Soft | A variation of baseball. | Softball |
| 7. | Bull | An animal with a stocky body. | Bulldog |
| 8. | Bill | A panel for display of advertisement in public places. | Billboard |
| 9. | Bed | The time you go to sleep. | Bedtime |
| 10. | Egg | An intellectual. | Egghead |
| 11. | Eye | The fold of skin over the eye. | Eyelid |
| 12. | Side | A paved walkway. | Sidewalk |
| 13. | Side | Facial hair that has grown down the side of a man's face. | Sideburns |
| 14. | Light | A tall structure topped by a powerful light. | Lighthouse |
| 15. | Left | Food remaining. | Leftovers |
| 16. | Jelly | A fish having gelatinous umbrella-shaped body. | Jellyfish |
| 17. | Horse | The power exerted by a horse pulling. | Horsepower |
| 18. | Honey | A trip taken by a newly married couple. | Honeymoon |
| 19. | Home | Schoolwork done out of lessons. | Homework |
| 20. | Heart | Intense sorrow. | Heartbreak |
| 21. | Dish | A machine for washing dishes. | Dishwasher |
| 22. | Day | The time in the morning when light first appears. | Daybreak |

Self-activities

| | |
|--|--|
| 1. The gardener cuts the flowers every Sunday. | 1. The flowers are cut by the gardener every Sunday. |
|--|--|

| | |
|--|---|
| 2. Mary picks up her little brother Tom from school. | 2. The little brother Tom is picked by Mary from school. |
| 3. The merchant sells hats on the beach. | 3. The hats are sold by the merchant on the beach. |
| 4. Many people read the newspaper. | 4. The newspaper is read by many people. |
| 5. Insects destroy many crops every year. | 5. Many crops are destroyed by insects every year. |
| 6. The cleaning personal clean the office every morning. | 6. The office is cleaned by the cleaning personal every morning. |
| 7. My dad fixes the television. | 7. The television is fixed by my dad. |
| 8. The waiter sets the table for us. | 8. The table is set for us by the waiter. |
| 9. The government spends a lot of money on building new roads. | 9. A lot of money on building new roads is spent by the government. |
| 10. Matilda makes great cakes. | 10. Great cakes are made by Matilda. |

Topic 10. Global affairs

10.1

1.

| | |
|---|--|
| She is flying to New York next month. | We bought tickets in the movie theatre |
| My class is going to a company next week. | I made an appointment with the doctor. |
| My wife and I are watching a movie tonight. | We received the pregnancy test. |
| She is having a date tomorrow night. | The school booked a bus for us. |
| I'm going to the doctor at 6 pm. | The score is 10-0. |
| My wife is having a baby next year. | She has the plane tickets. |
| My team is winning the game today. | They agreed to meet at 10 pm. |
| He is meeting with his friend after school. | Someone made reservations for her in a fancy restaurant. |

2.

| | |
|----|--|
| 1. | Situation: You see your brother in the movie theatre. What movie <u>are you going to watch</u> (you/watch)? |
| 2. | Situation: Someone just knocked on the door. Let me help you, I <u>will open</u> (open) it. |
| 3. | Situation: Ana just bought plane tickets to go to Quebec on May 19 th . She <u>is flying</u> (fly) to Quebec. |
| 4. | Situation: You have a doctor's appointment today. I <u>am not coming</u> (come) to work today. I have a doctor's appointment. |
| 5. | Situation: You have decided to buy a new car. I <u>am going to</u> (buy) a new car. |
| 6. | Situation: You see a woman carrying a heavy bag. |

| | |
|-----|--|
| | I <u>will carry</u> (carry) those bags for her. |
| 7. | Situation: Someone just spilled water on your pants. I <u>will get</u> (get) a towel. |
| 8. | Situation: You have made plans with your girlfriend to meet at a restaurant tomorrow at 8 pm. I <u>am going to make</u> (make) a reservation. |
| 9. | Situation: You plan to study for your final exam. The final exam is very difficult, I <u>am going to study</u> (study) tonight. |
| 10. | Situation: You want to ask someone to close the door because there is too much noise. <u>Will you please close</u> (close) the door? |

10.2

1.

| Active Voice | Passive Voice |
|--------------------------------------|--|
| 1. John wrote a report for his boss. | A report was written by John for his boss. |
| 2. Priscila bought a car. | A car was bought by Priscila. |
| 3. We watched a movie. | A movie was watched by us. |
| 4. They play baseball. | Baseball was played by them. |
| 5. Rebeca hired a new supervisor. | A new supervisor was hired by Rebeca. |
| 6. Paola recorded a video. | A video was recorded by Paola. |
| 7. Esmeralda sold her house. | A house was sold by Esmeralda. |

2. Example: The room was checked by the police, because jewelry was stolen and many things were destroyed. Moreover, the windows were broken, but at the end the thief was caught.

10.3

- My aunt can speak Chinese and English very well. She's a translator.
- Every weekend on Saturday and Sunday, I go swimming at the beach.
- What job experience do you have? What jobs did you have before?
- A. Can you speak English? B. Of course, I'm speaking English now!
- Ms. Smith is a doctor and makes lots of money. She has a big salary.
- What special skill do you have? What can you do?
- He loves to drive fast. He wants to be a race car driver.
- I have lots of work experience, so my resume is two pages long.

Homework

| | | |
|----|-------------------------------------|---|
| 1. | _____ was _____ by the Han dynasty. | a) Paper / Created b) Paper/ Invented |
| 2. | The compass was invented by _____. | a) The Chinese b) The Arabs c) The Greeks |

| | | |
|-----|--|--|
| 3. | Plumbing was developed as early as _____. | a) The 16 th to the 21 st centuries BC. b) The 1 st to the 16 th centuries BC. <u>a) The 31st to the 26th centuries BC</u> |
| 4. | What was used in prehistoric times to prevent food spoiling and developing bacteria? | <u>Ice.</u> |
| 5. | Penicillin <u>was discovered</u> by accident by Alexander Fleming. | |
| 6. | Contraceptives were first introduced to the public _____. | a) 1970s <u>b) 1960s</u> c) 1950s |
| 7. | Put the words in order: the / by / was/ engine/ steam/ Watt/ improved/ James | The steam engine was improved by James Watt |
| 8. | The wheel <u>was invented</u> in the 4 th century BC. | |
| 9. | Radio was developed by _____ in the late 19 th century BC. | a) Alexander Graham Bell b) Samuel Morse <u>c) Nikola Tesla</u> |
| 10. | Put the words in order: enjoyed / the / by/ cities/ century/ electricity/ mid-20 th / was/ big/ people/ in/ the/ before | Electricity was enjoyed by people in the big cities in the mid-20 th century. |

Self-activities

| | |
|----|---|
| 1. | Are you coming with me to run in the park? <ul style="list-style-type: none"> <u>Decisions made at the moment of speaking.</u> Decisions and plans made before the moment of speaking. 100% arrangements. |
| 2. | I'm nervous and I'm sure I will be more nervous before the day of the wedding. <ul style="list-style-type: none"> <u>Decisions made at the moment of speaking.</u> Decisions and plans made before the moment of speaking. 100% arrangements. |
| 3. | We are going to Toronto this weekend. Could you please take care of my cat? <ul style="list-style-type: none"> <u>Decisions made at the moment of speaking.</u> Decisions and plans made before the moment of speaking. 100% arrangements. |
| 4. | I'm very hungry, I will cook something. <ul style="list-style-type: none"> <u>Decisions made at the moment of speaking.</u> Decisions and plans made before the moment of speaking. 100% arrangements. |
| 5. | They are going to travel to China next year during vacations. <ul style="list-style-type: none"> Decisions made at the moment of speaking. <u>Decisions and plans made before the moment of speaking.</u> 100% arrangements. |
| 6. | We are going to the concert, we have the tickets. <ul style="list-style-type: none"> Decisions made at the moment of speaking. <u>Decisions and plans made before the moment of speaking.</u> <u>100% arrangements.</u> |
| 7. | She is sure her husband will clean the house. <ul style="list-style-type: none"> Decisions made at the moment of speaking. Decisions and plans made before the moment of speaking. <u>100% arrangements.</u> |

| | |
|-----|---|
| 8. | <p>We are having a baby, we just received the pregnancy test.</p> <ul style="list-style-type: none"> • Decisions made at the moment of speaking. • Decisions and plans made before the moment of speaking. • <u>100% arrangements.</u> |
| 9. | <p>I have a very important exam tomorrow, I'm going to study tonight.</p> <ul style="list-style-type: none"> • Decisions made at the moment of speaking. • <u>Decisions and plans made before the moment of speaking.</u> • 100% arrangements. |
| 10. | <p>I will read, but the room is very dark, I will turn on the lights.</p> <ul style="list-style-type: none"> • <u>Decisions made at the moment of speaking.</u> • Decisions and plans made before the moment of speaking. • 100% arrangements. |
| 11. | <p>My sister is having a meeting at work today at 3 pm.</p> <ul style="list-style-type: none"> • Decisions made at the moment of speaking. • Decisions and plans made before the moment of speaking. • <u>100% arrangements.</u> |

Topic 11. The environment

11.1

1.

| | |
|-----|--|
| 1. | She found a better job with better salary, she can <u>get ahead</u> . |
| 2. | Last month, they <u>got back</u> from their holiday in Mexico. |
| 3. | He should study more, so he doesn't <u>get behind</u> in chemistry. |
| 4. | Jessy <u>got into trouble</u> after he told a lie. |
| 5. | The police couldn't catch the thieves. They <u>got away</u> . |
| 6. | We are extremely bored. We should <u>get together</u> with our friends. |
| 7. | Her job doesn't pay her much money. It is difficult for her to <u>get by</u> . |
| 8. | You really like your classmates. You all <u>get along</u> each other. |
| 9. | Being warm and resting will help you <u>get over</u> your cold. |
| 10. | In the morning, what time do you <u>get up</u> ? |
| 11. | Please, hurry up! I don't want to miss the plane. Let's <u>get on</u> . |
| 12. | We have to <u>get off</u> the airplane in New York and then transfer to another one. |

2.

| | |
|----|--|
| 1. | Is the TV turned on? Will you <u>turn it off</u> please? |
| 2. | He <u>works out</u> in the local gym every week. |
| 3. | I <u>go out</u> with some friends. |
| 4. | I <u>put on</u> a coat and left the house. |
| 5. | He <u>took off</u> her jacket as he came in. |
| 6. | We <u>woke up</u> very early this morning. |
| 7. | I <u>got up</u> and get out of bed at 6 am. |

11.2

1.

| | Sentence | Noun Phrase |
|----|---|--|
| 1. | The house in the corner of the street is David's. | The house in the corner of the street the corner of the street |
| 2. | The small cat is drinking milk. | The small cat |

| | | |
|-----|--|---------------------------------------|
| 3. | I gave my mom a beautiful watch. | a beautiful watch |
| 4. | This is Julia, my little daughter. | my little daughter |
| 5. | We need a glass of water. | a glass of water |
| 6. | Jesus' greatest dream is to buy a new car. | a new car |
| 7. | Playing football under the heavy rain was difficult. | Playing football under the heavy rain |
| 8. | My younger brother lives in Spain. | My younger brother |
| 9. | Do you like playing chess with me? | playing chess |
| 10. | Have you ever traveled to the famous Eiffel Tower? | to the famous Eiffel Tower |

2.

| | |
|-----|---|
| 1. | I looked at the <u>expensive</u> houses. |
| 2. | They jumped into the <u>big</u> swimming pool. |
| 3. | I gave my mom a <u>good</u> book. |
| 4. | My <u>small, friendly</u> dog eats too much. |
| 5. | The <u>angry</u> child was destroying everything. |
| 6. | They walked to the <u>dangerous</u> woods. |
| 7. | My <u>little, beautiful</u> bird is fun to watch. |
| 8. | The <u>new</u> school was open until 10 pm. |
| 9. | Have you ever seen the <u>old</u> painting. |
| 10. | Our <u>big</u> family outing was our vacation to Copper Canyon. |

11.3

| | |
|-----|--|
| 1. | You like eating Mexican food <u>don't you</u> ? |
| 2. | You didn't like English before, <u>did you</u> ? |
| 3. | You have a dog, <u>don't you</u> ? |
| 4. | You were here last class, <u>weren't you</u> ? |
| 5. | You have traveled to another country, <u>haven't you</u> ? |
| 6. | You don't live in an apartment, <u>do you</u> ? |
| 7. | You went to a restaurant last week, <u>didn't you</u> ? |
| 8. | You are going to have vacations soon, <u>aren't you</u> ? |
| 9. | You didn't like videogames when you were a child, <u>did you</u> ? |
| 10. | You can use photoshop, <u>can't you</u> ? |

Homework

James and Jim's flight home from India was at 8 am in the morning. They decided to meet with James' friend Marco at half past five but Marco arrived at the hotel almost 45 minutes later, but that was just a delay and not a big problem. On the way from the hotel to the airport, their rental car broke down in the middle of an intersection and it caused a traffic jam. Then, Jim realized that he had left his laptop in the hotel, but it was too late for them to turn back. When they arrived at the airport, they just had time to check in, go through the passport control and security check and get on the plane because there was a problem on the runway. Also, they both felt a jet lag and at the end 50 minutes later after landing, they get off.

Self-activities

1. My supervisor will be angry if I show up late to the meeting. (Show)
2. Our client will turn down the proposal if the competitor makes a better offer. (Turn)
3. Karen takes off one morning every month to visit her grandmother. (Take)
4. I will bring up your suggestion to my team. (Bring)
5. We put off Mike's retirement party because he has to go out of town. (Put)
6. Kate comes up with a lot of great marketing strategies. (Come)

7. In some countries, you must take off your shoes before you enter a home. (Take)
8. We want to replace the copy machine because it broke down frequently. (Break)
9. We lost our internet connection, so we couldn't go on with our research. (Go)

Topic 12. Sport

12.1

1. If I were a guitarist, I would be so happy.
2. If they played under the heavy rain, they would catch a cold.
3. If we won the lottery, we would invest it.
4. If she didn't have money, she would look for a new job.
5. If you quit your job, what would you do?
6. If you could travel to anywhere, you would go to Portugal.
7. If you didn't study for the exam, you would fail it.
8. If he were a police officer, he would catch criminals.
9. If I had the money, I would lend it to you.
10. If I weren't so busy, I would invite you for dinner.
11. She would be happier if she stopped wasting her time.
12. We would sell our house if we needed the money.

12.2

Activity 1

1. Salt = Uncountable
2. Child = Countable
3. Love = Uncountable
4. Honey = Uncountable
5. Water = Uncountable
6. Fire = Uncountable
7. Tiger = Countable
8. Light = Uncountable
9. Cloud = Countable
10. Pillow = Countable
11. Car = Countable
12. Pencil = Countable
13. Father = Countable
14. Wallet = Countable
15. Perfume = Uncountable

Activity 2

1. He is intelligent enough to answer the question.

2. The dress is too long for my girlfriend.

3. Ana is too young to travel by herself.

4. There is enough food in the house for all of us.

5. I didn't play good enough yesterday in the game.

6. I can't sleep because my neighbours are too noisy.

7. Can you help me to get the milk? You are tall enough to do it.

8. The dog is fast enough to catch the ball.

9. I can't understand, the teacher isn't speaking clearly enough.

10. Did you have enough time to study for the exam?

12.3

| | |
|----|--|
| 1. | He hasn't cleaned her car yet _____ he promised me he would. <ul style="list-style-type: none"> • Since • If • <u>Though</u> |
| 2. | My wife hates strong flavors _____ onion or garlic. <ul style="list-style-type: none"> • But • <u>Like</u> • Although |
| 3. | My daughter loves strong flavors, _____ my wife hates them. <ul style="list-style-type: none"> • Before • <u>Whereas</u> • Similarly |
| 4. | My father says he will be here late _____ he had a meeting. <ul style="list-style-type: none"> • Until • Or • <u>Because</u> |
| 5. | Ana said she really liked the dinner, but I wasn't so sure _____ she did. <ul style="list-style-type: none"> • But • <u>Whether</u> • As |
| 6. | My previous job wasn't well paid. _____, my new job is well paid. <ul style="list-style-type: none"> • <u>On the other hand</u> • As well as • Until |
| 7. | He delivered the report late. _____, his boss fired him. <ul style="list-style-type: none"> • <u>Therefore</u> • Later • Also |
| 8. | I got the job _____ the fact I don't have job experience. <ul style="list-style-type: none"> • Otherwise • Moreover • <u>Despite</u> |

| | |
|-----|---|
| 9. | We lost the game, but we told ourselves we had improved a lot _____. <ul style="list-style-type: none"> • <u>Nonetheless</u> • Thus • But |
| 10. | I was a failure in Law school, so I decided to try medicine _____. <ul style="list-style-type: none"> • However • Otherwise • <u>Instead</u> |
| 11. | His report was badly writing. _____ it contained unnecessary information. <ul style="list-style-type: none"> • However • Hence • <u>In addition</u> |

Self-activities

Activity 1

| | Facts: | Answer: |
|----|--|--|
| | Example Facts: I am not a model. I don't follow fashion trends. | <i>If I were a model, I would follow fashion trends.</i> |
| 1. | Facts: My job is interesting. I love it! | <i>If my job wasn't interesting, I wouldn't love it.</i> |
| 2. | Facts: My computer doesn't run sophisticated software. I need an Apple. | <i>If my computer ran sophisticated software, I wouldn't need an Apple.</i> |
| 3. | Facts: My computer runs sophisticated software. I don't need an Apple. | <i>If my computer didn't run sophisticated software, I would need an Apple.</i> |
| 4. | Facts: My colleague Jan is friendly. He helps me. | <i>If my colleague Jan weren't friendly, he wouldn't help me.</i> |
| 5. | Facts: My company prohibits receiving presents from suppliers. We do not compromise our integrity. | <i>If my company wouldn't prohibit receiving presents from suppliers, we would compromise our integrity.</i> |
| 6. | Facts: We change our pool of cars every five years. The cars are in great conditions. | <i>If we didn't change our pools of cars every five years, the cars wouldn't be in great conditions.</i> |
| 7. | Facts: Your boss is tough. He doesn't accept mistakes. | <i>If your boss weren't tough, he would accept mistakes.</i> |
| 8. | Facts: We are committed to quality. We produce with high-quality standards. | <i>If we weren't committed to quality, we wouldn't produce high-quality standards.</i> |
| 9. | Facts: She takes notes in meetings. She writes the minutes | <i>If she didn't take notes in meetings, she wouldn't write the minutes.</i> |

Activity 2

| | |
|----|--|
| 1. | John isn't <u>strong enough</u> to lift the TV. (strong) |
| 2. | The girl was <u>too smart</u> to solve the math problem. (smart) |
| 3. | We are not <u>rich enough</u> to go on vacation. (rich) |
| 4. | I am <u>too overweight</u> to wear these jeans. (overweight) |
| 5. | The prices of the computers are <u>too good</u> to be true. (good) |

Topic 13. Corporate culture

13.2

| Answer: | Explanation: |
|---------|---|
| G | They challenge your brain to think about new ideas for different projects. |
| I | It provides different benefits such as: gym memberships, lunches, coffee service, among others. |
| D | People with the ability to consider other perspectives or opinions. |
| f | They give you time to relax and think about your life and all its elements. |
| C | It doesn't matter if it is positive or negative, it will help you to improve your productivity. |
| E | It improves your skills. |
| J | They make a friendlier environment. |
| H | He/she is an experience and trusted adviser. |
| A | Responsibilities that provide appreciation from others and not just a paycheck. |
| B | It gives the chance to take care of personal issues or business. |

Self-activities

| Sentence | True or False |
|---|---------------|
| Ali is only looking for waiters. | True |
| You don't need an interview if you want to become an astronaut. | False |
| If you like to fix sinks, you can call Mr. Ali. | False |
| You don't need acting experience to work in this big Hollywood movie. | False |
| You can start tomorrow if you call Mr. Ali. | True |
| You need to send two checks for \$5.504 and you will become rich. | False |
| Mr. Ali's restaurant isn't downtown. | True |
| The space agency is located on Main St. | False |
| If you want to be rich go to Sometown, USA. | True |
| Mr. Ali has a new restaurant. | True |

Topic 14. Work communication

14.3

| Question: | Answer: |
|---|--|
| 1. What are some of the positive things about "citizen Journalism"? | Answers may vary. |
| 2. When are the best times to check in on ongoing breaking news? | The first five minutes, then in wider gaps to allow more details to develop. |
| 3. What is the name of people who used to determine what news was fit to print or play? | Media Gatekeepers |
| 4. Which places do you go first when you want information on breaking news? | Answers may vary. |
| 5. Which outlets do you trust the least? | Answers may vary. |
| 6. How reliable are anonymous sources? | Not reliable at all. |
| 7. How can you verify a story before you share it on social media? | Do a search to see if multiple outlets you trust are also covering the same story. |

Homework

| Expressions: | Answer: |
|------------------------------|---------|
| a) who is this? | 4 |
| b) a message? | 8 |
| c) he is not here right now. | 5 |

| | |
|------------------------------|----|
| d) to Mike Diaz, please? | 1 |
| e) calling...is Maria there? | 6 |
| f) I help you? | 10 |
| g) call back in two hours. | 9 |
| h) put you through. | 3 |
| i) to call me back, please? | 7 |
| j) the finance department? | 2 |

Self-activities

| | Sentence | True or False |
|----|---|---------------|
| 1. | Thank-you notes are eventually going away. | False |
| 2. | Thank-you notes are required only for job interviews. | False |
| 3. | Emails are better than thank-you notes. | It may vary. |
| 4. | You need to write at least three sentences for thank-you notes. | True |
| 5. | I've sent a thank-you notes before. | It may vary. |

Topic 15. Advertisements and marketing

15.1

| | Question | Answer |
|-----|--|-------------------------------|
| 1. | What is the number of hours in a year? | 8760 hours |
| 2. | What is the length of the Great Wall of China? | 21,196 km |
| 3. | What are your chances of buying a new cellphone? | It may vary. |
| 4. | What is the number of steps the top of the Eiffel Tower? | 1665 steps |
| 5. | What is the height of the Mount Everest? | 8,849 m |
| 6. | What is the distance from the earth to the sun? | 151.22 million km |
| 7. | What is the speed that light travels? | 670,616,629 miles per hour |
| 8. | What is the number of bones in a human body? | 206 bones |
| 10. | What is the deepest known point in the earth's oceans? | Challenger Deep |
| 11. | What is the length of the Nile River? | 6,650 km |
| 12. | What is the world's population? | 7,794,798,739 |
| 13. | What is the distance from earth to the moon? | 384,400 km |
| 14. | What is the number of insect species in the world? | More than one million species |
| 15. | What is the length of the highest volcano in Mexico? | The Pico de Orizaba 5610 m |

| Sentence: | Possible answers: | Answer: |
|--|---------------------------|---------|
| 1. His _____ had a really important meeting on the first day of the trade fair, so he had to take over his task of supervising everything about the booth. | Consignor | |
| | Show Manager | |
| | Exhibit Manager | X |
| 2. We lost the catalogs for our trade fair, we will have to use the _____ instead. | Fair Pass | |
| | Leaflets | X |
| | Price lists | |
| 3. We will participate in the trade fair, but the _____ is so high, we barely made it. | Target Date | |
| | Rental Booth | |
| | Space Rate | X |
| 4. The exposition rules stated that everyone must wear _____ during the trade fair | Badges | x |
| | Aisle | |
| | Catalogs | |
| 5. One of my biggest strengths is _____, I did great with everyone. | Trade Show Marketing | |
| | Consignment | |
| | Networking | X |
| 6. The _____ made a mistake and we didn't receive the goods today. | Consignee | |
| | Consignor | X |
| | Exhibit Manager | |
| 7. The _____ didn't receive the goods because there was a delay in the shipment. | Consignee | X |
| | Consignor | |
| | Exhibit Manager | |
| 8. If you are the person buying goods, you need to request for a _____. | Booth | |
| | Consignment | |
| | Certificate of inspection | X |
| 9. The _____ refers to the amount of money you have to pay for transporting the goods. | Freight | X |
| | Inventory | |
| | Aisle | |
| 10. Our _____ are quite spacious, even if it is crowded. | Assembly | |
| | Teardown | |
| | Aisle | X |

Self-activities

| English | Meaning | Sentence |
|--------------|--|---|
| • campaign | A connected series of operations designed to bring about a particular result. | My department is developing an interesting campaign about fashion. |
| • commercial | It means involving or relating to the buying and selling of goods. | My campaign was meant to protect the area for commercial development. |
| • consumers | A person who purchases goods and services for personal use. | There are many consumers of our product. |
| • message | A verbal, written, or recorded communication sent to or left for a recipient who cannot be contacted directly. | I need to send a message to my manager. |

| | | |
|------------------------|--|---|
| • slogan | A short and striking or memorable phrase used in advertising. | Our slogan is strong and clear. |
| • analytical | Relating to or using analysis or logical reasoning. | You lack the analytical skills for this job. |
| • communication skills | Communication skills are the abilities you use when giving and receiving different kinds of information. | She has great communication skills for her position. |
| • negotiation skills | Negotiation skills are qualities that allow two or more parties to reach a compromise. | Our boss doesn't solve problems, she needs to work on his negotiation skills. |
| • brainstorm | Spontaneous group discussion to produce ideas and ways of solving problems. | We will launch a new campaign, let's start with a brainstorm new ideas. |
| • influence | The capacity to have an effect on the character, development, or behavior of someone or something, or the effect itself. | Your product has great influence on the market. |
| • persuade | To cause (someone) to do something through reasoning or argument. | Our advertisement can persuade consumers to buy our product. |
| • trend | A general direction in which something is developing or changing | We need to adapt to every trend. |
| • media | The main means of mass communication (broadcasting, publishing, and the internet) regarded collectively. | We need to use the media to show our campaign to the world. |

Uso de rúbricas

La evidencia final del curso tiene asignada una rúbrica con la cual es obligatorio que se califique, esto es muy importante para nuestro modelo de competencias ya que es la forma en la que medimos el desarrollo de las competencias en nuestros alumnos.

Es importante evaluar con la rúbrica que aparece en el apartado de la evidencia final ya que se les estará auditando constantemente su realización efectiva.

Video disponible para calificar con rúbricas en:

- ¿Cómo busco una rúbrica?: <https://youtu.be/QgDKeZv9tAI>
- ¿Cómo califico con una rúbrica?: <https://youtu.be/mAbIsLAgIp4>

Tips importantes

- **Material de capacitación en la plataforma tecnológica Canvas:**
 - Tutorial digital para profesores: <https://bit.ly/2SbMaNK>
 - Tutorial digital para alumnos: <https://bit.ly/35IBnPg>
- **¿En dónde o a quién reporto un error detectado en el contenido del curso?**

Lo puedes reportar a la cuenta atencioncursos@servicios.tecmilenio.mx pero te pedimos que también reportes sugerencias para el contenido y actividades del curso.

- **¿Quién me informa de la cantidad de sesiones y tiempo de cada sesión en las semanas?**

El coordinador docente te debe de proporcionar esta información.

GUÍA PARA EL PROFESOR

- **¿En qué semanas se aplican los exámenes parciales y el examen final?**

Consulta con tu coordinador docente los calendarios de acuerdo a la modalidad de impartición.

- **¿Tengo que capturar las calificaciones en Banner y en la plataforma educativa?**

Si, es importante que captures calificaciones en la plataforma para que los alumnos estén informados de su avance y reciban retroalimentación de parte tuya de todo lo que realizan en el curso. En banner es el registro oficial de las calificaciones de los alumnos.