

## **LESSON 1 - REVISION**

### **1) Identify the following in the text below**

- a) A sentence about the future: .....
- b) A sentence about something done in the near past (i.e. recently):  
.....
- c) Three prepositions (write the whole phrases where they appear): e.g. as you can read  
.....
- d) A sentence which shows the cause of an event:  
.....

Well, as you can read in my resume, I have always been interested in computing. I'm currently studying computer programming at University. I think that I can get my degree in one or two years from now, *because/since* my university program lasts three years, and I'm a hard-working person. I will also start working as a programmer next year.

I finished high school in 2017 and I started studying at University in 2020. Last year I passed four courses. This year, I'll do my best to pass all the courses. I have recently done a course on system administration, and I'm looking for another course on the same topic to do online, after class. In the coming years, I'm planning to continue my career as a system analyst in Córdoba. I would love to improve my skills and become an expert on that area.

Apart from university, I play basketball with my friends. Sport has always been important for me so I train twice a week and I try to play every weekend.

### **2) Pay attention to the underlined words and phrases in the first paragraph of the previous text. Now, complete the following paragraph about your academic background with other words or phrases.**

Well, as you can read in my resume, I have always been interested in computing. I'm currently studying computer programming at University. I think that I can get my degree in one or two years from now, because my university program lasts three years, and I'm a hard-working person. I will also start working as a programmer next year.

.....

.....

.....

.....

### **3) Correct the mistakes in the following paragraph. In Spanish, explain why the words are wrong.**

- a) I finished high school in 2017 and I start studying at University in 2020.
- b) Next year I passed four courses.
- c) In 2024, I do my best to pass all the courses.

- d) I am recently done a course on system administration, and I'm looking for another course to do after class.
- e) In the coming years, I'm planning to continue my career as an analyst system in Córdoba.
- f) I would love to improve my skills because become an expert on that area.

## **LESSON 2 – SPEAKING – Asking and answering 'Yes/No questions'**

### **1. Write questions following the instructions. Pay attention to the tense in each point to build the questions.**

#### **Interviewer's questions**

1. Ask the interviewee if he/she has taken any courses on programming outside their university program.
2. Ask if s/he has developed any webpages.
3. Ask if there are any programming areas s/he is really good at.
4. Ask whether s/he would like to major in any specific areas of programming.
5. Ask if s/he will continue her/his studies after finishing university.
6. Ask whether s/he is currently working as a programmer.
7. Ask if s/he can manage any programming languages well.
8. Ask the interviewee to tell you about his/her recent accomplishment.

#### **Interviewee's questions**

1. Ask if the company offered any courses on web programming last year.
2. Ask if the company will offer programming courses in the future.
3. Ask whether you are expected to manage any operating systems well.
4. Ask if employees are required to work a night shift.
5. Ask if the company has rotating work schedules.
6. Ask if the company will notify you (me) of the results.
7. Ask the interviewer to tell you about the work environment in the company. (Can you ....?)

### **2. In small teams answer the questions. \* Interviewees must answer the interviewer's questions and, vice versa (i.e. interviewers must answer the interviewee's questions)**

### **3. Practice performing the interview with your classmates.**

## **LESSON 3 – 'ed' and '-ing' ADJECTIVES**

Adjectives are used to modify nouns, as well as to describe people, objects, situations, etc.

This time, we'll pay attention to **'-ed adjectives'** vs **'-ing adjectives'**, what they mean and how they are used.

interested **'ed'** is usually used to describe how someone feels about stg (para describir cómo se siente alguien)

*I was so bored in that class that I almost fell asleep.*

*She was really terrified.*



interesting **'-ing'** is used to describe someone or something (para describir cómo es alguien o algo)

*The movie was really boring.*

*The film was terrifying.*



**1. Think about the –ed and –ing adjectives related to the following verbs.**

confuse (confundir)	disappoint (decepcionar)	annoy (enojar/se)
tire (cansar)	please (agradar)	excite (emocionar/entusiasmar)
exhaust (agotar)	challenge (desafiar)	surprise (sorprender)
satisfy (satisfacer)	shock (asombrar)	motivate (motivar)

**2. Fill in the blanks with the corresponding adjective.**

1 - The lecture was really \_\_\_\_\_.

boring / bored

2 - It's been a \_\_\_\_\_ day. I'm ready to go to bed.

tired / tiring

3 - The dinner was \_\_\_\_\_.

disgusted / disgusting

4 - I was really \_\_\_\_\_ with him for turning up late.

annoying / annoyed

5 - It was a \_\_\_\_\_ story.

shocking / shocked

6 - He was very \_\_\_\_\_ with his results.

pleasing / pleased

7 - It was very \_\_\_\_\_ to see them together.

embarrassed / embarrassing

8 - I loved the book but I found the film very \_\_\_\_\_.

disappointing / disappointed

9 - We were \_\_\_\_\_ to hear that she had died.

shocking / shocked

10 - He was \_\_\_\_\_ to admit his failure.

embarrassing / embarrassed

**3. Match the following pairs of ideas to build up coherent sentences.**

I am satisfied with	I <i>used to</i> work around 12 hours a day.
I think I feel disappointed with	I'll need to practice a lot before speaking in public.
My previous job was exhausting.	my results / <u>ris</u> ults/ in the previous interview. I think I did very well.
I'm really pleased with	your answer, I'm sorry. I expected another result.
I think that is really challenging.	my current job, but I need a different time schedule. / <u>fe</u> diul/

Pay attention!  
I **used to** work:  
**Solía** trabajar

**4. Use the following adjectives to write sentences for your personal speech. In some cases, you need specific prepositions. Pay attention to them.**

shocking – confusing – annoying – exciting – challenging – disappointing – confusing – exhausting – interested (in) – satisfied (with) – tired (of)/because – pleased (with)/because – amazed (by)/because... – shocked (by)/because – confused (by)/because – exited (by)/because – disappointed (with)/because – exhausted – confused –

**E.g.** (for example)

**- ing**

I have always considered/found data programming **boring/interesting/confusing/challenging/etc.**

I'm sure this job will be absolutely **amazing/exiting/annoying/etc.**

**-ed**

I have always been **interested** in.../**confused** by.../**amazed** by.....

I am **shocked** by.../**satisfied** with/**disappointed** with

I'm **tired** of.../I'm usually **confused** by.../**annoyed** by...

## LESSON 4 - Adjectives and prepositions

'-ed' and some other adjectives are usually followed by prepositions. We cannot use just any prepositions; we must respect the corresponding ones. Pay attention to the preposition used after each one of the following adjectives.

### 1. Fill in the blanks using the following 'verb + preposition' pairs.

similar to (x2) – similar to - very excited about (x2) - very pleased with - pleased with –  
very different from – afraid of - very proud of - famous for(x2) - really interested in

(x2): times two  
por dos

- 1) I'm ..... **myself**. I've worked very hard to get that job.
- 2) He isn't ..... beginning to work.
- 3) She is ..... her party.
- 4) This company is ..... my previous company.
- 5) I must say (that) I'm sometimes .....new situations.
- 6) Is programming ..... analysis?
- 7) What is your country .....?
- 8) It's great that you got that job! You should be ..... **yourself**.
- 9) I'm ..... starting to work.
- 10) That folder is .....mine.
- 11) Were you ..... the results?

**Reflexive pronouns**  
(the action goes back to the subject)  
I – myself  
you – yourself  
he – himself  
she – herself  
we – ourselves  
you (plural) – yourselves  
they - themselves

### 2. Highlight the adjectives and their prepositions in the previous sentences.

### 3. Make a list with the adjectives and prepositions you have found.


### 4. Think about five sentences using these adjectives with their corresponding prepositions. They can be sentences about yourself.

used to/ accustomed to: acostumbrada/o/s a.....

I'm used/accustomed to this.

I'm used **to**/accustomed **to** studying at night. (Estoy acostumbrada/o a estudiar de noche.)

I'm used /iu:zd/ to...= I'm accustomed to...

accustomed /ə'kʌstəmd/ (la sílaba en negritas es la sílaba acentuada)

.....

.....

.....

.....

**6. Answer the following personal questions.**

- a. Which is the most interesting class you've ever been to? d. Which of your personal skill are you really proud of?  
 b. Which is the most challenging course you've ever taken? e. Which course in your university program have you found  
 c. What type of lessons are you accustomed to? In-person, most useful for your career as a programmer?  
 or online lessons?

**LESSON 4 – Wh- QUESTIONS**

**1. Mark the Wh-, the auxiliary and the main verb in questions 'a.' to 'f.'**

- a. Why do you think you'll graduate next year?  
 b. What would you like to do in the future?  
 c. What have you *always* liked?  
 d. When did you start studying at University?  
 f. How can you define your **personality**?  
 g. What courses have you *recently* done?  
 h. What other courses are you looking for?

**\*Personality adjectives**

**I'm ...**

friendly - honest – flexible  
 – persistent – open-  
 minded – responsible –  
 reliable – determined –  
 hard-working...

**2. Build up the basic structure of the questions**

..... + ..... + ..... + .....?

**3. Rewrite questions 'g.' and 'h.'. Highlight the 'Wh' element in these two questions.**

**4. Match the following answers to the corresponding questions above.**

I think that I will graduate next year because my university program lasts three years.

I would love to improve my skills and become an expert on that area.

I define myself as a hard-working person.

I have recently done a course on system administration.

I started studying at University in 2020.

I am looking for another course on the same topic to do online, after class.

I have always liked computing.

**\*Analyse the structure of these answers. What is the structure of these answers like?**

**5. Write questions for the following answers. Follow the structure from point 2.**

ANSWER: I will start working as a programmer next year. *When*

ANSWER: I finished high school in 2017. *When*

ANSWER: Besides university, I play football with my friends. *What*

ANSWER: I work around 12 hours a day. *How many*

ANSWER: My previous job was exhausting. *What ...like*

ANSWER: I'm really pleased with the results of the test. *Use the verb 'feel'*

ANSWER: The lesson was so boring that I fell asleep. *Why + fall asleep / What ... like*

ANSWER: I have always considered Database an interesting subject. *Why*

### **LESSON 5 – Wh- questions**

#### **1. Read the directions and write down interviewer's questions.**

*E.g. Ask the interviewer why s/he wants to work for this company.*

***Why do you want to work for this company?***

- Ask the interviewer **to tell you** something about himself/herself. (instruction)
- Ask him/her **why** s/he is interested in the company.
- Ask him/her **whether** s/he works well with other people. (Yes/No question)
- Ask him/her **what** s/he is good at.
- Ask him/her **how** s/he found this job offer.
- Ask him/her **how much** s/he expects to be paid.
- Ask him/her **where** s/he heard about the position.

**Pay attention to question 'd', 'What are you good at? What can you do so that the question is more specific?**

#### **2. Write for questions in which the 'Wh' is specific.**

What ..... are you good at? .....

.....

#### **3. Mark the subject, the main verb *and* the auxiliary verb, if there is one, in the following questions. Think about how each answer should begin.**

*E.g. Why do you want to work for this company? I want to work ...*

- |   |   |
|---|---|
| Why are you the best option for this position?                  | Why did you decide to apply for this job? |
| Where did you hear or read about this position?                 | Why should we hire you?                   |
| How much do you expect to be paid?                              | What is your most valuable skill?         |
| Why do you consider yourself the best option for this position? | Where do you see yourself in five years?  |

#### **4. Change the underlined phrases in the following answers so that you make new answers.**

a) Why do you want to work for this company?

I want to work for this company because I know how you work. I am excited about this opportunity. This is a place where I can learn and grow.

b) Why are you the best option for this position?

I am the best option because I am specializing in web development so I will have the ideal skills for this position.

c) Where did you learn about this position?

I learnt about this position on your website.

d) How much do you expect to be paid?

I expect to be paid a hundred thousand pesos a month.

a) Why did you decide to apply for this job?

I decided to apply for this position because I think I will learn a lot working for this company.

b) Why should we hire you?

You should hire me because I have experience in data base administration and I am an excellent employee.

## **LESSON 6 – SOFT SKILLS**

### **1. In the following text, fill in the blanks with the missing words.**

**them - constructive – productive - make – challenging - facilitate – pressure - resolve - solutions – members - ideas – skill – decisions - capacity - problems - conflicts**

Soft skills, also known as interpersonal skills, are non-technical skills. They are essential for effective communication, collaboration, and interaction with other people. These skills play a significant role in building relationships and succeeding in various aspects of life. Here are some common soft skills:

**Creativity:** The ..... to generate innovative ....., approaches, and ..... to .....

**Communication:** The ability to express ideas, thoughts, and information clearly and effectively.

**Teamwork:** The capacity to work collaboratively with others, contribute to a team's goals, and solve conflicts constructively.

**Decision-Making:** The ability to ..... informed and sound .....

**Leadership:** The capability to lead, guide, and motivate others. Effective leaders inspire and influence their team to achieve common objectives and make decisions that benefit the group.

**Conflict Resolution:** The ..... to address and ..... conflicts in a ..... manner.

**Problem-Solving:** The aptitude to identify challenges, analyze situations, and develop creative and practical solutions.

**Adaptability:** The ability to adapt to changing circumstances and remain flexible.

**Conflict Management:** The skill to prevent ....., manage ..... when they arise, and ..... resolution among team ..... or colleagues.

**Time Management:** The skill to manage time, setting priorities, and meeting deadlines. Time management skills are crucial for productivity and meeting goals.

**Negotiation:** The ability to reach agreements or compromises that satisfy all parties involved.

**Stress Management:** The skill to cope with stress, ....., and ..... situations in a healthy and ..... way.

### **2. Find the synonyms of the following words in the text**

manner	
ability	
resolve	
produce	
handle	

### **3. Complete the following about yourself.**

My greatest strength regarding soft skills is ..... because I can .....  
 .....

My greatest weakness regarding soft skills is ..... because it is difficult for me to .....

**4. Complete the following table with words from the text above.**

NOUN (sustantivo)	VERB	ADJECTIVE	ADVERBS
motivation	(to) .....	motivating/motivated	motivationally= in a motivational way
success	(to) ..... in	successful	successfully= in a successful way
innovation	(to) innovate	.....	innovatively=
creation	(to).....	creative	creatively=
.....	(to) collaborate with	collaborating/collaborative	..... = in a collaborative way
.....	(to) interact with	interactive	interactively=
.....	(to) produce	productive	productively=

**5. Pay attention to the following nouns, verbs and adjectives in the text, what prepositions are they accompanied by?**

known	play a role	the capacity	adapt	solutions
essential	succeed	contribute	the skill	open
interaction	the ability	capability	cope	

**6. Complete the following sentences with one of the following words/phrases and its corresponding preposition.**

**cope - plays an essential role – open – adapt - contribute – benefit - essential – ~~known~~ – interacting**

E.g. Soft skills are also **known as** interpersonal skills.

1. Communication ..... human relationships.
2. I have always been ..... new ideas.
3. I think I can ..... that working environment.
4. I usually ..... stress in a healthy way.
5. How has your company ..... new technologies?
6. She ..... that experience.
7. .... others is a key factor in teamwork.

**7. Study the following list of verbs followed by a preposition**

to	for	from	at	on	about	with	in
adapt to	apologize for	borrow from	aim at	agree on	argue about	agree with	arrive in (a place)
add to	for	graduate from	arrive at ( <i>a conclusion</i> )	based on	ask about	associate with	believe in
agree to	apply for	infer from	point at	comment on	( <i>preguntar sobre</i> )	coincide with	involve in
compare to	ask for	prevent from	look at	concentrate on	care about	compare with	participate in
devote to	( <i>pedir</i> )	protect from		congratulate on	concern about	discuss with	trust in
lead to	excuse for	suffer from		depend on	forget about	help with	result in
object to	thank for	recover from		count on	know about		succeed in
react to	prepare for	benefit from		insist on	think about		
refer to	search for			rely on	worry about		
reply to	wait for			work on			
speak to/about	work for						
talk to							



**8. Match the corresponding halves of the following sentences.**

Excuse me	on me?
This year I want to concentrate	for giving me this opportunity.
I will search	for this company.
I would like to congratulate you	with you. It's an excellent idea.
I would like to thank you	for being late.
Will all the people in that area depend	on your recent achievement.
I definitely agree	on finishing my studies.
I would love to work	for that information later.

*\*Remember that when there is an action after a preposition, in most cases, you must use the 'ing' form of the verb. For Example, 'You must concentrate on finishing your university program.'*

**Soft skills**, also known as interpersonal skills, are non-technical skills. They are essential for effective communication, collaboration, and interaction with other people. These skills play a significant role in building relationships and succeeding in various aspects of life. Here are some common soft skills:

**Creativity:** The capacity to generate innovative ideas, approaches, and solutions to problems.

**Communication:** The ability to express ideas, thoughts, and information clearly and effectively.

**Teamwork:** The capacity to work collaboratively with others, contribute to a team's goals, and solve conflicts constructively.

**Decision-Making:** The ability to make informed and sound decisions

**Leadership:** The capability to lead, guide, and motivate others. Effective leaders inspire and influence their team to achieve common objectives and make decisions that benefit the group.

**Conflict Resolution:** The ..skill .. to address and ..resolve.. conflicts in a productive. manner.

**Problem-Solving:** The aptitude to identify challenges, analyze situations, and develop creative and practical solutions.

**Adaptability:** The ability to adapt to changing circumstances and remain flexible.

**Conflict Management:** The skill to prevent ...conflicts..., manage them when they arise, and facilitate resolution among team members or colleagues.

**Time Management:** The skill to manage time, setting priorities, and meeting deadlines. Time management skills are crucial for productivity and meeting goals.

**Negotiation:** The ability to reach agreements or compromises that satisfy all parties involved.

**Stress Management:** The skill to cope with stress, ...pressure..., and ...challenging..... situations in a healthy and constructive way.

**9. In teams of 3 people (not more), write down a paragraph of, at least 6 sentences, to speak about your soft skills.**

- I'm an adaptable person. I easily .....
- I have great decision-making skills. I always .....
- I always inspire and influence my team to achieve our common objectives and make decisions that benefit the group. I consider myself a .....
- I think I'm good at problem solving because I .....
- When a I need to solve a problem, I .....

- I have the capability to ..... I must say I'm good at decision-making.
- Well, I usually prevent conflicts, and facilitate ..... So I can say I have ..... abilities.
- I have great communication skills so I can .....
- I always ..... I'm definitely a good team player.

### **Situational questions**

**These** are questions that ask you to **describe how you have acted** in specific work-related situations.

Instead of asking general questions like "What are your skills?", interviewers ask situational questions to understand:

- how you solve problems,
- how you work with others,
- how you react under pressure,
- or how you manage responsibilities.

### **Why are situational questions important?**

Situational questions help employers learn about:

- **Your experience** (what you have done before),
- **Your behavior** (how you act at work),
- **Your problem-solving skills** (how you find solutions),
- **Your teamwork and communication** skills.

These questions show how well you might **fit into the company or the team**.

### **Common examples of situational questions:**

- "Tell me about a time when you worked under pressure."
- "Describe a situation where you had to solve a difficult problem."
- "Have you ever had a conflict with a team member? What did you do?"

### **★ Tip: Use the STAR method to answer**

<b>Part</b>	<b>Meaning</b>	<b>What to say</b>
<b>S</b>	Situation	Where and when did it happen?
<b>T</b>	Task	What was your job or responsibility?
<b>A</b>	Action	What did you do to solve the problem?
<b>R</b>	Result	What was the outcome?

**An example of a situational question****Tell me about a time when you fixed a difficult bug.****S – Situation:**

Last year, I was working on a school project. The code was not working.

**T – Task:**

I had to fix the bug before the final presentation.

**A – Action:**

I checked each part of the code. I used print statements to see the values. After some hours, I found a mistake in a loop.

**R – Result:**

I fixed the bug and the program worked well. I passed the project with a good grade.

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**In the following interchanges, write S, T, A or R next to each part of the answer.**

**a) Describe a time when you worked in a team.**

My job was to design the main page and write some functions.

The app was complete and worked well. Our teacher liked our teamwork.

In my second year, we worked in a group to create a simple mobile app.

I talked to my team every day. We shared ideas and used GitHub to work together.

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**b. Tell me about a time when you had to learn a new tool or technology.**

I watched tutorials and practiced every day. I asked my classmate for help too.

In the end, I created a good design and my teacher said it was very clear.

I didn't know how to use Figma, but we needed it for a class project.

I had to learn how to design a user interface with Figma in one week.

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**c. Describe a time when you had to meet a tight deadline.**

I finished both projects before the deadline and got good marks.

I had to finish both on time.

Last semester, I had two projects due in the same week.

I made a plan and worked a few hours every day. I also stopped using my phone during study time.

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**d. Tell me about a problem you solved in a creative way.**

My app design didn't look good on small phones.

The app now works well on all devices and looks good.

I needed to make the app look better on all devices.

I used media queries and tested on different screen sizes.