**Inglés VI – APU – FI – UNJu**

**Name: ………………………………………………………………………………………….. ID ……………………………**

**Date: ……………………………………..**

1. **Decide whether the following sentences are true or false. In both cases, copy the part of the text where you find that information**

We are seeking a detail-oriented Project Support Analyst to join our team for a global Oracle Cloud ERP implementation for a leading financial services organization. The Analyst will work closely with the Program Manager in order to analyze business processes, document/validate requirements, and ensure (that) activity scheduling aligns with the future state vision and project governance plan.

**governance**: política de la empresa

**Key Responsibilities:**

* Business Process Analysis: Conduct detailed analysis of current business processes. Evaluate how these processes will be impacted by the Oracle Fusion ERP implementation and propose changes that align with the future state;
* Activity Scheduling & Monitoring: Assist the Program Manager in developing and maintaining detailed project schedules. Monitor progress to ensure goals are met;
* Documentation & Reporting: Prepare and maintain documentation, including process maps and project status reports. Make certain all documentation is accessible to key stakeholders;
* Stakeholder Communication: Facilitate communication between business units, technical teams, and the Program Manager. Make sure all stakeholders are kept informed of progress, risks, and issues throughout the implementation process
* Risk & Issue Management: Assist in identifying potential risks or issues that may arise during the Oracle Cloud ERP implementation. Work with the Program Manager and the Change Management Lead to develop mitigation strategies and track the resolution of any issues

**make certain & make sure:** asegurar

**throughout:** en todo

**TRUE or FALSE**

If you get this job…

1. You won’t work alone.

……………………………………………………………………………………………………………………………………………………………………………………….…..

1. **Business Process Analysis:** you will be required to evaluate the impact of business financial processes on the Oracle Fusion ERP implementation**;**

……………………………………………………………………………………………………………………………………………………………………………………….….

1. **Activity Scheduling & Monitoring:** you will help the project manager to keep detailed project schedules**;**

……………………………………………………………………………………………………………………………………………………………………………………….…..

1. **Documentation & Reporting:** you will have to ensure key investors can access all documentation;

……………………………………………………………………………………………………………………………………………………………………………………….…..

1. **Stakeholder Communication:** during all the implementation of the process, you will have to inform all the stakeholders of the progress, risks, and issues;

……………………………………………………………………………………………………………………………………………………………………………………….…..

1. **Risk & Issue Management:** problems are a possibility during the Oracle Cloud ERP implementation and you will be asked to help identify them;

……………………………………………………………………………………………………………………………………………………………………………………….…..

|  |  |
| --- | --- |
| **a.** How would you solve a complex problem, and what steps would you take to ensure you arrive at an effective solution? | * + calm down /remain calm
	+ handle …………. in a calm way
	+ take a break and start again.

- handle …. in a healthy and productive manner |
| **b**. You want to introduce a new technology stack to improve productivity, but some team members are resistant to change. **How would you lead the transition and get buy-in from the team?** (buy-in: aceptación) | - identify challenges, -analyze situations, -develop creative and practical solutions |
| c. How would you handle a high-pressure situation in a project? What steps would you take to manage stress while staying productive?" | -guide and motivate ….. by …-inspire and influence ….-schedule weekly meetings-propose some coaching techniques |

1. **Match each question with the corresponding soft skill expressions. Answer the questions to explain what you would do in each situation**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…..……………………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………

1. **Write three sentences to complete the missing part in the second paragraph:**
* *comment on what happened in that situation and how it helped you improved your* ***soft and/or hard skills***
* ***use one or two of the* following connectors: although, in spite of, while, however, in order to, so that, whereas**
* ***you may use the STAR method*** *to arrange your ideas.*

My name is ……………………………………………………. I’m a web developer. I have always been interested in creating responsive easy-to-use websites. In a few months, I’ll have a degree in computer programming and system analysis. I’ll graduate from Universidad Nacional de Jujuy, Argentina.

During my studies, I have focused on web development, especially on the front-end area. At university, I have worked on several projects that have helped me improve both my soft and hard my skills within this field.

One of the most challenging projects I’ve faced was the one we did as a final assignment for the course on Web Design. We had to create a real website for a small company. …………………………………………………………….……………………………. …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…..……………………………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………Thank you for the opportunity to introduce myself. I look forward to discussing how I can contribute to your team and continue growing as a programmer.

1. **Write questions for the following answers.**
2. A typical day in this position starts at about 8, with our daily meeting, and then, everyone goes to their offices until midday. After lunch …………………… (use the verb **‘describe’**)

How ……………………………………………………………………………………………………………………………………………..………………….?

ANSWER: **It starts at about 8,** with our daily meeting, and **then,** **everyone goes** to their offices until midday. After lunch, we meet again.

1. You would work closely with our website development team.

Who ………………………………………………………………………………………………………………………………………………………………….?

ANSWER: You would work closely **with our website development team.**

1. The programming languages you will use most of the time in this role are Python and JavaScript.

What ………………………………………………………………………………………………………………………………………………………………….?

ANSWER: You will use **Python and JavaScript most of the time**.

1. There are various opportunities for career growth within the company.

What ……………………………………………………………………………………………………………………………………….………………………….?

ANSWER: **There are various opportunities.**

1. We handle work-life balance by giving our employees the opportunity to travel and rest every month.

How …………………………………………………………………………………………………………………………………………………………………….?

ANSWER: **By giving our employees the opportunity to travel and rest every month.**