



Guía para el Profesor

INTERMEDIATE BUSINESS ENGLISH

LTHI1007

Profesional

Índice

Información general del curso	3
Competencia del curso	3
Metodología.....	3
Evaluación	4
Contenido del curso (temas).....	5
Uso de rúbricas	30
Tips importantes	30

Información general del curso

- Profesional
- Plan académico 2009
- Modalidades
 - Clave banner: LTHI1007.
 - Modalidad: Presencial, Online.
 - Técnica didáctica: Aprendizaje basado en proyecto.

Competencia del curso

Listening

To understand routines in a job; to understand description of purchases, to understand what is said about the first boss; to understand cultural issues; to receive instructions; to comprehend feedback on mistakes; to receive information about a business idea.

Speaking

To show agreement and disagreement, to make requests, to give opinions, to add and contrast information, to make suggestions and objections; to give reasons, to correct oneself; to give surprising news, to take turns in a discussion; to make guesses; to express certainty, probability and possibility; to compliment; to say no tactfully; to deal with difficult conversations.

Reading

To understand short business texts such as emails and letters; to comprehend messages; to read charts; to get the gist of a text; to scan texts for information.

Writing

To write a personal profile, to write requests and responses in an e-mail; to write a marketing plan; to write a suggestion; to complete an application form; to write a message giving reasons and explanations; to write short reports; to write a letter of application.

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.

- **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. My professional development

Topic 1. Personality

1.1

1. Why does Rebeca need help?
2. Why can we play all day?
3. Why should he pay more attention?
4. Why do you swim very fast?
5. Why did he cry all night?
6. Why does she sell books?
7. Why don't they go to school this week?
8. Why is the cat lazy?
9. Why do you have a date tonight?
10. Why does she like horror movies?
11. Why did we sell our house last year?
12. Why did Mary visit her mother?
13. Why did my father help with my homework?
14. Who/what is overweight?
15. Who tried to rob the bank?

1.2

1. Incorrect. I never cook dinner breakfast.
2. Correct.
3. Correct.
4. Incorrect. He is singing in the shower right now.
5. Incorrect. What are you doing this weekend?
6. Incorrect. He lives in my neighborhood.
7. Incorrect. She is not watching TV right now.
8. Incorrect. They often use the elevator.
9. Incorrect. We always clean our house.
10. Incorrect. What are they doing this weekend?

1.3

Sentence:	Adjective:	Noun:
1. <i>The yellow car was very fast.</i>	Yellow / Fast	Car
2. <i>My father is very intelligent.</i>	Intelligent	Father
3. <i>My boss is very responsible.</i>	Responsible	Boss

4. <i>The manager designed new steps for the department.</i>	New	Steps
5. <i>During the day we had a very long presentation.</i>	Long	Presentation
6. <i>We want to buy a very cheap house.</i>	Cheap	House
7. <i>The department has a fancy dinner tonight.</i>	Fancy	Dinner
8. <i>She was afraid to talk in front of the cheerful audience.</i>	Cheerful	Audience
9. <i>For this new position, we need amazing skills.</i>	New/Amazing	Positions/Skills
10. <i>The file you need is heavy.</i>	Heavy	File
11. <i>The valuable painting is in the museum.</i>	Valuable	Painting
12. <i>The angry customers want a refund.</i>	Angry	Customers
13. <i>The deadline is making me nervous.</i>	Nervous	I
14. <i>My coworker is quite lazy, he is ignoring his duties.</i>	Lazy	Coworker
15. <i>My parents are wise, they always know what to say.</i>	Wise	Parents

Self-activities

Activity 1

1. Mark deals with many clients.
2. Mark supervises 10 salespeople.
3. Mark sends a lot of direct mail.
4. Mark oversees three important clients.
5. Mark handles international accounts.

Activity 2

1. We don't hold our weekly meeting on Thursdays.
2. They don't reply to their clients' inquiries.
3. He doesn't stock the shelves every night.
4. She doesn't collect the data.
5. Henry doesn't prepare our stand at the trade fairs.

Activity 3

1. Is he applying for different positions?
2. Is she interviewing candidates for a managerial position?
3. Are we performing according to international standards?
4. Are they producing 150 cars every day?
5. Are the clients complaining about the poor service in the store?
6. Does Henry criticize our proposals?
7. Does Louise volunteer for any new Project?
8. Do we publish our sales in the newspaper?
9. Does the announcer promote several products?
10. Does the TV station broadcast from my city?

Activity 4

1. He furnishes new offices. At present, he is furnishing the LMU new premises.
2. She designs webpages. Currently, she is designing the webpage for a local department store.
3. They research market trends. Nowadays, they are researching the market trend of recycled clothing.
4. He caters in wedding receptions. Today he is catering at my sister's wedding.
5. They run convenience stores. They are running more convenience stores than ever before.

Topic 2. Travel

2.1

Activity 1

Infinitive	Past Tense	Past Participle
1. To see	Saw	Seen
2. To eat	Ate	Eaten
3. To forget	Forgot	Forgotten
4. To catch	Caught	Caught
5. To smile	Smiled	Smiled
6. To make	Made	Made
7. To write	Wrote	Written
8. To love	Loved	Loved
9. To begin	Began	Begun
10. To sell	Sold	Sold
11. To build	Built	Built
12. To break	Broke	Broken
13. To hold	Held	Held
14. To steal	Stole	Stolen
15. To stand	Stood	Stood
16. To win	Won	Won

Activity 2

Original Sentence	Simple Present	Simple Past	Present Perfect
I have forgotten to do the laundry.			X
The waiter was rude to us in the hotel.		X	
She has worked in Canada for three years.			X
It barks a lot all day.	X		
We read about tourist resorts yesterday.		X	
They gave us a tour around the pyramids.		X	
My brother has driven since 8 am.			X
Her best friend has visited a magic town.			X
I heard many stories about the place.		X	
You haven't eaten Chinese food yet.			X

Activity 3

1.	You got a job, how long <u>have you had</u> (you/have) it?
2.	I'm late for work, we <u>have talked</u> (talk) for a long time.
3.	What <u>did you do</u> (you/do) yesterday?
4.	I'm tired, I <u>have studied</u> (study) since 4 pm.
5.	He doesn't know that person, he <u>hasn't met</u> (not meet) her yet.
6.	We <u>watched</u> (watch) a movie last night.
7.	I have a new position in my company, since I <u>have gotten</u> (get) excellent results so far.
8.	She is very happy, she <u>bought</u> (buy) a new house two days ago.
9.	They <u>have played</u> (play) football for two hours.
10.	<u>Have you traveled</u> (you/travel) to the beach? I <u>traveled</u> (travel) to the beach three years ago.

2.2

Sentence	True or False
1. Tom finished packing.	False

2. They have to be at the airport one hour earlier.	False
3. The first place they will go to is the check-in counter.	True
4. Before that, they have to go to immigration.	False
5. Tom needs just three minutes.	False
6. Tom will bring the red shirt.	True
7. Tom's father prefers the aisle seat.	False
8. Tom needs help packing.	False
9. Tom's father will help him to carry the suitcase.	False
10. Tom's parents will wait for him.	True

2.3

1.	Denis wanted to <u>stop over</u> in Mexico City on the way to Cancun.
2.	Maribel and I <u>go back</u> eight years.
3.	You have to <u>hurry up</u> we are late.
4.	We <u>set out</u> on the last stage of our journey.
5.	Please, can you <u>speed</u> the process <u>up</u> ? I'm late for my flight.
6.	My parents decided to <u>get away</u> for the weekend and relax a little bit.
7.	We just landed to our destination, now we have to <u>check in</u> at the hotel.
8.	After the movie, I will <u>drop you off</u> on my way home.
9.	Our vacations are over, now we have to <u>check out</u> at the hotel and go to the airport.
10.	The airplane just landed, we have to <u>get off</u> and grab a taxi.

Self-activities

Activity 1

Simple past time expressions	Present perfect time expressions
Last weekend	Yet
Last week	So far
A week/month/year ago	In the last month
Four days ago	For
Yesterday	Since
	Several times
	Already
	Since I was
	Recently

Activity 2

Joel was born in 1991. When he was a little child, (a) *he was/has been amazed* by legends and myths. He used to think he was an explorer, he used to pack a small briefcase and pretend he visited different places around the house. When he was 18 years old, he (b) *dreamed/has dreamed* that he was on an airplane flying, visiting every part of the world. Such dream (c) *was/has been* the beginning of something great. Since then, (d) he *set/has set* a goal of traveling around the world, especially mysterious places. For the last 8 years, traveling (e) *was/has been* his job and hobby. He (f) *visited/has visited* 30 countries and in the last year he (g) *traveled/has traveled* to Eiffel Tower, the Banff Springs Hotel and the Tower of London. He (h) *went/has been* to most countries in America, except Chile and Peru.

Last month, he (i) *thought/has thought* about going to Peru, but he didn't have time. Also, he (j) *saw/has seen* the seven wonders of the modern world. Recently, he (k) *was/has been* eager to visit Africa, since he (l) *didn't travel/hasn't traveled* to this place yet.

Topic 3. Work

3.1

Character:	Present Perfect Simple Sentence:	Present Perfect Continuous Sentence:
1. Dave	Dave has written four reports.	Dave has been writing reports for three hours.
2. Carl	Carl has met four suppliers early this morning.	Carl has been playing tennis since early morning.

3. Paola	Paola has played two games since 4:00 pm.	Paola has been playing tennis for one hour.
4. Mike	Mike has fixed two TV's.	Mike has been fixing TV's seven hours.
6. Kenya	Kenya has baked two cakes today.	Kenya has been baking two cakes since 11:30 am.

3.2

Activity 1

1.	I really enjoy my job because I can learn new things every day, it is _____.	<ul style="list-style-type: none"> • Creative • Well-paid • <u>Fascinating</u>
2.	I have to stand in front of a computer all days, sometimes my job is _____.	<ul style="list-style-type: none"> • <u>Dull</u> • Rewarding • Challenging
3.	I have to take photos of wild animals such as tigers, it is _____.	<ul style="list-style-type: none"> • <u>Challenging</u> • Repetitive • Glamorous
4.	I love to work at home, it is very quiet, in conclusion it is very _____.	<ul style="list-style-type: none"> • Stressful • <u>Relaxing</u> • Tiring
5.	I work for a big company and I always have deadlines, my job is very _____.	<ul style="list-style-type: none"> • <u>Stressful</u> • Relaxing • Satisfying
6.	I am a football player, I do what I love, this is why my job is _____.	<ul style="list-style-type: none"> • Creative • Varied • <u>Satisfying</u>

Activity 2

I am a writer. Right now, my job is all about being creative you have to think and write about different things. When there are many people interested in my books, it's so relaxing, since I can enjoy spending time thinking about stories and writing for them, but when there are few people interested, it is stressful because they gave me bad comments. Sometimes I change people's lives, this is very satisfying.

I am a music producer. People think I have a very well-paid job and they are correct. I produce music for many singers and even movies, my job is very varied. I work for many hours in my studio, this can be tiring.

3.3

1.	You can ask me <u>for</u> help. I'm a good doctor.
2.	My wife insists <u>on</u> going to her favorite restaurant.
3.	We apologized <u>for</u> our mistake.
4.	I'm tired <u>of</u> working on this repetitive job.
5.	My brother is angry <u>at</u> me because I forgot his birthday.
6.	They are fed up <u>with</u> their badly paid job.
7.	We were invited _____ to a big party.
8.	I am not interested <u>in</u> chemistry, I'm very bad <u>at</u> it.
9.	Your performance depends only <u>on</u> you.
10.	Don't laugh <u>on</u> me, we all make mistakes.
11.	Were shocked <u>by</u> the terrible news.

12.	You spent all night watching movies, you will be late <u>for</u> your date.
13.	My friends were excited <u>for</u> their trip to Australia.
14.	My boyfriend suffers <u>by</u> insomnia.
15.	Don't fight _____ him!

Self-activities

1.	Julia and I <u>have known</u> (know) each other since we were children.
2.	It <u>has been raining</u> (rain) for the past two days.
3.	Ana <u>has been</u> (be) in the hospital for a month. She may be at home next week.
4.	Please answer your phone, it <u>has been ringing</u> (ring) for the past three minutes.
5.	Clark is standing there, he <u>has been waiting</u> (wait) for his girlfriend for the past thirty minutes.
6.	They <u>have been building</u> (build) that tower for one year. It <u>hasn't been</u> (not finish) so far.
7.	My grandparents <u>have been fishing</u> (fish) all day long. They <u>have caught</u> (catch) eight fish so far.
8.	My brother has a final exam, but he <u>has been sleeping</u> (sleep) all day.
9.	We have to sit down, we <u>have been dancing</u> (dance) all night.
10.	She <u>has been writing</u> (write) reports since 12 pm. He <u>has finished</u> (finish) about three reports.
11.	I love that cinema. I <u>have gone</u> (go) there many times.
12.	My sister is at the mall, she <u>has been shopping</u> (shop) all afternoon. She <u>has bought</u> (buy) one dress.
13.	I smell something delicious, <u>have you cooked</u> (cook)?

Topic 4. Language

4.1

1.	The train <u>arrives</u> (to arrive) at 1 pm.
2.	I <u>will give</u> (to give) my seat to the lady.
3.	<u>Are you going to take</u> (to take) your children with you to Portugal?
4.	When I see you, I <u>will show</u> (to show) you my new cellphone.
5.	Sara <u>is going to fly</u> (to fly) to Chile tomorrow morning.
6.	I don't think you <u>will have</u> (to have) an problems when you arrive to California.
7.	I think it <u>will snow</u> (to snow) in Chihuahua next month.
8.	I <u>am going</u> (to go) to a restaurant tonight, I made reservations yesterday.
9.	Do you think the teacher <u>will give</u> (to give) us a good grade for our project?
10.	Are you still doing your homework? If you <u>finish</u> (to finish) by 3 pm, we <u>will go</u> (to go) to a restaurant.
11.	On Saturday at 9 pm, I <u>am going to meet</u> (to meet) my best friend.
12.	She <u>is going to see</u> (to see) her mother in May.
13.	I can't read, I <u>will turn</u> (to turn) on the lights.

4.3

English-Spanish False Cognate Pair	What is the difference in meaning?
Exit / Éxito	Exito means "success" in English.
Compromise / Compromiso	Compromiso means "commitment" in English.
Contest / Contestar	Contestar means "answer" in English.
Pie / Pie	Pie means "foot" in English.
Questions / Cuestión	Cuestión means "matter" in English.
Embarrass / Embarazo	Embarazo means "pregnancy" in English.

Self-activities

Activity 1

	Sentence:	Answer:
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1.	We buy the new machinery. We produce more cars.	If we buy 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 more presence with their target market.
3.	She types fast. She finish 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 standards, our products will be error free.
6.	We attend our clients' suggestions. Our clients are more satisfied.	If we attend our clients' suggestions, our clients will be more satisfied.
7.	We reduce overtime. Our workers are not stressed.	If we reduce overtime, our workers will not be stressed.
8.	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.
9.	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.
10.	They redecorate the offices. They have better appearance.	If they redecorate the offices, they will have better appearance.

Activity 2

1.	Tom and I <u>are going to contact</u> 3 new clients every day. (contact)
2.	Tom <u>is going to visit</u> all the clients from the pharmaceutical industry. (visit)
3.	I <u>am going to call on</u> the clients of big supermarket chains. (call on)
4.	We <u>are going to increase</u> our sales in one percent every single week. (increase)
5.	We <u>are following up</u> all the clients that have expressed interest in our products. (follow up)
6.	Tom <u>is going to write down</u> all the characteristics of our products. (write)
7.	I <u>am going to transform</u> the characteristics into benefits. (transform)
8.	We <u>are going to prepare</u> a really good Prezi presentation. (prepare)
9.	We <u>are going present</u> it to our colleagues. (present)
10.	They <u>are going to give</u> us interesting feedback. (give)

Topic 5. Advertising

5.1

1. It is Wednesday, but if it were (be) Sunday, I would go (go) to the cinema.
2. If I were (be) a superhero, I would fly (fly).
3. If he didn't work (not work) today, he would spend (spend) his time studying.
4. If she found (find) a dinosaur egg, she would (leave) it in a museum.
5. We don't speak German, if we spoke (speak) German, we would travel (travel) to Germany and practice.
6. If they won (win) the lottery, they would buy (buy) a new house.
7. Daniel would get (get) better if he stopped (stop) smoking.
8. Richard would feel (feel) very good if he didn't spend (not spend) all night playing videogames.
9. We would lose (lose) weight if we worked out (work out) a lot.
10. If Jane didn't drive (not drive) very fast, she would have (not have) accidents.
11. If I studied (study) more, I wouldn't fail (not fail) my exams.
12. If the car were (be) cheaper, I would buy (buy) it right now.

13. If the teacher didn't speak (not speak) so fast, we would be able (be able) to understand.
 14. If he had (have) tickets for the game, he would go (go) to support his team.
 15. You would play (play) with your pet if you had (have) one.

5.2

Activity 1

	Adjective	Comparative	Superlative
a.	Difficult	More difficult	The most difficult
b.	Cheap	Cheaper	The cheapest
c.	Expensive	More expensive	The most expensive
d.	Good	Better	The best
e.	Lazy	Lazier	The laziest
f.	Pretty	Prettier	The prettiest
g.	Beautiful	More beautiful	The most beautiful
h.	Shy	Shier	The shiest
i.	Happy	Happier	The happiest
j.	Short	Shorter	The shortest
k.	Famous	More famous	The most famous
l.	Comfortable	More comfortable	The most comfortable
m.	Ugly	Uglier	The ugliest
n.	Warm	Warmer	The warmest
o.	Long	Longer	The longest
p.	Intelligent	More intelligent	The most intelligent
q.	Wide	Wider	The widest
r.	Wide	Wider	The widest
s.	Thick	Thicker	The thickest
t.	Smart	Smarter	The smartest
u.	Far	Further	The farthest
v.	Bad	Worse	The worst
w.	Fat	Fatter	The fattest
x.	Interesting	More interesting	The most interesting
z.	Narrow	Narrower	The narrowest

Activity 3

1.	We drive <u>more carefully</u> (carefully) than my parents.
2.	My friends study <u>harder</u> (hard) than me, but I work <u>harder</u> (hard) than all of them.
3.	Alfred dances <u>more beautifully</u> (beautifully) than everyone I know.
4.	My sister speaks <u>faster</u> (fast) than my brother.
5.	This is the <u>best</u> (good) of all time.
6.	They arrived <u>earlier</u> (early) than we expected.
7.	She runs <u>slower</u> (slow) than her friends.
8.	That cleaning product is the <u>worst</u> (bad) of all of them.
9.	My new house is the <u>most expensive</u> (expensive) house I have bought.
10.	Canada is the <u>farthest</u> (far) place I have ever been.

Self-activities

Activity 1

	Sentence:	Answer:

1.	Facts: My computer isn't an HP. My computer fails.	If my computer were an HP, my computer wouldn't fail.
2.	Facts: My job isn't interesting. I don't love it!	If my job were interesting, I would love it.
3.	Facts: My computer runs sophisticated software. I don't need an Apple.	If my computer didn't run sophisticated software, I would need an Apple.
4.	Facts: My computer doesn't run sophisticated software. I need an Apple	My computer ran sophisticated software, I wouldn't need an Apple.
5.	Facts: My colleague Jan isn't friendly. He doesn't help me.	If my colleague Jan were friendly, he would help me.
6.	Facts: My company prohibits receiving presents from suppliers. We do not compromise our integrity.	If my computer didn't prohibit receiving present from suppliers, we would compromise our integrity.
7.	Facts: We don't change our pool of cars every five years. The cars aren't in great conditions.	If we changed our pool of cars every five years, the cars would be in great conditions.
8.	Facts: Your boss is tough. He doesn't accept mistakes.	If your boss weren't tough, he would accept mistakes.
9.	Facts: We aren't committed to quality. We don't produce with high-quality standards.	If we were committed to quality, we would produce with high-quality standards.
10.	Facts: She doesn't take notes in meetings. She forgets many things.	If she took notes in meetings, she wouldn't forget many things.

Activity 2

1.	Air travel is <u>quicker</u> / more quicker than traveling by car.
2.	It's most dangerous / <u>more dangerous</u> travelling by car than by train.
3.	Passengers are usually <u>happier</u> / more happy to pay for quick connections than beautiful interiors.
4.	501 km/h was the <u>fastest</u> / most fast speed achieved by a Maglev train in 2003.
5.	City planners must try to find more efficient / <u>the most efficient</u> form of public transport.
6.	<u>The cheapest</u> / The less expensive form of transport is not always the good / <u>best</u> .

Topic 6. Education

6.1

1. The lion that I saw in TV is dangerous.
2. We read the report that the secretary gave us.
3. The UFO that appeared in TV was terrifying.
4. My friend has a dog that barks a lot.
5. The evidence that was manipulated by the man was confusing.
6. Elton John is a singer who sings Tiny Dancer.
7. That is the place where I met my husband.
8. I like to read books that are about horror.
9. Italy is a country that gave birth to the renaissance.
10. That is the woman that I love.
11. I miss the person who is my brother.
12. A cinema is a place where you can watch movies.
13. The cat that belongs to my sister is lazy.

14. I love music whose genre is Rock.

6.2

Activity 1

Jesus:	Hello Robert, where did you go last week?
Robert:	I went to New York (a) <u>where</u> I had a nice time.
Jesus:	Did you see anything interesting?
Robert:	Yes, I did. I went to the Madison Square Garden, (b) <u>where</u> I watched a basketball game and I also visited the Statue of Liberty National Monument, (c) <u>which</u> is very famous.
Jesus:	Did you meet anyone interesting there?
Robert:	Yes, I did. I met a girl <u>who</u> was from England. She knew a family there, <u>which</u> lives there and she took me to meet them. They were a very rich and kind family, <u>whose</u> friendliness made me feel good.
Jesus:	It sounds like a great experience.
Robert:	That is right! It is a place <u>which</u> I would like to visit again.

Activity 2

1. I have two brother.	<ul style="list-style-type: none"> • <u>My brother who lives in Brazil came to visit me.</u> • My brother, who lives in Brazil, came to visit me.
2. I have one brother.	<ul style="list-style-type: none"> • My brother who is 29 years old spent his weekend in Sweden. • <u>My brother, who is 29 years old, spent his weekend in Sweden.</u>
3. Julia's mother has lost her keys.	<ul style="list-style-type: none"> • Julia's mother who is a doctor has lost her keys. • <u>Julia's mother, who is a doctor, has lost her keys.</u>
4. My friend moved to Spain.	<ul style="list-style-type: none"> • My friend Mike whose wife is Canadian moved to Spain last week. • <u>My friend Mike, whose wife is Canadian, moved to Spain last week.</u>
5. I am a car fanatic.	<ul style="list-style-type: none"> • <u>The car which I bought last year is very expensive.</u> • The car, which I bought last year, is very expensive.
6. Joe has two cats. One of them is black.	<ul style="list-style-type: none"> • <u>Joe's cat which is black can jump very high.</u> • Joe's cat, which is black, can jump very high.
7. Jane has four dogs. Two of them are brown.	<ul style="list-style-type: none"> • <u>Jane's dogs which are brown bark a lot.</u> • Jane's dogs, which are brown, bark a lot.
8. We are on vacations. Yesterday we visited a museum.	<ul style="list-style-type: none"> • <u>The museum which we visited yesterday is very famous.</u> • The museum, which we visited yesterday, is very famous.
9. We are on vacations. Yesterday we visited an interesting place.	<ul style="list-style-type: none"> • <u>The Statue of Liberty which we visited yesterday is very old.</u> • The Statue of Liberty, which we visited yesterday, is very old.
10. Damian is very famous.	<ul style="list-style-type: none"> • Damian whom I met at the festival is a very famous surgeon. • <u>Damian, whom I met at the festival, is a very famous surgeon.</u>

6.3

Activity 1

1.	For our final term, we need to present a <u>dissertation</u> in order to have our bachelor's degree.
2.	The teacher asked us to do a <u>research</u> about education and university.
3.	We just finished our Bachelor's Degree, now we want to study a <u>master's degree</u> .
4.	She just checked the <u>syllabus</u> of a class and there are many difficult subjects.
5.	I haven't been in school for a term, I need to <u>enroll</u> this year.
6.	We have a lot to do this weekend, the teacher gave us an important <u>assignment</u> .
7.	Mary has enough <u>bursary</u> to pay her University this year.

8.	We have just finished our first <u>term</u> of the year, we will continue in May.
9.	He has the chance to study a <u>certificate</u> about Business management made of four subjects in Tecmilenio.
10.	I just finished my Master's Degree, I think I will study a <u>PhD</u> .

Activity 2

Question:	Answer:
1. What is the ratio between public school teacher and their students?	a) 1:5 b) 1:8 c) 1:12 <u>d) 1:16</u>
2. How much does each student on average cost?	a) \$ 8, 918. b) \$ 9,975. <u>c) \$12,300.</u> d) \$12,524.
3. What are the advantages private schools have over public schools?	Answer: They have more syllabus flexibility, 95% graduation rate,
3. Find a statistics from the video that shows the odds are in your favor as private school student.	Answer: Wage with high school diploma-\$35, 256. Unemployment with high school diploma-5.4%. Wage with bachelor's degree-\$59, 124. Unemployment with bachelor's degree-2.8%-

Self-activities

1.	I talked to the boy <u>whose</u> car had broken down in front of the supermarket
2.	Mrs. Fernandez, <u>who</u> is a baker, lives on the corner.
3.	We often visit our aunt in Coahuila <u>which</u> is in Northeastern part of Mexico.
4.	We often visit our aunt in Coahuila <u>which</u> is in Northeastern part of Mexico.
5.	This is the girl <u>who</u> comes from Peru. That's Julio, the boy <u>who</u> has just arrived to the city.
6.	Thank you very much for your e-mail <u>which</u> was very interesting.
7.	The man, <u>whose</u> father is a doctor, forgot his hat.
8.	The children, <u>who</u> played in the street, are not from our neighborhood.
9.	The car, <u>whose</u> driver was underage, suffered a terrible collision.
10.	Martin, <u>who</u> is very intelligent, is a teacher in Tecmilenio.

Topic 7. Design

7.1

Activity 1

Modal verbs	Affirmative	Negative	Question
Must	I must go to the dentist.	I mustn't go to the dentist.	
Need to	I need to go to the dentist.	I don't need to go to the dentist.	Do I need to go to the dentist?
Have to	I have to go to the dentist.	I don't have to go to the dentist.	Do I have to go to the dentist?
Should	I should go to the dentist.	I shouldn't go to the dentist.	Should I go to the dentist?

Modal verbs	Affirmative	Negative	Question
Must	She must hurry up.	She mustn't hurry up.	
Need to	She needs to hurry up.	She doesn't need to hurry up.	Does she need to hurry up?
Have to	She has to hurry up.	She doesn't have to hurry up.	Does she have to hurry up?
Should	She should hurry up.	She shouldn't hurry up.	Should she hurry up?

Modal verbs	Affirmative	Negative	Question
Must	They must stay quiet.	They mustn't stay quiet.	
Need to	They need to stay quiet.	They don't need to stay quiet.	Do they need to stay quiet?
Have to	They have to stay quiet.	They don't have to stay quiet.	Do they have to stay quiet?
Should	They should stay quiet.	They shouldn't stay quiet.	Should they stay quiet?

Modal verbs	Affirmative	Negative	Question
Must	He must go out.	He mustn't go out.	
Need to	He needs to go out.	He doesn't need to go out.	Does he need to go out?
Have to	He has to go out.	He doesn't have to go out.	Does he have to go out?
Should	He should go out.	He shouldn't go out.	Should he go out?

Modal verbs	Affirmative	Negative	Question
Must	You must carry your bags.	You mustn't carry your bags.	
Need to	You need to carry your bags.	You don't need to carry your bags.	Do you need to carry your bags?
Have to	You have to carry your bags.	You don't have to carry your bags.	Do you have to carry your bags?
Should	You should carry your bags.	You shouldn't carry your bags.	Should you carry your bags?

Activity 2

1.	She <u>has to lock</u> (to lock) the door before she leaves.
2.	Yesterday, we <u>had to read</u> (to read) two essays.
3.	<u>Do you have to go</u> (to go) to school?
4.	<u>Does he have to go</u> to the bathroom?
5.	You <u>don't have to come</u> (not come) if you don't want to.
6.	We <u>have to study</u> (to study) for the exam.
7.	Last Sunday, she <u>had to play</u> (to play) a football game.
8.	<u>Do you have to buy</u> (to buy) the tickets before?
9.	What <u>do you have to do</u> (to do) when you have a problem?
10.	I <u>had to</u> (to fix) my car since it broke down yesterday.

Self-activities

Activity 1

1. There must be something wrong with my car. I fixed it yesterday.
2. This bill can't be correct. It is too much I just drank a cup of coffee.
3. This book must be yours because it is mine.
4. His life can't be easy, he doesn't have a job.
5. Eve must be at work, it is too late.
6. This must be Paty's phone, it looks like hers.
7. Where is my brother? He must be at school right now.
8. This food is delicious, they must have an excellent chef.

Module 2. Getting involved in the business world

Topic 8. Business

8.1

Activity 2

1. He read (read) a book for two hours two days ago.
2. I was cooking (cook), when I received a call.
3. They were doing (do) homework, when their parents left (leave) home.
4. While she was working (work), Erick was eating (eat).
5. Last year, I got (get) a promotion.
6. At 6:00 pm yesterday afternoon, he was playing (play) basketball.
7. The concert was starting (start) while they were parking (park) their car.
8. I called you yesterday, what were you doing (you/do)?
9. We didn't answer the quiz because we didn't have (not/have) internet.
10. I couldn't hear you, because my family was listening (listen) to loud movie.
11. When you arrived, you called (call) her.

8.2

Activity 1

1. My department is going to carry out a research on profitability to expand our market across different countries.
2. Every year end is when the company checks its stock and update its inventory lists.
3. The turnover
4. for this year was reduced by the pandemic. We shouldn't expect a bonus.
5. Foreign merchandise was offered in the fair trade last year.
6. There are some positions without employees, therefore the company will recruit more managers to lead the project.
7. We are organizing an important event, but we have to manage our budget properly for it.
8. After our poor performance, our leader had to motivate us to work harder.
9. Everything is working according to the schedule there won't be any delays.
10. I have to many things to do today, I need to prioritize the ones I should solve first.
11. Every member of the staff has shown disagreements to one another, they have to collaborate more to achieve the company's goal.

Self-activities

Activity 1

- a. I lost the letter that my mother had given to me. (give)
- b. My cousin went to a school which he had gone
- c. _____ years before. (go)

- d. I wore a dress that I hadn't worn in years. (not- wear)
- e. We had seen the movie before it came out on the cinema. (see)
- f. My mother had washed the vegetables before preparing the recipe. (wash)

Activity 2

- a. I was cleaning when a spider came from under the couch. (clean)
- b. The driver was looking at the road when a passenger felt sick on the back of the bus. (look)
- c. My son was doing his homework before you came to visit. (do)
- d. We were looking for you all over the school. (look)
- e. The team was having a bad season before their victory. (have)

Topic 9. Engineering

9.1

Activity 1

1. Columbus discovered America. America was discovered by Columbus.
2. The school gives many books for free. Many books are given for free by the school.
3. A lion attacked Ryan. Ryan was attacked by a lion.
4. My wife sings a beautiful song. A beautiful song is sung by my wife.
5. We invited 200 people to our wedding. 200 people were invited to our wedding.
6. The dog eats a bone. A bone is eaten by the dog.
7. Picasso painted a famous picture. A famous picture was painted by Picasso.
8. David and Daniela need two notebooks. Two notebooks are needed by David and Daniela.
9. My parents bought tickets for the event. Tickets for the event were bought by my parents.
10. I save money every day. Money is saved by me every day.
11. My children damaged the computer. The computer was damaged by my children.
12. The boys sell cellphones. Cellphones are sold by the boys.
13. The government built several hospitals. Several hospitals were built by the government.
14. Jane and Rose spoke Japanese. Japanese was spoken by Jane and Rose.
15. The student writes two letters in one day. Two letters are written by the student in one day.
16. We saved our money in a safe. Our money was saved in a safe.
17. Gabriela's niece speaks German and English. German and English are spoken by Gabriela's niece.
18. Lana Wachowskis directed "Matrix." Matrix was directed by Lana Wachowskis.
19. You should study this topic for the final exam. This topic should be studied by you for the final exam.
20. Tania can ride a horse. A horse can be ridden by Tania.

Activity 2

<p>1. My parents saw a mysterious shadow in their house last night. They reported it to the police. They sent the police to look at the case. The mysterious shadow saw the police and started running while my parents were taking photos. Finally, the police caught the mysterious shadow. The police called my parents and said that it was a thief who tried to break into their house.</p>	<p>Answer: A mysterious shadow was seen by my parents in their house last night. The police was sent to look at the case. The police was seen by the mysterious shadow and started running while photos were taken by my parents. Finally, the mysterious shadow was caught by the police and said that it was a thief who tried to break into their house.</p>
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2. My grandfather is a very active man. In the morning, he eats breakfasts and he listens to his favorite music. Then, he works in his workshop, he is a painter. He paints landscapes and people. Sometimes, he calls his grandchildren and asks them to visit his workshop. We paint landscapes, but not as good as his. Next, he takes the bus to go home. At home, he eats dinner and watches his favorite TV shows before going to bed.

Answer: My grandfather is a very active man. In the morning, breakfast is eaten by him and his favorite music is listened. Then, he works in his workshop, he is a painter. Landscapes and people are painted by him. Sometimes, his grandchildren are called by him and they are asked to visit him to his workshop. Landscapes are painted by us, but not as good as his. Next, the bus is taken by him to go home. At home, dinner is eaten and his favorite TV shows are watched before going to bed.

9.2

Activity 1

1. He is afraid of _____ death.
2. You should bring an umbrella it is going to rain.
3. Paty goes to the University by _____ bus; it takes her an hour to get there.
4. They had a romantic dinner on Thursday.
5. The couple was arguing yesterday, a man was sad and a woman was angry.
6. Please, put the keys on the table.
7. The mount Everest is the highest mountain in the world.
8. He plays _____ football twice a week.
9. You go to _____ school by _____ car.
10. A cat is the pet he likes; he thinks it is a beautiful animal.
11. My mother is a lawyer and my father is an engineer.
12. What an interesting movie!
13. I need a new pair of _____ shoes.
14. We _____ shower every day.
15. Alejandro plays _____ football better than he plays the piano.
16. Would you like a cup of _____ coffee?
17. I saw on _____ TV that there had been a robbery.
18. Can you tell me the truth?
19. I should try to read the newspaper more often.
20. She ate an apple before she went to _____ school.

Activity 2

Karen	We have finally arrive to <u>the</u> house we were looking for. This must be <u>the</u> house we saw on <u>the</u> advertisement.
Carlos	It is in <u>a</u> nice location and it is very close to the downtown of the city.
Karen	There is <u>a</u> grocery store nearby too.
Carlos	Do you like <u>the</u> color of the house?
Karen	Yes, I do. Let's go inside, <u>the</u> real estate agent is there.
Carlos	Now that we are inside, how many _____ bedrooms are there?
Karen	There are two bedrooms, and they are all upstairs.
Carlos	Do you see <u>the</u> backyards? It is too big.
Karen	The backyard _____ is quite big. You can play with <u>the</u> dog there.
Carlos	By the way, do you see <u>the</u> living room?
Karen	It looks awesome. It has <u>a</u> nice view of <u>the</u> city. On the other hand, <u>the</u> bathroom is very small.
Carlos	I just noticed this house has <u>a</u> basement, quite scary.
Karen	But it doesn't have <u>an</u> attic. Did you see <u>the</u> garage?
Carlos	We can park <u>a</u> car there and also our bicycles.
Karen	Now, we should go with <u>the</u> real estate agent.

Carlos	I hope <u>the</u> price is not so high!
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9.3

Activity 1

1. A very strong earthquake can shake the earth and destroy houses, buildings, among other things.
2. A drought sometimes takes place when it doesn't rain for days, weeks or months.
3. If it rains a lot, there may be a flood.
4. A hurricane is a large storm with strong winds that can affect a country.
5. After it rains a lot, a landslide cause lots of soil slide down a mountain.
6. A tornado is smaller than a hurricane, but it is very dangerous.
7. In 2004, there was a tsunami in Indonesia.
8. In 1815, Mount Tambora had a volcanic eruption roughly 100, 000 people died.

Activity 2

Sentence	True or False
Tom, U.K	
1. Tom was in an earthquake in Hong Kong.	False
2. He hid in a telephone box.	True
Jess, U.K	
3. Jess was in a natural disaster.	False
4.. She was very close to a bomb in Manchester.	True
George, U.S.	
5. George was in a blizzard.	False
6. This disaster scared George a lot.	False
Pernais, Jamaica.	
7. She experienced a volcanic eruption.	False
8. She was rescued by an old woman.	False
Mike, Singapore.	
9. There was a big landslide while he was driving.	True
10. This disaster took plan in December 2005.	False
Doron, U.K.	
11. The blizzard wasn't so frightening.	False
12. He was freezing and couldn't see anything.	True

Self-activities

Activity 1

The answer is 1a, because the phrase uses the definite article (1) for a unique noun (a).

The moon (2a) is a satellite(3a) that revolves around our world. It's the only natural satellite (3a) that we have, although there are many artificial satellites (3a) The phases (1a) of the moon complete a cycle (2a) around once a month (3a)

The moon has an effect (3a) on our Earth. If you stand on the coast (1a) of the Pacific (1a) you will see the movement of the tide.

The moon's gravity produces this effect and it can be seen whether you're in China (3a) Morocco (1a) or the States (3a) But it's not just oceans that are effected by the moon, animal life can be influenced too. The moth (2a) is a species of insect that uses the moon to navigate. That's why the species (3a) has problems with electric lights at night (3a)

Activity 2

1. A love letter was written by me two days ago.
2. A movie was watched by Helen yesterday.
3. Dinner is cooked by my mother every time we visit her.
4. Videogames are played by Erick almost the entire time.

5. Bicycles were driven by us when we were kids.
6. A report is delivered by the secretary every Friday.
7. \$1 million dollars was won by her in the lottery.
8. English can be spoken by you very well.
9. A party was organized by them last month.
10. Homework is done by us every week.

Topic 10. Trends

10.1

Activity 1

1. Buy me a few apples and oranges when you finish cleaning the house.
2. There aren't many bottles on the table.
3. There were a lot of cars an hour ago.
4. Is there a little bread?
5. There aren't many people in the club.
6. Come one!, we only have a little time before the bus leaves.
7. It is very calm. There aren't many cars in the parking lot.
8. She feels very bad, she smokes a lot of cigarettes a day.
9. There will be a little rain today.
10. Have you been to England many times?
11. I have a few dogs at home.
12. A lot of friends are coming over next week.
13. We only spent a few pesos.
14. Have you got a little money? Yes, a little
15. Mexico has a lot of intelligent people.
16. There is a little milk inside the refrigerator.
17. He ate a lot and felt very bad afterwards.
18. You used a little salt in your food, it needs more.
19. There were many people, so we left.
20. Don't eat too much chocolate. It is bad for you.

Activity 2

1. <u>How much</u> stress do you have in your life.
2. <u>How many</u> soft drinks do you have per weekend?
3. <u>How many</u> fruits do you eat a day?
4. <u>How many</u> vegetables do you eat a day?
5. <u>How much</u> alcohol do you drink a week?
6. <u>How many</u> days do you spend resting and relaxing a week?
7. <u>How much</u> water do you drink a day?
8. <u>How much</u> meat do you eat a week?
9. <u>How much</u> sleep do you get a night?
10. <u>How many</u> cups of coffee do you drink a day?
11. <u>How much</u> junk food do you eat a week?
12. <u>How much</u> exercise do you do a week?
13. <u>How many</u> hours do you spend studying for this class?

10.2

Last year, my brother tried (a) (to skydive / skydiving). It was his first time. His friends and him had planned (b) (to go / going) together, and actually, he was really excited about (c) (to practice / practicing) it. He was tired of (d) (to listen / listening) to his friends talking about how much it was their favorite hobby, so he finally decided (e) (to see / seeing) it by himself.

They met each other downtown and started (f) (to drive / driving) to the outskirts of the city in the morning. (g) (to drive / driving) to the skydiving center was a great experience. He said that the view from the highway was amazing and he really recommend (h) (to take / taking) the trip even if you don't do anything at the skydiving center.

During the trip, they discussed (i) (to skydive, skydiving) and what they should do to learn. When they arrived at the skydiving center, my brother got his equipment and went to his lesson. During the lesson, he practiced (j) (to get/ getting) off of the plane and learned (k) (to open / opening) his parachute. He wasn't bad at (l) (to get / getting) off of the plane, but he was really bad at opening his parachute.

After his lesson, he met up with his friends, and he agreed (m) (to go / going) to some more difficult attempts. He really considered (n) (not to go / not going) but he was afraid of (o) (to say no / saying) no.

He didn't know what he expected (p) (to happen / happening), but he fell nervous many times. When he was skydiving, he almost got to the bottom when he landed on a tree. It really hurt. At first, he pretended (q) (not to be / not being) hurt, but he couldn't hide his pain any longer. He began (r) (to cry / crying). His friends took him down the city to the doctor. The doctor suggested (s) (to go / going) to the hospital to see if I was seriously injured.

Now, he is waiting at the hospital. He never plans (t) (to go / going) skydiving again!

10.3

Activity 2

1.- This person is not very <i>fashion conscious</i> . (a)
2.-This person wears whatever is comfortable. (c)
3.-This person wants clothes that <i>look fairly smart</i> . (b)
4.-This person thinks that fashion expresses who you are and it can differentiate you from others. (d)
5.-This person thinks that clothes express your personality. (f)
6.-This person doesn't care about <i>name brands</i> . (c)
7.-This person may wear something that is the latest fashion. (f)
8.-This person wears classic clothing. (a)

Topic 11. Arts and media

11.1

1. She said, "I will be here in three hours."
She said she would be there in three hours.
2. He said, "I have to finish this essay right now."
He said he had to finish that essay right then.
3. Dave said to me, "I am having a date tonight."
David said to me that he was having a date that night.
4. My mother said to me, "you have to clean your room."
My mother said to me I had to clean my room.
5. My father said, "Everyone has to come early."
My father said that everyone had to come early.
6. Priscila said, "I saw a TV show on Monday."
Priscila said she had seen a TV show on Monday.
7. Claudia said, "I have watched that movie."
Claudia said she had watched that movie.
8. Charlie said to Luis, "I can't go with you tonight."
Charlie said to Luis that he couldn't go with you that night.
9. Mike said, "I have finished the exam."
Mike said he had finished the exam.
10. Ana said, "Javier speaks German."

Ana said Javier spoke German.

11. Walter said to his wife, "I won't see your family tonight."

Walter said to his wife he wouldn't see his family that night.

12. John said, "I don't want to visit that place."

John said he didn't want to visit that place.

13. Jimena said to her father, "I want to study in that university."

Jimena said to her father she wanted to study in that university.

14. The girl said, "I am only ten years old."

The girl said she was only ten years old.

15. He said to the waiter, "I have already ordered."

He said to the waiter he had already ordered.

16. She said, "I will never want to see you again."

She said she would never want to see you again.

17. The wife said to her husband, "you don't help me at all."

The wife said to her husband that he didn't help her.

18. He said to me, "the car broke down."

He said to me the car had broken down.

19. The clerk said, "the elevator didn't work yesterday."

The clerk said the elevator hadn't work the day before.

20. Mr. Miles said, "I am going to visit a museum."

Mr. Miles said he was going to visit a museum.

11.2

1. He asked me, "do you work in this company?"

He asked me if I wanted to work in that company.

2. She asked me, "where are you going tomorrow?"

She asked me where I was going the next day.

3. He asked me, "can I borrow \$1000 pesos?"

He asked me if I could borrow \$1000 pesos.

4. The students asked, "what times does this class begin?"

The students asked what time this class begun.

5. They asked me, "why are you tired?"

They asked why you were tired.

6. Mary asked him, "did you call me last night?"

Mary asked him if you had called her last night.

7. Daniel asked, "is this yours or mine?"

Daniel asked if that was yours or his.

8. The customers asked, "where do we find this product?"

The customers asked where they found that product.

9. They asked, "how long does it take you to finish?"

They asked how long it took you to finish.

10. Angela asked, "are you a lawyer or an engineer?"

Angela asked if you were a lawyer or an engineer.

11. Carl asked, "would you like to go to a restaurant?"

Carl asked if you will like to go to a restaurant.

12. Laura asked, "what kind of movies do you like?"

Laura asked what kind of movies you like.

13. Dulce asked, "where have you been?"

Dulce asked where you had been.

14. The police officer asked, "were you drinking while driving?"

The police officer asked if you were drinking while driving.

15. My daughter asked, "can we go now?"

My daughter asked if we could go at that time.

16. He asked, "how many pens do you need?"

He asked how many pens you needed.

17. The patient asked, "what should I take for my headache?"

The patient asked what he should take for his headache.

18. The man asked, "have you been in London?"

The man asked if you had been in London.

19. She asked, "what did you eat yesterday?"

She asked what you ate the day before.

20. They asked, "did you have an interview last week?"

They asked if you had an interview the previous week.

11.3

What are the different social media platforms?

The different social media platforms are:

- a) Snapchat.
- b) Instagram
- c) Facebook
- d) Twitter
- e) YouTube

How many hours do girls and boys use them?

They use them for 3 or more hours per day.

Do you use these platforms and which one is your favorite?

Answer may vary.

Are the benefits of social media platforms?

- a) First, social media provides opportunities for social connection.
- b) It can help young people form communities.
- c) Keep in touch with friends who do not live nearby.
- d) It can provide a place to get social support.
- e) Social media can provide a valuable connection to one's peers.

What problems may social media cause?

It can disrupt sleep.

Is there a correlation between the time you spent using social media with depression and anxiety?

Most of these studies indicate that time spent on social media is correlated with depression and anxiety, but that doesn't necessarily mean that social media causes these problems

Why is sleep disrupted by using social media?

The light from the screen can disrupt one's circadian rhythm, and many people wake up in the night in order to check or respond to messages.

Explain in your own words what FoMO means.

Answer may vary.

Why is the body image of boys and girls affected by social media?

Higher social media use leads to "body surveillance," which refers to monitoring one's own body and becoming judgmental of it. People who do more body surveillance report feeling more shame about their bodies.

Self-activities

Activity 4

The girl asked, "how big is our house?"

- The girl asked how big their house is.

- The girl asked how big their house was.
 - The girl asked how big was their house.
- b) The man asked, “is this product expensive?”
- The man asked if that product is expensive.
 - The man asked that product was expensive.
 - The man asked if that product was expensive.
- c) Paola said, “we need to do something different.”
- Paola said they needed doing something different.
 - Paola said they need to do something different.
 - Paola said they needed to do something different.
- d) The teacher said, “we have studied four topics this month”
- The teacher said they had studied four topics that month.
 - The teacher said they have studied four topics that month.
 - The teacher said they had studied four topics this month.
- e) My friend said, “we saw a ghost last night”
- My friend said they had seen a ghost last night.
 - My friend said they have seen a ghost last night.
 - My friend said he had seen a ghost last night.
- f) My brother asked, “do you need help?”
- My brother asked me did I need help.
 - My brother asked me if I need help.
 - My brother asked me if I needed help.
- g) The girl said, “my favorite music genre is rock.”
- The girl said her favorite music genre was rock.
 - The girl said her favorite music genre is rock.
 - The girl said my favorite music genre was rock.
- h) The teacher said to the class, “we have to study hard to get better job opportunities.”
- The teacher said the class we had to study hard to get better job opportunities.
 - The teacher said to the class they have to study hard to get better job opportunities.
 - The teacher said to the class we had to study hard to get better job opportunities.

Topic 12. Presentations

12.1

Activity 1

1. He didn't clean the house. It is very dirty.
If he had cleaned the house, it wouldn't have been dirty.
2. The firemen didn't arrive. The fire spread to the forest.
If the firemen had arrived, the fire wouldn't have spread to the forest.
3. Bryant got lost. His mother got worried.
If Bryant hadn't gotten lost, his mother wouldn't have worried.
4. Jessica didn't get first place. She didn't practice enough.
If Jessica had practiced enough, she would have gotten first place.
5. Samuel's alarm didn't go off. He arrived late for work.
If Samuel's alarm had gone off, he wouldn't have arrived late for work.
6. Daniela practiced a lot. She won first place.
If Daniela hadn't practiced a lot, she wouldn't have won first place.
7. The computer was broken. He was bored.

If the computer hadn't been broken, he wouldn't have been bored.

8. I rode a horse. I fell off.

If I hadn't ridden a horse, I wouldn't have fallen off.

9. We didn't study. We failed the exam.

If we had studied, we wouldn't have failed the exam.

10. Dave's girlfriend broke up with him. He cheated on her.

If David hadn't cheated on his girlfriend, she wouldn't have broken up with him.

11. He didn't watch the game. He forgot about it.

If he hadn't forgotten about the game, he would have watched it.

12. The joke was terrible. Jake's friends didn't laugh.

If the joke hadn't been terrible, Jake's friends would have laughed.

13. The police didn't arrive. The thief got away.

If the police had arrived, the thief wouldn't have gotten away.

14. Jane didn't get a promotion. She didn't prepare properly.

If Jane had prepared properly, she would have gotten a promotion.

15. They didn't finish the project. They went out.

If they hadn't gone out, they would have finished the project.

Activity 2

Description:	Answer:
Jesus had a terrible day, he had to be at the bus station at 8 pm, but his alarm didn't go off and he overslept. He got dressed very quickly, threw everything into her backpack and ran out of the house.	<i>If Jesus' alarm had gone off, he wouldn't have overslept.</i>
When he got to the bus station, he noticed he forgot his wallet. Therefore, he started running and returned home. He grabbed his wallet, asked for a taxi and went to work.	<i>If Jesus hadn't lost his wallet, he would have returned home.</i>
When he arrived at work, he opened his backpack and realized that he forgot to pack an important report.	<i>If he hadn't opened his backpack, he wouldn't have realized he forgot to pack an important report.</i>
He tried to finish his report but he didn't have enough time. Then his boss asked for the report, but he didn't receive it since Jesus didn't send it. His boss was extremely angry because Jesus overslept.	<i>If he had had enough time, he would have finished the report. If Jesus had sent the report, his boss would have received it. If he hadn't overslept, his boss wouldn't have been extremely angry.</i>





12.2



Activity 1

1.	Julia is worried about money. Answer: Julia may have lost her job.	Lose her job
2.	The window is broken. Answer: The window must have been broke.	Break
3.	He left with one book and came back with three books. Answer: He might have bought new books.	Buy new books
4.	Maria has a travel visa for the US. Answer: Maria may have contacted immigration.	Contact immigration
5.	Where is Luisa?	Go to school

	Answer: Luisa may not have gone to school.	
6.	They spent a lot of money during their trip. Answer: They must have bought useless things.	Buy useless things
7.	He was really drunk last week. Answer: He must have drunk a lot.	Drink a lot
8.	His house is clean. Answer: He might have cleaned up the house.	Clean up
9.	Robert lost his cellphone. Answer: Robert can't have left it at work.	Leave it at work
10.	My brother is very happy for his football team. Answer: He must have won.	Win
11.	My shirt is too tight for me. Answer: I may have gained weight.	Gain weight
12.	She can't find her keys. Answer: She must have dropped them.	Drop
13.	The plane is already in the air. Answer: It may have departed.	Depart
14.	They went to a very crowded restaurant. Answer: They might have made a reservation.	Make reservation
15.	She arrived very early to work, but she doesn't know how to drive. Answer: She can't have driven.	Drive

Activity 2

	
Deduction: The baby must have been hungry.	Deduction: She may have driven very fast.
	
Deduction: He must have received bad news.	Deduction: She might have won the lottery.

	
Deduction: She might not have been careful.	Deduction: A thief may have broken in

12.3

Activity 1

1. Arrested		Not guilty of committing a crime.
2. Charge		A punishment that a judge gives for committing a crime.
3. Convict		To think that someone may have committed a crime.
4. Guilty		To decide officially in a court of law that someone is guilty.
5. Innocent		To say what you know or believe is true in a law court.
6. Judge		To accuse someone who controls a trial in court.
7. Prosecute		Someone who controls a trial in court.
8. Sentence		A formal examination of evidence before a judge and a jury.
9. Suspect		When the police take someone away to ask them about crime.
10. Testify		Having committed a crime.
11. Trial		Someone who sees an accident or crime.
12. Verdict		A police statement saying that someone is accused of a crime.
13. Victim		Someone who has suffered the effects of violence or crime.
14. Witness		A decision in a court of law saying if someone is guilty or not.

Activity 2

Statement:	True or False?
1. Rebecca is from Texas.	False
2. Rebecca is not surprised by how unsafe her country is.	False
3. One of the most common crimes are robberies and gang problems.	True

4. Rebecca believes that people should trust the police since that would be enough to stop such problems.	False
5. Rebeca believes that owning guns is part of a national right of an American.	True
6. Gareth states that England banned guns.	True
7. Rebecca is convinced that banning guns in America would stop crimes.	False

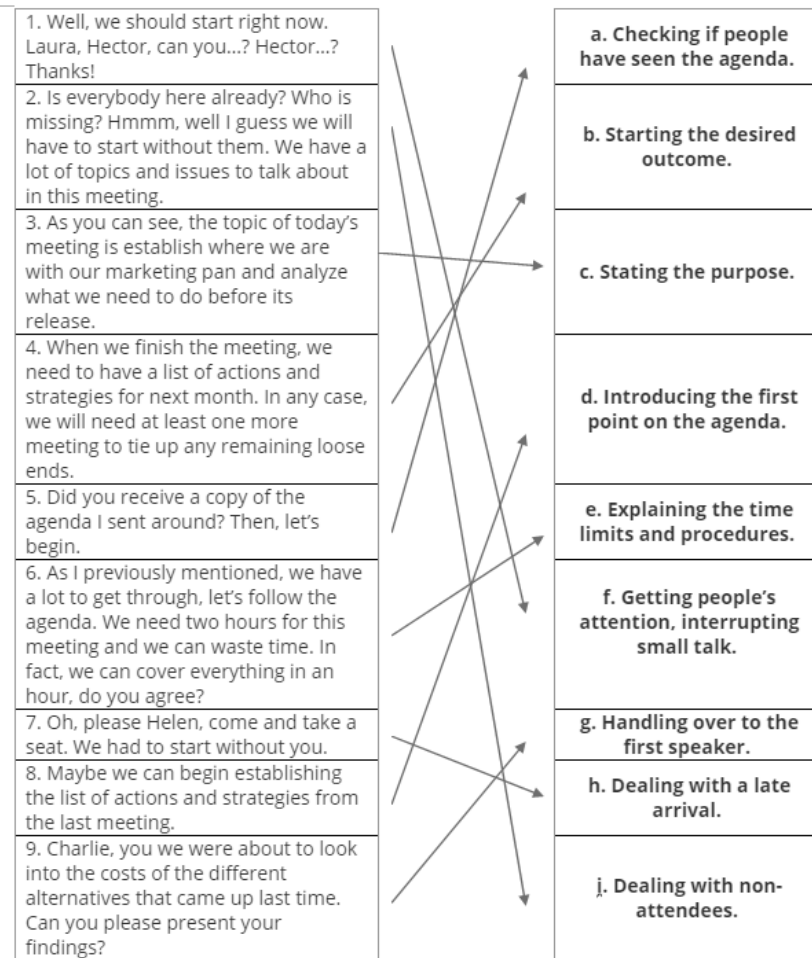
Self-activities

Activity 1

- a. Facts: She had lots of soft skills. People liked her.
If she hadn't had lots of soft skills, people wouldn't have liked her.
- b. Facts: They didn't listen to the clients. They lost them to the competition.
If they had listened to the clients, they wouldn't have lost them to the competition.
- c. Facts: He was very creative. He came up with neat ideas.
If he hadn't been very creative, he wouldn't have come up with neat ideas.
- d. Facts: They drove a Ferrari. They raced and crashed.
If they hadn't driven a Ferrari, they wouldn't have raced and crashed.
- e. Facts: The Company received a quality award. They threw a party to celebrate.
If the company hadn't received a quality award, they wouldn't have thrown a party to celebrate.
- f. Facts: The truck was transporting the merchandise. The truck was too heavy and rolled over.
If the truck hadn't transported the merchandise, the truck wouldn't have been too heavy and rolled over.
- g. Facts: The Human Resources Department published the vacancies on Internet. They received 20 people.
If the Human Resources Department hadn't published the vacancies on internet, they wouldn't have received 20 people.
- h. Facts: The Quality Department launched a new quality strategy. The overall quality improved.
If the Quality Department hadn't launched a new quality strategy, the overall quality wouldn't have improved.
- i. Facts: The Engineering Department bought new power tools. The workers had a training course on how to use them.
If the Engineering Department hadn't bought new power tools, the workers wouldn't have had a training course on how to use them.
- j. Facts: The warehouse was empty. The warehouse was demolished.
If the warehouse hadn't been empty, the warehouse wouldn't have been demolished.

Topic 13. Corporative culture

13.2



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/mAbIsLAGlp4>

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>

GUÍA PARA EL PROFESOR

- **¿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.

- **¿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.