

## **Bloque 12. Unit 5.**

### **Unit 5. Made in**

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#### **ÍNDICE**

- 0. Introduction
  - 1. Grammar
    - 1.1. Object pronouns
    - 1.2. The passive voice
  - 2. Reading and vocabulary: a job interview.
  - 3. Listening and speaking: a job interview
  - 4. Writing: writing a formal letter to apply for a job
- 

#### **0. Introduction**

En este tema vamos a aprender a usar los pronombres personales objeto y la voz pasiva, que, a diferencia del castellano, se utiliza con mucha frecuencia en inglés. Y, además de las oraciones pasivas, vamos a trabajar dos cosas que resultan imprescindibles a la hora de buscar trabajo: cómo escribir una carta de presentación para acompañar nuestro CV (que aprendimos a redactar en el Módulo 3), y cómo hacer una entrevista de trabajo. Vamos a empezar leyendo el siguiente texto:

#### **MADE IN...**

It is well known that wine, cheese, olive oil, honey and even knives are some of the most representative products of Castilla - La Mancha. What are the most important and typical products of the British Isles? Do you know any of them? Pay attention and you will be surprised by this information.

- Knives are manufactured in Sheffield, because the materials that are needed for the industry are near this area.
- Sheep have always been bred in the area of Yorkshire. Still today, wool is produced there and it is used to make clothes.
- Whisky is the most famous product of Scotland. Whisky is manufactured all over the country by all kinds of distilleries and then it is taken to different countries in the world.
- Scotland was also famous because a lot of ships were made in Glasgow. Nowadays, the production has been reduced because of foreign competition.
- The area of South Wales was very busy during the 1970s and 1980s because coal was mined here. However, coal mining was stopped in the 1990s.
- Fancy a beer? If you like black beer, then go to Ireland. Black beer is produced in Dublin and then it is sold in the United Kingdom and Europe.

### Actividad nº 1

**Where are the products in the text made? Complete the sentences with the correct information.**

- a) Knives, cheese, olive oil and honey are made \_\_\_\_\_.
- b) Knives are manufactured \_\_\_\_\_.
- c) (A lot of) \_\_\_\_\_ were made in Glasgow.
- d) Wool is produced \_\_\_\_\_.
- e) \_\_\_\_\_ is taken to different countries of the world.
- f) \_\_\_\_\_ was mined in South Wales.
- g) \_\_\_\_\_ was stopped in the 1990s.
- h) Black beer is produced \_\_\_\_\_.
- i) \_\_\_\_\_ is sold in the United Kingdom and Europe.

### 1. Grammar

#### **Made in...**

En el apartado gramatical de esta unidad vamos a ver:

- **Pronombres personales objeto.**

- **La voz pasiva**, opuesta a la voz activa. ¿Conoces la diferencia entre ambas?

- En la voz activa nos centramos en la persona o cosa que realiza la acción del verbo.
- En la voz pasiva nos centramos en la persona o cosa que recibe la acción del verbo.

#### 1.1. Object pronouns

Como ya sabes, los pronombres son palabras que sustituyen a los nombres. Generalmente los utilizamos como sujetos de la oración (conoces los pronombres personales cuando realizan función de sujeto, son las primeras cosas que uno aprende cuando empieza a prender un idioma:

**I – You – He – She...): I like apples ; You are happy ; They are speaking, etc.**

Ahora vamos a ver la forma que tienen esos pronombres cuando realizan otra función distinta a la de sujeto. Cuando queremos referirnos a cualquier persona que no hace la función de sujeto y queremos utilizar el pronombre en lugar de su nombre debemos usar los pronombres en función de objeto.

Podemos poner unos sencillos ejemplos en español para que lo entiendas:

**Yo le regalé un libro en Navidad**

**Mi padre me regaló a mí un CD.**

En este caso, tanto **me** como **le** son una variante de YO y de ÉL; la variante que se utiliza en castellano para la función objeto.

En este cuadro puedes ver las dos formas que tienen los pronombres personales:

I	Me
You	You
He	Him
She	Her
It	It
We	Us
You	You
They	Them

Sabemos que la mayor complicación de esta cuestión es precisamente su parecido con otros pronombres y adjetivos (los posesivos). Por ello, tenemos que aprender a diferenciarlos:

- los pronombres personales (sean sujeto u objeto) sustituyen a un nombre (sustantivo) y van solos:

o **She is very beautiful** (pronombre personal sujeto)

o **Simon likes her** (pronombre personal objeto)

- los adjetivos posesivos acompañan a un sustantivo y no pueden ir solos:

o **Simon likes my sister** (adjetivo posesivo, no puede ir sin "sister")

Vamos a ver cómo se usan correctamente estos pronombres personales según una sencilla estrategia:

- **Si el pronombre está delante del verbo, es un pronombre sujeto.**

- **Si el pronombre está detrás del verbo, es un pronombre objeto.**

**Example: She loves you** (she es un pronombre sujeto y you aquí actúa como pronombre objeto)

**Example: Louise phoned John yesterday - She phoned him yesterday** (she sustituye a Louise, sujeto; him sustituye a John, objeto)

**Example: Steve invited Sue to a party last week - He invited her to a party last week** (he sustituye a Steve, sujeto; her sustituye a Sue, objeto)

## Actividad nº 2

**Change the nouns in bold by pronouns. You have an example:**

Example: I like **John**. I like him.

a) We work with **Peter and Susan** . We work with \_\_\_\_\_.

b) Tell **my sister** the truth. Tell \_\_\_\_\_ the truth.

c) I will give **my father** a present. I will give \_\_\_\_\_ a present.

d) I travelled to London with **my cat** . I travelled to London with \_\_\_\_\_.

e) They gave **my husband and me** a present. They gave \_\_\_\_\_ a present.

### Actividad nº 3

#### **Complete the questions with an object pronoun.**

Example: I like those girls. → Do you like **them**?

- a) I like those girls. → Do you like \_\_\_\_\_?
- b) I like that man. → Do you like \_\_\_\_\_?
- c) I like those people. → Do you like \_\_\_\_\_?
- d) I like Tom's wife. → Do you like \_\_\_\_\_?
- e) I like his friends. → Do you like \_\_\_\_\_?
- f) I like the woman in the green coat. → Do you like \_\_\_\_\_?
- g) I like Mr. Brown. → Do you like \_\_\_\_\_?
- h) I like those students. → Do you like \_\_\_\_\_?

### Para saber más

**Press the link [pronouns](#) and watch the video about pronouns un English. Then do the different quizzes. Good luck!**

<http://www.bbc.co.uk/skillswise/video/pronouns>

### 1.2. The passive voice

En inglés se utiliza mucho la voz pasiva, que se centra en el objeto de una acción (quién o qué recibe la acción que expresa el verbo). Oraciones tan sencillas y habituales como "Me dijeron la verdad", "Mañana inauguran el nuevo centro de adultos" o "En Estados Unidos se habla inglés" no utilizan la voz pasiva en castellano, pero para decirlas en inglés Sí que necesitaremos conocer este tipo de estructura.

Como decíamos al principio de esta unidad, éstas son las características principales de voz activa y voz pasiva:

- En la **voz activa** nos centramos en la persona o cosa que realiza la acción del verbo.
  - **The police arrested the thieves.** (La policía arrestó a los ladrones)
- En la **voz pasiva** nos centramos en la persona o cosa que recibe la acción del verbo.
  - **The thieves were arrested by the police.** (Los ladrones fueron arrestados por la policía)

Por tanto,

- En la voz activa, el sujeto de la oración es la persona o cosa que realiza la acción del verbo. (The police)
- En la voz pasiva, el sujeto de la oración es la persona o cosa que recibe la acción del verbo. (The thieves)

En definitiva, se trata de convertir al objeto de una oración normal en el sujeto de la nueva oración. Es decir, el objeto de una oración activa es el Sujeto Pasivo de una oración pasiva.

Mira:

<b>VOZ ACTIVA</b>	<b>VOZ PASIVA</b>
<b>Objeto</b>	<b>Sujeto pasivo</b>
<b>People in Sheffield make knives</b>	<b>Knives are made in Sheffield</b>
<b>People in Scotland make whisky</b>	<b>Whisky is made in Scotland</b>
<b>Someone in Dublin makes black beer</b>	<b>Black beer is made in Dublin</b>

Como ves, es muy sencillo. Vamos a transformar una oración en voz activa: lo que hay a la derecha del verbo (el objeto) pasa ahora a la izquierda del nuevo verbo (sujeto). Lo que en la activa está a la izquierda del verbo (sujeto), pasa a la derecha (complemento agente).

El verbo en activa se divide en dos en pasiva:

- el **auxiliar BE** hereda el mismo tiempo verbal.
- el verbo principal (el que da el significado), se pone en **participio pasado**.

**make → is made manufactured → was manufactured**

Ya tenemos la nueva oración en pasiva. ¿Ves qué fácil? Veamos el siguiente cuadro resumen de los elementos de la voz pasiva:

## VOZ PASIVA

**FORMA:**

**Estructura del verbo: Verbo TO BE + PARTICIPIO PASADO del Verbo Principal**

**Estructura de la oración:**

**(+) Sujeto Pasivo + BE + VPP + Complementos**

Ej.1: **"Mary was injured in accident"**

Ej.2: **"My car will be repaired soon"**

Ej.3: **"The window was broken last night"**

Ej.4: **"The criminal will be taken to prison"**

**(-) Sujeto Pasivo + BE + NOT + VPP + Complementos**

Ej.1: **"Mary was not injured in the accident"**

Ej.2: **"My car will not be repaired soon"**

Ej.3: **"The window was not broken last night"**

Ej.4: **"The criminal will not be taken to prison"**

**(?) BE + Sujeto Pasivo + VPP + Complementos + ?**

Ej.1: **"Was Mary injured in the accident?"**

Ej.2: **"Will my car be repaired soon?"**

Ej.3: **"Was the window broken last night?"**

Ej.4: **"Will the criminal be taken to prison?"**

### USOS:

Nos centramos en el objeto de la acción y NO en el sujeto del verbo porque:

- no conocemos el sujeto: **She was attacked yesterday**
- el sujeto de la acción no es importante: **This book was borrowed from the library**

### EXPRESIONES DE TIEMPO:

- Las expresiones de tiempo se colocan al final de la oración, en el lugar de los complementos.
- En las oraciones pasivas, las expresiones de tiempo son las propias de cada tiempo verbal (que va expresado en el auxiliar TO BE), por tanto, utilizaremos las mismas que usaríamos en oraciones activas, propias de cada caso.

**She was attacked yesterday**

**You will be operated next week**

Ahora vamos a practicar un poco. Empezaremos con ejercicios en los que te familiarizarás con el verbo en voz pasiva (recuerda: verbo TO BE + participio de la acción verbal). Presta especial atención a dos cosas:

- El tiempo verbal de la oración (pasado, presente o futuro)
- La concordancia del verbo TO BE con el sujeto (singular o plural y persona)

### Actividad nº 4

**Complete the next sentences using the verb in the passive voice and one of the following countries:**

**Africa      all over the world      India      Italy      England      China**

- Roast beef and Yorkshire pudding \_\_\_\_\_ (eat) in \_\_\_\_\_.
- Most of the world's silk \_\_\_\_\_ (make) in \_\_\_\_\_.
- Lions \_\_\_\_\_ (find) in \_\_\_\_\_.
- Tea \_\_\_\_\_ (grow) in \_\_\_\_\_.
- Spaghetti \_\_\_\_\_ (make) in \_\_\_\_\_.
- Hamburguers \_\_\_\_\_ (eat) in \_\_\_\_\_.

### Actividad nº 5

Complete the next sentences using the verb in the passive voice and one of the following complements:

**William Shakespeare**      **Jonas Salk**      **the Chinese**      **Pablo**  
**Picasso**      **Uruguay**      **Marconi**      **the Mayans**      **Isaac Newton**

- a) Hamlet \_\_\_\_\_ (write) by \_\_\_\_\_.
- b) Paper \_\_\_\_\_ (make) first by \_\_\_\_\_.
- c) The radio \_\_\_\_\_ (invent) by \_\_\_\_\_.
- d) The laws of gravity \_\_\_\_\_ (discover) by \_\_\_\_\_.
- e) The Polio vaccine \_\_\_\_\_ (discover) by v.
- f) Guernica \_\_\_\_\_ (paint) by \_\_\_\_\_.
- g) Chichen Itza \_\_\_\_\_ (build) by \_\_\_\_\_.
- h) The first World Cup \_\_\_\_\_ (win) by \_\_\_\_\_.

### Actividad nº 6

Complete the next sentences using the verb in the passive voice. Look at the examples:

Cheese **is made** (make) from milk.

In the past, coal **was mined** (mine) in South Wales.

- a) Service \_\_\_\_\_ (include) in the bill.
- b) This book \_\_\_\_\_ (translate) from English into Spanish.
- c) My parents \_\_\_\_\_ (invite) to Mary's wedding.
- d) I work at a very big company. Two thousand people \_\_\_\_\_ (employ) there.
- e) Paintings \_\_\_\_\_ (show) at museums.
- f) Last holiday my camera \_\_\_\_\_ (steal).
- g) Nobody \_\_\_\_\_ (injure) in the accident yesterday, so the ambulance \_\_\_\_\_ (need).

### Actividad nº 7

Rewrite the next active sentences in the Passive.

Example:

The NASA built a new satellite.

**A new satellite was built by the NASA.**

- a) My dad bought a new car.

\_\_\_\_\_.

- b) The school gives t-shirts for free.

\_\_\_\_\_.

c) Computers make everything you want.

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d) Hospitals provide food for their patients.

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e) Marathon athletes run 41 kilometres.

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f) Lorca wrote Bodas de sangre and Poeta en Nueva York.

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### Para saber más

- Press [here](#) if you want to see all verbal tenses in active and passive voice.
- <http://www.edufind.com/english/grammar/Pass4.cfm>

### ONLINE ACTIVITIES

- [Exercise 1](#) :  
<http://wwwedu.ge.ch/cptic/prospective/projets/anglais/exercises/passive1.htm>
- [Exercise 2](#): <http://perso.wanadoo.es/autoenglish/gr.pas2.i.htm>
- [Exercise 3](#): <http://perso.wanadoo.es/autoenglish/gr.pas.i.htm>
- [Exercise 4](#): <http://www.isabelperez.com/hotpot/passivemobiles.htm>
- [Exercise 5](#): <http://www.isabelperez.com/hotpot/dogphone.htm>
- [Exercise 6](#): [http://www.isabelperez.com/hotpot/valentine\\_cl.htm](http://www.isabelperez.com/hotpot/valentine_cl.htm)

## 2. Reading and vocabulary: a job interview

¿Sabes cómo es una entrevista de trabajo? ¿Has tenido ya alguna experiencia? Lo que no habrás tenido con seguridad es una entrevista de trabajo en inglés. Lo que planteamos en esta parte de la unidad es que aprendas a manejarte de una manera básica en una entrevista de trabajo y poner así en práctica lo que hemos aprendido en esta unidad. Iremos por partes.

Como sabes, la búsqueda de empleo es una labor que requiere tiempo. Primero hemos de sembrar para acabar recogiendo nuestros frutos. Por tanto, desde que enviamos nuestras candidaturas hasta que nos llaman para una entrevista de trabajo ha de pasar un tiempo.

Antes de continuar, veamos unas recomendaciones generales relativas a entrevistas de trabajo para personas que no hablan inglés como idioma materno. Si te das cuenta, son los mismos consejos que debes seguir a la hora de aprender inglés, sobre todo a la hora de practicarlo, ya sea por escrito o de forma oral. Lee con atención el siguiente texto, hemos resaltado los aspectos más importantes en negrita.

**Detail** is given a lot of importance in an English interview. As a non-native speaker of English, you might be shy about saying complicated things. However, this is absolutely necessary because the employer is looking for an **employee** who **knows his or her job**. If you provide detail, the interviewer will know that you feel comfortable in that job. **Don't worry about making mistakes in English**. In any case, **you should use simple grammar and provide detailed information about your experience**.



En general, la entrevista de trabajo se desarrollará según los bloques de contenidos que tuvimos en cuenta a la hora de realizar nuestro CV. Se puede decir que la entrevista es un repaso de nuestro CV comentado con el entrevistador. A continuación te sugerimos algunas estructuras y expresiones útiles a la hora de comentar los citados bloques:

**personal details**

nationality, age etc.

Useful expressions: I am... I live...

**profile**

a few lines summarising who you are, what you're good at, why you are special

Useful expressions: I am good at... I can...

**education**

schools, university, other training and qualifications

Useful expressions: I went to secondary school at

**professional experience**

previous jobs and what your position was

Useful expressions: I worked in .... for ... months/years

**additional skills**

other things you can do, such as languages, computer skills etc.

Useful expressions: I can speak English I can type I can drive

**interests**

do you like reading, dancing, football, etc?

Useful expressions: I like... I prefer...

**referees**

former employers other people who confirm that you are a good candidate

Useful expressions: For further information, please phone...

**Actividad nº 8**

**JOBS and WORK**

**Complete the paragraph by choosing the correct words.**

For most people, a job means they get up at 7:00 am and drive to work by 8:30 or 9:00 am. Later, they (1) \_\_\_\_\_ lunch at noon, and then they start work again (2) \_\_\_\_\_ 1:00 pm. Finally, they finish work at about 5:00 pm and then go home and have dinner with (3) \_\_\_\_\_ family. That kind of job is okay for most people, but my job (4) \_\_\_\_\_ special and I love it! I'm a commercial airline pilot. That means I (5) \_\_\_\_\_ drive to work, I fly! In fact, I fly to many different destinations in the world and I have friends in many countries. Usually, I (6) \_\_\_\_\_ between countries in Asia, North America and South America. It's not surprising, then, that my best friend lives in Japan and we stay in touch by Facebook and e-mail – when I'm (7) \_\_\_\_\_ Tokyo, he always (8) \_\_\_\_\_ me to have dinner with him and his family. In fact, my favorite food is sushi. Another good friend of mine – Gustavo – lives in Brasilia. That's the capital city of Brazil. Gustavo and I love to watch football games together when I visit. (9) \_\_\_\_\_ my job perfect? No, it's not. Because I fly across many different time zones, I sometimes go to bed at 2:00 am. At other times, I go to bed at 2:00 pm. That kind of schedule (10) \_\_\_\_\_ easy. In addition, my job often separates me from my wife and two children. They live in New York and often I am many thousands of miles away. Sometimes I miss them very much. However, I think I have (11) \_\_\_\_\_ job. And my kids think it's great that I (12) \_\_\_\_\_, "Hello" in eighteen different languages: "Ni hao," "Anyoung haseyo," "Konnichiwa," "Bonjour," ....

1. (A) having (B) have (C) had (D) has	4. (A) is (B) are (C) does (D) has	7. (A) in (B) at (C) on (D) to	10. (A) doesn't (B) don't (C) isn't (D) not
2. (A) in (B) to (C) on (D) at	5. (A) no (B) not (C) isn't (D) don't	8. (A) is inviting (B) inviting (C) invites (D) invite	11. (A) exciting (B) an exciting (C) excited (D) an excited
3. (A) their (B) there (C) they're (D) they	6. (A) flying (B) fly (C) flies (D) flew	9. (A) Has (B) Do (C) Is (D) Does	12. (A) says (B) am saying (C) say (D) can say

**You can listen and check. My job is special**

Audio: ACING\_4\_Bloque\_12\_Tema\_5\_reading\_my\_job\_is\_special.mp3 (Portal de Educación de personas adultas)

## VOCABULARY

Here you have a list of words related to job interviews. Read their definitions and try to remember as many words as possible.

### **Application**

A verbal or written request for assistance or employment or admission to a school

### **Apply**

To submit an application for a job.

### **Co-Worker**

A fellow worker; associate.

### **Employ**

The state of being employed or having a job

### **Employment**

The occupation for which you are paid

### **Experience**

The accumulation of knowledge or skill that results from direct participation in events or activities

### **Field**

a particular kind of commercial enterprise

### **Improve**

to make better

### **Organization**

a group of people who work together

### **Qualification**

an attribute that must be met or complied with and that fits a person for something

### **Success**

an event that accomplishes its intended purpose

### **Resume**

a summary of your academic and work history

### **Interview**

a conference (usually with someone important)

### **Proficiency**

knowledge and skill

### **Skills**

Proficiency acquired through training or experience

### **Strengths**

skills that you are good at, or qualities that you have that are good

**weakness**

a flaw or weak point

**Goals**

things you want to accomplish

**team**

A group of people working together.

**hobbies**

an activity done for pleasure in one's spare time.

**salary**

the money paid for employee services

**describe**

to say or write down how something or someone looks; to use adjectives in writing

**leader**

a person who rules or guides or inspires others

**problem-solver**

someone who solves problems

**problem**

a source of difficulty

**leader**

a person who rules or guides or inspires others

**career**

the particular occupation for which you are trained

**occupation**

Job

**profession**

an occupation requiring special education (especially in the liberal arts or sciences)

**effective**

able to accomplish a purpose

**excel**

to do well; to be better or greater than others

**practiced**

having or showing knowledge and skill and aptitude

**aptitude**

a natural talent or ability; quickness in learning

**versatile**

(used of persons) having many skills

### Actividad nº 9

#### 1) Write the correct word according to the definition.

- a) things you want to accomplish \_\_\_\_\_
- b) an activity done for pleasure in one's spare time \_\_\_\_\_
- c) A verbal or written request for assistance or employment or admission to a school \_\_\_\_\_
- d) a natural talent or ability; quickness in learning \_\_\_\_\_
- e) someone who solves problems \_\_\_\_\_

### Actividad nº 10

#### Match the words to their definitions.

- 1. Organization                    \_\_\_. a conference (usually with someone important)
- 2. Employ                            \_\_\_. having or showing knowledge and skill and aptitude
- 3. effective                         \_\_\_. a group of people who work together
- 4. Interview                        \_\_\_. The state of being employed or having a job
- 5. practiced                        \_\_\_. able to accomplish a purpose

### Actividad nº 11

A) a person who rules or guides or inspires others

- resume
- leader
- excel
- career

B) a source of difficulty

- resume
- improve
- weakness
- problem

C) A fellow worker; associate.

- effective
- problem-solver
- versatile
- Co-Worker

D) (used of persons) having many skills

- versatile
- employment
- effective
- describe

E) to make better

- weakness
- problem
- improve
- Co-Worker

### Actividad nº 12

**Say if the following sentences are true or false.**

a particular kind of commercial enterprise → Field

- Verdadero  Falso

The accumulation of knowledge or skill that results from direct participation in events or activities → Experience

- Verdadero  Falso

the money paid for employee services → salary

- Verdadero  Falso

a summary of your academic and work history → Resume

- Verdadero  Falso

To submit an application for a job. → Apply

- Verdadero  Falso

### Para saber más

**Actividades online.** Pulsando aquí aparecerán 2 actividades para practicar la mecánica de las entrevistas de trabajo.

Empezamos por el más sencillo, en este ejercicio de comprensión tienes una entrevista de trabajo y sólo tienes que contestar correctamente a las preguntas sobre el diálogo.

Ejercicio 1 <http://a4esl.org/q/h/9704/js-job.html>

Aquí tenemos todo el proceso de la entrevista de trabajo con listening de audio y ejercicios sobre los audios (son varias páginas).

Ejercicio 2 <http://www.carolinebrownlisteninglessons.com/interview/menu.php>

### 3. Listening and speaking: a job interview

## LISTENING PRACTICE

### JOB INTERVIEW

#### A job interview

Audio: ACING\_4\_Bloque\_12\_Tema\_5\_listen-job\_interview.mp3 (Portal de Educación de personas adultas)

#### Actividad nº 13

**Listen to the questions carefully and choose the best sentences to respond.**

Question 1

- a) John Smith.
- b) John.
- c) I'm sorry, I don't know your name.

Question 2

- a) J-O-H-N. 10.
- b) J-O-H-N S-M-I-T-H
- c) S-M-I-T-H

Question 3

- a) I'm here for an interview.
- b) I got here an hour ago.
- c) I'm 25 years old and single.

Question 4

- a) I can start the job tomorrow.
- b) Yes, I want this job.
- c) I'm interested in banking.

Question 5

- 
- a) I worked at First National Bank.
- b) I liked it.
- c) I quit my last job.

Question 6

- a) Last year.
- b) I had to move to a new city.
- c) It was my first job.

Question 7

- a) It's almost three o'clock.
- b) Well, it's twenty-five years old.
- c) I like your company.

Question 8

- a) Four thousand dollars per month.
- b) I was thinking about lunch.
- c) A good salary is important.

Question 9

- a) Three languages.
- b) I'm not a talkative person.
- c) I'm speaking English.

Question 10

- a) I always get up early.
- b) I have lots of free time.
- c) I like to read and cook.

Question 11

- a) That's a personal question.
- b) Of course, it's very important.
- c) I finished college two years ago.

Question 12

- a) I'm happy to start work next week.
- b) I really need a job.
- c) That's no problem.



Question 13

- a) I used a street map.
- b) My friend told me about it.
- c) Last week.

Question 14

- 
- a) I can use a computer.
- b) Three.
- c) Yes, I do.

Question 15

- a) Right away.
- b) I work very hard.
- c) I think you should.

Question 16

- a) Tomorrow at nine o'clock.
- b) Thank you for your time.
- c) When will the job start?

**Actividad nº 14**

**Listen again and fill in the missing words.**

1. What's your first \_\_\_\_\_?
2. How do you spell your \_\_\_\_\_?
3. Tell me about \_\_\_\_\_.
4. Why \_\_\_\_\_ this job?
5. What \_\_\_\_\_ your \_\_\_\_\_ job?
6. Why \_\_\_\_\_ your last job?
7. What do you know about our \_\_\_\_\_?
8. What kind of \_\_\_\_\_ are you thinking about?
9. How many \_\_\_\_\_ can you speak ?
10. What \_\_\_\_\_ do you have in your free time?
11. Tell me about your \_\_\_\_\_.
12. How do you feel about working on \_\_\_\_\_?

13. How did you \_\_\_\_\_ about this job?

14. What special \_\_\_\_\_ do you have?

15. Why should we \_\_\_\_\_ you?

16. Do you have any \_\_\_\_\_ for me?

## SPEAKING

**Ask the questions to your classmates or someone you know if you don't attend lessons.**

### 4. Writing: writing a formal letter to apply for a job

En esta unidad vamos a aprender a escribir **cartas formales** para utilizarlas en nuestra búsqueda de empleo. ¿Recuerdas el **CV**? Es el documento en el que reflejamos nuestras experiencias laborales y formativas cuando estamos buscando trabajo. Vimos este tipo de documentos en el módulo III.

Ahora vamos a aprender a escribir cartas formales. En concreto, cartas de acompañamiento, que son las que adjuntamos a los CV's cuando los enviamos a una empresa para buscar trabajo. Lee con cuidado las instrucciones y después estudia el ejemplo.

Cuando escribimos una carta de acompañamiento, queremos causar una buena impresión a la persona que va a leer la carta, y posiblemente a hacernos una entrevista de trabajo.

#### **- En la parte superior derecha escribimos nuestros datos:**

- Dirección (en inglés el número se pone delante del nombre de la calle)
- Teléfono
- Correo electrónico
- Fecha (la fecha en inglés con ordinales: 1st, 2nd, 23rd, 14th, etc.)

#### **- A continuación, los datos del destinatario:**

- Nombre
- Puesto que ocupa en la empresa
- Dirección

**- Al igual que hemos visto en anteriores redacciones, es muy importante organizar las ideas en párrafos de dos o tres líneas, siendo claro y conciso.**

#### **- Recuerda:**

- En el saludo utilizamos *Dear Sir/Madam* si no conocemos el nombre de la persona a la que nos dirigimos, o *Dear Mr/Ms X* si conocemos el apellido. Observa que *Dear* no tiene género, por tanto se puede utilizar con nombres de mujer o de hombre por igual. Además, vale para saludos formales (cuando utilizamos el apellido o *Sir/Madam*) o para cartas informales (cuando escribimos el nombre de la persona *Dear Marta*).
- Haz un párrafo para explicar el motivo de la carta.
- En otro párrafo argumenta por qué eres el candidato idóneo para el puesto. No te extiendas: dirige la atención al CV que envías con la carta.

- Utiliza un párrafo aparte para indicar los documentos que adjuntas, así como la disponibilidad para ampliar información, por ejemplo en una entrevista.
  - Antes de firmar, escribe *Yours sincerely*, que es una manera formal de despedir la carta. Si te parece demasiado formal, escribe sólo *Sincerely*.
  - Finalmente firma la carta y escribe tu nombre.
- Es muy importante utilizar las fórmulas que te indicamos para que tu carta parezca natural.
- Por último, revisa que no haya errores de gramática ni de ortografía.

### EJEMPLO DE CARTA FORMAL

Esquema	Modelo
Datos del Remitente	Mary Olsen 39 Bristol Road Tel.: +34 666-777-888 Email: maryolsen@goldmail.com March 15th, 2009
Datos del Destinatario	Mr Peter Maxwell Editor of "The Literary Review" Saludo Dear Mr Maxwell
Párrafo 1. Motivo de la carta: respuesta a un anuncio de oferta de empleo	I read your advertisement in the newspaper for the post of Editor's Assistant and I am very interested in it. I have worked as a secretary for three years and I think the post you offer is a good opportunity for me to do something more important.
Párrafo 2. Defensa de nuestra candidatura: explica las cualidades que tienes y di por qué eres la persona idónea para el puesto.	As you will see in my CV, I have finished Secondary School and I can speak English. I am a hard working and well organised worker. I can use a word processor and my spelling is very good. In my present job I have to do many different things and I am willing to learn. In my opinion, I am the person you need for the job.
Párrafo 3. Documentos adjuntos: CV, disponible para entrevista.	My CV and references are attached to this letter. I am available for interview at anytime. I look forward to hearing from you.
Despedida	Yours sincerely
Firma	Mary Olsen

### Actividad nº 15

**1. Lisa Goldstein ha escrito el borrador de una carta de presentación para Mrs. Linda Jones, directora de Recursos Humanos (Human Resources Manager) de SoftLab, para solicitar un empleo como gerente en el Departamento de Informática. Lee y ordena correctamente las partes de su carta:**

- a. As you will see in my CV, I have finished Secondary School and I can speak English and French.
- b. I look forward to hearing from you.
- c. I read your advertisement in the newspaper for the post of Manager in the IT Department and I am very interested in it.
- d. I can use a word processor and the most common software.
- e. My CV and references are attached to this letter.
- f. In my present job I have to do many different things and I am willing to learn.
- g. I have worked as a manager in a postal service company for five years and I think the post you offer is a good opportunity for me to do something more important.
- h. In my opinion, I am the person you need for the job.
- i. I am a hard working and I work well with a team.
- j. I am available for interview in the mornings.

### Actividad nº 16

**Ya tenemos la carta, pero como verás nos faltan algunos elementos para terminar la carta. Complétala con todo lo que falta, inventándote los datos que sean necesarios.**

Lisa Goldstein

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Linda Jones

Human Resources Manager of "SoftLab"

Dear \_\_\_\_\_

I read your advertisement in the newspaper for the post of Manager in the IT Department and I am very interested in it. I have worked as a manager in a postal service company for five years and I think the post you offer is a good opportunity for me to do something more important.

As you will see in my CV, I have finished Secondary School and I can speak English and French. I am a hard working and I work well with a team. I can use a word processor and the most common software. In my present job I have to do many different things and I am willing to learn. In my opinion, I am the person you need for the job. My CV and references are attached to this letter. I am available for interview at anytime. I look forward to hearing from you.

\_\_\_\_\_  
\_\_\_\_\_

### Soluciones a los ejercicios propuestos

#### Actividad nº 1

- a) Knives, cheese, olive oil and honey are made in Castilla La Mancha
- b) Knives are manufactured in Sheffield.
- c) (A lot of) Ships were made in Glasgow.
- d) Wool is produced in Yorkshire.
- e) Whisky is taken to different countries of the world..
- f) Coal was mined in South Wales.
- g) Coal mining was stopped in the 1990s.
- h) Black beer is produced in Dublin.
- i) Black beer is sold in the United Kingdom and Europe.

#### Actividad nº 2

- a) We work with **Peter and Susan** . We work with them.
- b) Tell **my sister** the truth. Tell her the truth.
- c) I will give **my father** a present. I will give him a present.
- d) I travelled to London with **my cat** . I travelled to London with it.
- e) They gave **my husband and me** a present. They gave us a present.

#### Actividad nº 3

- a) I like those girls. → Do you like them ?
- b) I like that man. → Do you like him ?
- c) I like those people. → Do you like them ?
- d) I like Tom's wife. → Do you like her ?
- e) I like his friends. → Do you like them ?
- f) I like the woman in the green coat. → Do you like her ?
- g) I like Mr. Brown. → Do you like him ?
- h) I like those students. → Do you like them ?

#### Actividad nº 4

- a) Roast beef and Yorkshire pudding are eaten (eat) in England.
- b) Most of the world's silk is made (make) in India.
- c) Lions are found (find) in Africa.
- d) Tea is grown (grow) in China.
- e) Spaghetti is made (make) in Italy.
- f) Hamburguers are eaten (eat) in all over the world .

#### Actividad nº 5

- a) Hamlet was written (write) by William Shakespeare.
- b) Paper was made (make) first by the Chinese.
- c) The radio was invented (invent) by Marconi.
- d) The laws of gravity were discovered (discover) by Isaac Newton.
- e) The Polio vaccine was discovered (discover) by Jonas Salk .
- f) Guernica was painted (paint) by Pablo Picasso.
- g) Chichen Itza was built (build) by the Mayans.
- h) The first World Cup was won (win) by Uruguay.

#### Actividad nº 6

- a) Service is included (include) in the bill.
- b) This book is translated (translate) from English into Spanish.
- c) My parents are invited (invite) to Mary's wedding.
- d) I work at a very big company. Two thousand people are employed (employ) there.
- e) Paintings are shown (show) at museums.
- f) Last holiday my camera was stolen (steal).
- g) Nobody was injured (injure) in the accident yesterday, so the ambulance wasn't needed (need).

#### Actividad nº 7

- a) My dad bought a new car.  
A new car was bought by my dad.
- b) The school gives t-shirts for free.  
T-shirts are given for free by the school.
- c) Computers make everything you want.  
Everything you want is done by computers.
- d) Hospitals provide food for their patients.  
Food is provided by hospitals to their patients.

e) Marathon athletes run 41 kilometres.

41 kilometres are run by marathon athletes.

f) Lorca wrote Bodas de sangre and Poeta en Nueva York.

Bodas de sangre and Poeta en Nueva York were written by Lorca.

### Actividad nº 8

For most people, a job means they get up at 7:00 am and drive to work by 8:30 or 9:00 am. Later, they (1) have lunch at noon, and then they start work again (2) at 1:00 pm. Finally, they finish work at about 5:00 pm and then go home and have dinner with (3) their family. That kind of job is okay for most people, but my job (4) is special and I love it! I'm a commercial airline pilot. That means I (5) don't drive to work, I fly! In fact, I fly to many different destinations in the world and I have friends in many countries. Usually, I (6) fly between countries in Asia, North America and South America. It's not surprising, then, that my best friend lives in Japan and we stay in touch by Facebook and e-mail – when I'm (7) in Tokyo, he always (8) invites me to have dinner with him and his family. In fact, my favorite food is sushi. Another good friend of mine – Gustavo – lives in Brasilia. That's the capital city of Brazil. Gustavo and I love to watch football games together when I visit. (9) Is my job perfect? No, it's not. Because I fly across many different time zones, I sometimes go to bed at 2:00 am. At other times, I go to bed at 2:00 pm. That kind of schedule (10) isn't easy. In addition, my job often separates me from my wife and two children. They live in New York and often I am many thousands of miles away. Sometimes I miss them very much. However, I think I have (11) an exciting job. And my kids think it's great that I (12) can say , "Hello" in eighteen different languages: "Ni hao," "Anyoung haseyo," "Konnichiwa," "Bonjour," ....

### Actividad nº 9

a) things you want to accomplish GOALS

b) an activity done for pleasure in one's spare time HOBBY

c) A verbal or written request for assistance or employment or admission to a school APPLICATION

d) a natural talent or ability; quickness in learning APTITUDE

e) someone who solves problems PROBLEM-SOLVER

### Actividad nº 10

- |                 |   |
|-----------------|---|
| 1. Organization | 4. a conference (usually with someone important)      |
| 2. Employ       | 3. having or showing knowledge and skill and aptitude |
| 3. effective    | 1. a group of people who work together                |
| 4. Interview    | 2. The state of being employed or having a job        |
| 5. practiced    | 5. able to accomplish a purpose                       |

### Actividad nº 11

A) a person who rules or guides or inspires others

leader

B) a source of difficulty

problem

C) A fellow worker; associate.

Co-Worker

D) (used of persons) having many skills

versatile

E) to make better

improve

### Actividad nº 12

**Say if the following sentences are true or false.**

a particular kind of commercial enterprise → Field

Verdadero

The accumulation of knowledge or skill that results from direct participation in events or activities → Experience

Verdadero

the money paid for employee services → salary

Verdadero

a summary of your academic and work history → Resume

Falso

To submit an application for a job. → Apply

Verdadero

### Actividad nº 13

**Listen to the questions carefully and choose the best sentences to respond.**

Question 1

b) John.

Question 2

c) S-M-I-T-H



Question 3

- c) I'm 25 years old and single.

Question 4

- c) I'm interested in banking.

Question 5

- a) I worked at First National Bank.

Question 6

- b) I had to move to a new city.

Question 7

- b) Well, it's twenty-five years old.

Question 8

- a) Four thousand dollars per month.

Question 9

- a) Three languages.

Question 10

- c) I like to read and cook.

Question 11

- c) I finished college two years ago.

Question 12

- c) That's no problem.

Question 13

- b) My friend told me about it.

Question 14

- a) I can use a computer.

Question 15

- b) I work very hard.

Question 16

- c) When will the job start?

### Actividad nº 14

**Listen again and fill in the missing words.**

1. What's your first name ?
2. How do you spell your last name ?
3. Tell me about yourself.
4. Why do you want this job?
5. What was your last job?
6. Why did you leave your last job?
7. What do you know about our company ?
8. What kind of salary are you thinking about?
9. How many languages can you speak ?
10. What hobbies do you have in your free time?
11. Tell me about your education.
12. How do you feel about working on weekends ?
13. How did you find out about this job?
14. What special skills do you have?
15. Why should we hire you?
16. Do you have any questions for me?

### Actividad nº 15

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- j. I am available for interview in the mornings. b. I look forward to hearing from you.

Actividad nº 16

Lisa Goldstein

Address

Telephone number

Email

Date

Linda Jones

Human Resources Manager of "SoftLab"

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Yours sincerely

Lisa Goldstein