



PORTAFOLIO DE EVIDENCIAS

2° OPORTUNIDAD EXTRAORDINARIA

INGLÉS PARA NEGOCIOS 1

Nombre del estudiante: _____

Grupo: _____

Matrícula: _____ Fecha: _____

Docente: _____

El presente portafolio forma parte del 50% de tu calificación. Este valor se obtendrá siempre y cuando cumpla con los siguientes requisitos:

1. Escribe tus datos de identificación completos.
2. El portafolio se entregará en físico como requisito el día del examen.

SIGUE LAS INSTRUCCIONES BRINDADAS POR TU MAESTRO PARA EL LLENADO DE ESTE PORTAFOLIO.

!!!ATENCIÓN!!!

El plagio y comercio de material académico contenido en este portafolio será sancionado en los términos de la Legislación Universitaria.

Propósito de la Unidad de Aprendizaje

El Propósito Formativo de esta Unidad de Aprendizaje es que el estudiante practique el idioma inglés a través de un proceso ordenado y lógico que le permita participar en forma activa y respetuosa dentro de una conversación con la finalidad de expresar su trayectoria profesional y las estrategias administrativas de una empresa.

Lineamientos específicos de la academia

- Los datos del estudiante deben ser escritos sin abreviaturas.
- Se debe responder correctamente.
- El portafolio debe estar contestado en su totalidad.
- La letra en cada una de las respuestas debe ser clara y legible.
- Para responder se debe utilizar bolígrafo tinta azul.
- Se deben realizar los procedimientos correspondientes:
- Las imágenes deben corresponder al concepto indicado.
- Se debe entregar en tiempo y forma.
- Debe estar firmado por el estudiante y padre, madre o tutor.

Firma del estudiante.

Firma de padre, madre o tutor.

Etapa 1: Me and my Company

Dimensión 1: Recuperación

I. Answer the following questions.

1.- _____ she work in this Company?

- A) Does
- B) Did
- C) Does not
- D) Do not

2.- _____ you work here in this big Company?

- A) Will
- B) will not
- C) Willing
- D) Wills

3. What do you do in this company?

- A) I am secretary
- B) Drink sodas
- C) I like the society
- D) Do exercise everyday

4. What time do you start in this Company?

- A) At 8:00 am everyday
- B) the quality
- C) Surprise
- D) reliability

5.- Which is the best tool to integrate people into society?

- A) the job
- B) the quality
- C) the society
- D) reliability

Dimensión 2: Comprensión.

- I. Identify the elements of the asset account and make a list of examples based in a particular industry or company by your own. Use new vocabulary words you know from this stage.**

Dimensión 3: Análisis.

- I. Write about any particular company or industry to choose one of them to make an inventory of assets. Keep en mind the grammar and all the vocabulary from this stage.**

Instrumento de evaluación

Etapa 1. “Me and my Company”

Dimensión 1: Cuestionario

Dimensión 2: Cuadro de dos entradas

Dimensión 3: Cuadro comparativo

Lista de cotejo			
	SI	NO	NO APLICA
Se respondieron las dimensiones correctamente:			
Se respondió en su totalidad la etapa:			
La letra clara y legible:			
Se utilizó bolígrafo tinta azul:			
Se adjuntaron las imágenes correspondientes:			
Se realizaron los procedimientos correspondientes:			
La información del estudiante la obtuvo de su libro de texto y/o páginas de internet:			
Se entregó en tiempo y forma:			

Etapa 2: The Company and its basic functions

Dimensión 1: Recuperación

I. Answer the following questions.

1. What is the most important in a company?
 - A) work by team
 - B) People
 - C) play and games
 - D) reliability

2. _____ work by team is very important in this area
 - A) Our
 - B) Me
 - C) him
 - D) Her

3. What are the strengths of the workplace?
 - A) motivation and attitude
 - B) the quality and system
 - C) funny and place
 - D) reliability and time

4. _____ some weaknesses in your workplace?
 - A) Are there
 - B) Is there
 - C) There is
 - D) There are

5. _____ a good work environment?
 - A) Is there
 - B) Are there
 - C) There is
 - D) There are

Dimensión 2: Comprensión

I.- Match both columns:

- | | |
|---------------------------------------|----------|
| 1. _____ do you work? | a) Who |
| 2. _____ does she start work? | b) When |
| 3. _____ do you drink in the morning? | c) What |
| 4. _____ do they work with? | d) Where |

II.- Complete with “there is” or “there are”

1. _____ a computer in the office.
2. _____ two managers in the meeting.
3. _____ a coffee machine in the kitchen.
4. _____ many chairs in the room.

III.- Complete the sentences with *this*, *that*, *these*, or *those*.

1. _____ is my desk. (one, near)
2. _____ are my files. (many, near)
3. _____ is the office across the street. (one, far)
4. _____ are the buildings over there. (many, far)

IV.- Answer correctly the following questions:

1. What are the functions of management?

2. Companies can be classified based on their size into:

3. What are the main industry sectors?

4. Entertainment, biotechnology, aerospace, renewable, energy are examples of:

Dimensión 3: Análisis

I.- Match both columns:

Expression	Meaning
5. Win-win _____	A) Describe the best representative of breed, a category or a product
6. Touch base _____	B) A situation or result that is beneficial/good for everyone
7. Raise the bar _____	C) Brief make orenew contract with someone
8. Best of breed _____	D) To expand the limits and reach for the top
9. Give 110% _____	E) To give beyond the standard, to exceed exxpectations

II.- Choose the correct answer:

10. These sectors involve high-level services like information , technology, research and development, education, and other knowledge-based services.
- Primary sector
 - Tertiary sector
 - Quaternary and Quinary sector
11. This sector includes businesss involved in activities related to natural resources, such as agricultura, forestry, mining, fishing and extraction of raw material.
- Tertiary sector
 - Primary sector
 - Secondary sector
12. It comprises service-oriented businesses, including retail, hospitality, healthcare, finance, education, transportation, information technology, etc.
- Primary sector
 - Secunday sector
 - Tertiary sector
13. Businesses in this sector engage in manufacturing godos and construction activities.
- Primay sector
 - Quaternary sector
 - Secondary sector

Instrumento de evaluación

Etapa 2. “The Company and its basic functions”

Dimensión 1: Cuestionario

Dimensión 2: Mapa Conceptual

Dimensión 3: Cuadro Comparativo

Lista de cotejo			
	SI	NO	NO APLICA
Se respondieron las dimensiones correctamente:			
Se respondió en su totalidad la etapa:			
La letra clara y legible:			
Se utilizó bolígrafo tinta azul:			
Se adjuntaron las imágenes correspondientes:			
Se realizaron los procedimientos correspondientes:			
La información del estudiante la obtuvo de su libro de texto y/o páginas de internet:			
Se entregó en tiempo y forma:			

Etapa 3: The enviroment of the Company

Dimensión 1: Recuperación

1. Do you work in ____ office?
A) at
B) on
C) in
D) under

2. How often do you send the memo?
A) always
B) Sure
C) yes, of course!
D) Don't

3. How often does she write letters?
A) twice at week
B) Do
C) sure!
D) Don't

4. I _____ go to the bussines meeting.
A) Always
B) Sure!
C) Congrats!
D) likes

5. He arrives _____ time.
A) on
B) under
C) besides
D) in front of

Dimensión 2: Comprensión

I.- Describe in a written list the function of some companies using the present simple and adverbs of frequency. Use a comparative chart.

II.- Complete the sentences with the correct adverb of frequency.

always – usually – sometimes – seldom – hardly ever – never

1. The manager _____ arrives on time for meetings. (100%)
2. She _____ checks her calendar before work. (90%)
3. We _____ have coffee in the break room. (50%)
4. They _____ attend conferences in other cities. (10%)
5. I _____ work overtime on weekends. (5%)

Dimensión 3: Análisis

I.- Make a short conversation where the prepositions of time are used; in which questions are made about location of a company or business. Add five prepositions.

II.- Choose the correct answer

1. The most important factors of all environments :
 - a) Internal departments only
 - b) External economic entities that interact with the company
 - c) Economic factor, legal political factor, technological factor, ecological factor and global factors.

2. Shareholders are :
 - a) Companies that provide raw materials
 - b) Beneficiaries of the company's economic results or organizations
 - c) Government authorities

3. The economic factor includes:
 - a) Inflation and unemployment levels, interest rates, etc
 - b) Company strategy
 - c) Quality control

4. The legal political facts affects a company through:
 - a) Social media
 - b) Taxes, documentations and permits
 - c) Customer satisfaction

Instrumento de evaluación

Etapa 3. “The enviroment of the Company”

Dimensión 1: Cuestionario

Dimensión 2: Cuadro Comparativo

Dimensión 3: Presentación

Lista de cotejo			
	SI	NO	NO APLICA
Se respondieron las dimensiones correctamente:			
Se respondió en su totalidad la etapa:			
La letra clara y legible:			
Se utilizó bolígrafo tinta azul:			
Se adjuntaron las imágenes correspondientes:			
Se realizaron los procedimientos correspondientes:			
La información del estudiante la obtuvo de su libro de texto y/o páginas de internet:			
Se entregó en tiempo y forma:			

Etapa 4: The new Enterprise stage

Dimensión 1: Recuperación

I.- Answer the following questions.

1. _____ she work in this company?

- A) Will
- B) Will not
- C) Willing
- D) Going

2. _____ you work here?

- A) Will
- B) Going not
- C) Willing
- D) Will not

3. _____ they want to join our team?

- A) Will
- B) Will not
- C) Going not
- D) Willing

4. He _____ work in this big company.

- A) Is going to
- B) Are going to
- C) Am are going to
- D) Will not going to

5. They _____ come to this office.

- A) Are going to
- B) Is going to
- C) are going to
- D) Will not going to

Dimensión 2: Comprensión

**I.- Write a short conversation using the future simple. (What will you do in the future?)
Use five sentences with “will” and three vocabulary words.**

II.- Match both columns :

- | | |
|--|--|
| 1. Examples of social responsibility _____ | a) Globalization |
| 2. Examples of sustainability strategy _____ | b) Social responsibility |
| 3. It refers to a company's strategy to reduce negative environmental impact _____ | c) Carbon emissions, water use and recycling |
| 4. It is a process in which countries have increasing communication with each other modifying their markets and improving their technology, economy and politics _____ | d) Sustainable company |
| 5. It is a moral obligation on a company or an individual to take decisions or actions that is in favor and useful to society _____ | e) Charity, environment, ethics |

Dimensión 3: Análisis

I.- Write a short conversation in which the verb “going to / not going to” is applied referring to a company. Use five sentences with “going to” and three vocabulary words.

II.- Choose the correct answer.

1. It is the new organization and hierarchy of different regions of the world that is constantly changing.
 - a) Ecological globalizatoin
 - b) Geographical globalization
 - c) Economic globalization

2. It is the development of trade systems within transnational actors such as corporations or NGOss
 - a) Economic globalization
 - b) Financial globalization
 - c) Cultural globalization

3. It refers to the interpenetration of cultures which, as a consequence, means nations adopt principles, beliefs and costumes.
 - a) Ecological globalization
 - b) Sociological globalization
 - c) Cultural globalization

4. Information moves almost in real-time, together with the interconnection, and interdependence of events and their consequences.
 - a) Economic globalization
 - b) Cultural globalization
 - c) Sociological globalization

5. It can be linked with the rise of a global financial system with international financial exchanges and monetary exchanges.
 - a) Financial globalization
 - b) Economic globalization
 - c) Geographic globalization

Instrumento de evaluación

Etapa 4. “The new Enterprise stage”

Dimensión 1: Cuestionario

Dimensión 2: Presentación

Dimensión 3: Presentación

Lista de cotejo			
	SI	NO	NO APLICA
Se respondieron las dimensiones correctamente:			
Se respondió en su totalidad la etapa:			
La letra clara y legible:			
Se utilizó bolígrafo tinta azul:			
Se adjuntaron las imágenes correspondientes:			
Se realizaron los procedimientos correspondientes:			
La información del estudiante la obtuvo de su libro de texto y/o páginas de internet:			
Se entregó en tiempo y forma:			

