



UANL



Portafolio de Evidencias 2ª Oportunidad Extraordinaria

INPANE II

Nombre del estudiante : _____

Matricula: _____

Fecha: ____ / ____ / 2022

Maestro: _____ Grupo: _____

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

1. Sigue las **instrucciones proporcionadas por el maestro** para el llenado de este portafolio.
2. Escribe tus **datos de identificación completos**.
3. **Sube y envía** este portafolio **en formato PDF**, el **día** y la **hora** en que el **maestro lo asigne** en el **apartado de Tareas** del **equipo** correspondiente a la **materia en MS Teams**, donde tu maestro lo revisará.
4. **FAVOR DE AGREGAR TU NOMBRE EN CADA HOJA.**

ADVERTENCIA

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



INGLÉS PARA NEGOCIOS II
SECOND OPPORTUNITY PORTFOLIO

It's important to read carefully each instruction to answer correctly each exercise.

I. Search the definitions below

1. Warehouse:
2. Sales office:
3. Head office:
4. Human Resource Office:
5. Technical Center:
6. Logistic:
7. Distribution center:
8. Factories:

II. Write a paragraph using the words of the last exercise; imagine that is about your own company.

III. Choose the correct percent of frequency.

- | | |
|---------|---------------|
| a. 100% | () Never |
| b. 90% | () Rarely |
| c. 50% | () Sometimes |
| d. 30% | () Often |
| e. 5% | () Usually |
| f. 0% | () Always |

INGLÉS PARA NEGOCIOS II
SECOND OPPORTUNITY PORTFOLIO

IV. Write 2 examples ONE PRODUCT and ONE SERVICE.

PRODUCT	SERVICE

V. Answer the next questions according with a product or service. The information can be real or imaginary.

1. What is your business?
2. What products/services do you offer?
3. What is the particular product/service that you normally offer, but is not available now?
4. Why is not available?
5. When is it going to be available?

VI- Fill in the lines to make a conversation using the past simple.

Alba: How long did your journey take?

Jane: It 1. _____(**take**) 12 hours.

Alba: Right. I 2. _____(**fly**) here from Berlin. It was only 2 hours.

Jane: My journey was 12 hours because I 3. _____(**come**) here from the USA.

Alba: What time did you leave?

Jane: I 4. _____(**leave**) home at about 6p.m. yesterday.

Alba: Right. I 5. _____(**go**) on a business trip to the USA three years ago.

Jane: Really? Where?

INGLÉS PARA NEGOCIOS II
SECOND OPPORTUNITY PORTFOLIO

VII. Choose the correct answer for each question.

- | | |
|---|--------------------|
| 6. Did you work in PEPSICO? _____ | a) No, he wasn't |
| 7. Were you at interview job yesterday? _____ | b) Yes, I did |
| 8. Did she buy the PC? _____ | c) No, she wasn't. |
| 9. Was she a manager in a shop? _____ | d) Yes, she did. |
| 10. Was your boss at the office? _____ | e) Yes, I was. |

INGLÉS PARA NEGOCIOS II
SECOND OPPORTUNITY PORTFOLIO

VIII. Complete the lines using the correct past tense of the verb to be.

a) was b) were c) wasn't d) weren't

Sarah: Sorry, I'm late. I **11.** _____ at the opening of the new HR department.

Cesar: **12.** _____ (not) the last Week?

Sarah: No, it **13.** _____. It **14.** _____ this morning at the new building.

Cesar: Oh. **15.** _____ it interesting?

Sarah: Yes, it **16.** _____, and there **17.** _____ lots of good questions at the end.

The breakfast **18.** _____ good too! Anyway, why **19.** _____ (not) you in the office yesterday?

Cesar: There **20.** _____ terrible problems with flights from Rome, so I had to review what happened...

IX. Choose the correct option.

21. I want to place an order so I need an order...

a) Form b) note c) letter.

22. If you want to apply for a job, you need a...

a) CV. b) BC. c) BV.

23. When you buy something in a shop, you get a...

a) recipe. b) receive. c) receipt.

24. My address, email and telephone number are all on my...

a) business card. b) work card. c) job card.

25. When the company brings the order, they also bring a...

a) deliver note. b) delivered note. c) delivery note.

26. I'll print the report so you can have a hard...

a) paper. b) copy. c) disk.

27. I'll ... the picture to the email.

SECOND OPPORTUNITY

a) open b) forward c) attach

28. I've got an email from Jay in Korea. I'll ... it to you.

a) print b) attach c) forward

29. I'll ... the invoice to you tomorrow.

a) print b) send c) save

30. I can't ... the picture to the email. I don't know how it

works. a) attach b) send c) open

X. Match the sentences. Use the word bank.

Situation #1:

31. There are some problems _____

32. Lola, I have some bad news. _____

33. I'll speak to Franc and _____

34. I'll speak to Karen and _____

35. Thanks a lot for _____

- a) explain him the situation.
- b) your help.
- c) let you know as soon as I can.
- d) with the computer order.
- e) We got a problem with the computer order.

Situation # 2:

36. I hear you work for IBM. _____

37. My name is Martha Kelman. _____

38. What do you think of the conference? _____

39. Do you know a lot of people here? _____

40. Please excuse me. _____

- a) Very interesting
- b) Sure. See you later.
- c) That's right.
- d) Not many.
- e) Pleased to meet you.