

**PRUEBAS LIBRES PARA LA OBTENCIÓN DE TÍTULOS DE TÉCNICO Y TÉCNICO
SUPERIOR DE FP
ORIENTACIONES PARA LOS ALUMNOS**

CICLO FORMATIVO	MÓDULO
Grado Medio de Gestión Administrativa	INGLÉS TÉCNICO II

PREPARACIÓN DEL MÓDULO. LIBRO Y OTROS MATERIALES A SEGUIR E INDICACIONES

Book: *Office Administration* Ed. Burlington Books

UNITS 13-20 . STUDENT'S BOOK AND WORKBOOK

PARTES DE LAS QUE CONSTA EL EXAMEN

1. Objectives for this subject:

- To cover the 4 main sections of grammar, vocabulary, functional language and cultural awareness focusing on the four skills: listening, reading, writing and speaking.
- To complete tasks that will focus on topics that describe vocabulary, structures and functional language of the **business world** in a British speaking atmosphere.
- To **improve the student's speaking skills** through real situations such as greeting, introducing, presentations, company descriptions, meeting international businesspeople and the like.
- To **improve the students' writing skills** such as business emails, letters, memos, descriptions, CVs, reports and so forth.

2. Assessment: Grading System:

- The exam will include all or some of the following: vocabulary, listening, reading, writing and speaking.

HOW TO PREPARE FOR THE EXAM:

WRITTEN EXAM

- You should be able to prepare email writings, CVs, reports or formal letters. ➤

A reading activity on a business article.

- Gap filling exercises, multiple choices, provide suitable words for definitions given and various types of exercises based on vocabulary from the Course book.
- Listening exercises based on business situations.
- Pay attention to the exercises from the Course book, since the exam questions will be similar to the exercises provided in it as well as in its corresponding Workbook.

ORAL EXAM

The speaking exam will consist of the following parts:

- 1) Interview (2 minutes): You will be asked basic questions about your home town, family, work or study, leisure and future plans.
- 2) Dialogue between two students (3-4 minutes)

During the dialogue, you will follow the instructions given to act out what you would say in a real situation. You will be asked to discuss these with the other student.

CALIFICACIÓN DE CADA UNA DE LAS PARTES Y/O PREGUNTAS

WRITTEN EXAM : 80%

ORAL EXAM: 20%