

# INGLÉS TÉCNICO II

## 1.FUNDAMENTACION

Esta materia permite al alumno tener cierta fluidez oral del idioma inglés.

## 2.OBJETIVOS GENERALES

- Adquirir habilidad en la interpretación de diálogos.
- Adquirir un nivel de comprensión oral que resulte aplicable en ambientes de trabajo orientados a la Informática.
- Manejar terminología en el diálogo elemental sin ayuda del diccionario.
- Reconocer estructuras gramaticales de la lengua inglesa.

## 3.CONTENIDO

**UNIDAD I:** Introducción al mundo de los negocios.

- a) Presente simple (to be). Títulos y nombres. Direcciones, números de teléfonos.
  - i. Introducing yourself: name, company, position.
  - ii. *It's nice to meet you. My name's John Smith.*
- b) Preguntas de tipo Wh
  - i. *What's his last name? Where is he from?*
  - ii. Conversation Strategies: *Can you spell that? What's the number again?*

**UNIDAD II:** Descripción de la Empresa.

- a) Presente simple: verbos regulares. Números: cientos y miles.
  - i. Talking about company location, products, and global business: *it's a Uruguayan company. They make cell phones. How many employees does it have? What do you do?*
  - ii. Conversation Strategies: *Can you repeat that? How do you spell it?*

**UNIDAD III:** Rutinas de oficina.

- a) Adverbios de frecuencia
  - i. Talking about business routines and frequency: *We always have meetings on Thursdays. I sometimes go on trips.*
- b) Preguntas de frecuencia (How often...). Hora.
  - i. *Do you often work late? How often do you write business letters? I usually do. I hardly ever do.*

**UNIDAD IV:** Descripción de tareas en una empresa.

- a) Presente continuo.
  - i. Talking about current actions and activities in the workplace: *What is she doing? What are they doing? I'm writing the memo now. She's coordinating the project. We're building new plants. They're talking to a client.*



**UNIDAD V:** Descripción de la historia de la compañía.

- a) Pasado simple: verbos regulares e irregulares. Fechas.
  - i. Talking about recent business and company history: *We opened a new office last year. They sold 5700 cell phones. What did the organization do in 1989? What happened from 1996 to 1998?*
  - ii. Conversation strategies: *Can you repeat that? How do you spell it? Did you say 813 or 830?*

**UNIDAD VI:** Organizando citas telefónicas.

- a) Distintas formas de pedir. Zonas horarias (mañana, tarde, etc)
  - i. Making appointments. Leaving and taking messages: *Can we meet on Tuesday? Could I speak to Mr. Lawson? May I have your name, please? Can you hold, please?*

**UNIDAD VII:** Ubicación de lugares y cosas.

- a) Preposiciones. Números ordinales (first, second, ...)
  - i. Asking for, describing, and confirming location of places and things: *Where's CPS company? It's on the second floor. Where's the wastebasket? It's next to the desk. Conversation strategies—repeating: It's on the third floor. The third floor?*

**UNIDAD VIII:** Llegar al lugar de una cita. Pedir directivas.

- a) Imperativos
- b) Asking for and giving directions: *How do I get there? Which way is it? Turn left. Go straight for two blocks.*

**UNIDAD IX:** Socializar.

- a) Preferencias: I'd like... I'd prefer... Preguntas: How long....?
  - i. Viajando: Dealing with airport procedures and hotel check-in: *I'd like a single room. I'd prefer nonsmoking.*
  - ii. *How will you be paying? How long will you be staying?*
- b) Invitar con algo:
  - i. Having social conversations with business guests: *Would you like some tea? Would you like me to make the reservations? Can I get you something to drink? Cream or sugar?*

**UNIDAD X:** Comparar sitios y productos.

- a) Formas comparativas. Medidas: volumen, peso.
  - i. *Comparing companies, jobs, and products: A has fewer applicants than B. I get a higher salary than I did before. C is more expensive than D. Our printer is faster than D.*

**UNIDAD XI:** Consejos laborales.

- a) Formas de necesidad y obligación.
- b) Giving advice about office projects and workplace needs: *You need to tell everyone about it. You have to set deadlines. Why don't you ask for some part-time help?*
- c) Conversation Strategies—keeping a conversation going: *I agree... That's right... Yes, and...*

**UNIDAD XII:** Lectura y discusión de documentos en clase.

- a) Lectura de documentos en clase (pronunciación).
- b) Discusión (trabajos en equipo o individuales).
- c) Comparación y comentarios.

## **4.BIBLIOGRAFIA**

### **a) BIBLIOGRAFÍA GENERAL**

- Diccionario bilingüe.
- Publicaciones varias en forma de libros, revistas, manuales, folletos, avisos publicitarios, diarios y documentos en idioma inglés sobre temas de la Informática.

### **b) ARTÍCULOS**

Se presenta una lista de artículos de Internet sugeridos para discusiones en clase:

- Installing a Network Card
- Programming in C++
- What is Linux?
- USB
- Understanding and configuring user account control in Windows Vista
- RAID
- Fast Guide to RAM
- Backup Robot
- Firewall
- How to build your own PC
- Help Desk Basics Quiz
- Database Basics Quiz
- Linux Basics Quiz