



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**  
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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**  
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**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.

