


<b>INSTITUTO DE EDUCACIÓN SECUNDARIA</b> Consejería de Educación <b>Comunidad de Madrid</b> Fondo Social Europeo		
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**PRUEBAS PARA LA OBTENCIÓN DE TÍTULOS DE TÉCNICO Y TÉCNICO SUPERIOR**

***Pruebas para la obtención de títulos de Técnico y Técnico Superior Convocatoria correspondiente al curso académico 2022-2023***

(ORDEN 3299/2020, de 15 de diciembre, del Consejero de Educación y Juventud. (BOCAM martes 22 de diciembre de 2020)

(RESOLUCIÓN de 13 de diciembre de 2022 de la Dirección General de Educación Secundaria, Formación Profesional y Régimen Especial) (BOCAM martes 17 de enero de 2023)

DATOS DEL ASPIRANTE			CALIFICACIÓN
APELLIDOS:			
Nombre:	D.N.I.:	Fecha:	

Código del ciclo: <b>ADGS01</b>	Denominación completa del ciclo formativo: <b>TÉCNICO SUPERIOR EN ASISTENCIA A LA DIRECCIÓN</b>
Clave del módulo: <b>07</b>	Denominación completa del módulo profesional: <b>LENGUA EXTRANJERA. INGLÉS</b>

INSTRUCCIONES GENERALES PARA LA REALIZACIÓN DE LA PRUEBA
<p>Este es un examen únicamente escrito. No se permite el uso de diccionario.</p> <p>El tiempo máximo de realización de la prueba es de una hora y media.</p> <p>Se contestará a las preguntas en el mismo papel de examen.</p> <p>Se proporcionará una hoja en blanco para la realización de posibles ensayos antes de anotar las respuestas definitivas. Esta hoja se entregará junto con el examen a su finalización.</p> <p>Se recomienda leer el enunciado de cada pregunta con atención. Se <b>penalizarán los errores</b> en los ejercicios donde así se indica.</p> <p>El Listening se escuchará dos veces</p> <p><b>CRITERIOS DE CALIFICACIÓN:</b> Cada ejercicio tiene al lado el valor en puntos. El máximo de la prueba son 100.</p> <p>Para aprobar son necesarios un mínimo de 50 puntos</p>

**PRUEBA LIBRE**  
**ASISTENCIA A LA DIRECCIÓN**  
**INGLÉS**

**Vocabulary:**

**1) Choose the right option (20 points) – 2 points each mistake:**

1. Hello sir, I am so **pleased/exhausted/glorified** to finally meet you.
2. My job consists of speaking of the phone with clients with the intention of providing them with our products, I am the **administrative assistant/marketing manager/sales representative**.
3. I do not find that time suitable for a meeting, the manager will not be in the office until **midnight/noon/Christmas**.
4. Hi. This is Christine, how **should/might/may** I help you?
5. I am sorry my email was late. I will send you the details **FYI/NYR/ASAP**.
6. We have already run out of paper clips, you need to place a new **shipping/product/order**.
7. I find it difficult to think of a better person for the job than Michael, he is so **untalented/hardworking/obnoxious**.
8. According to our latest bank **receipt/memorandum/statement**, we are already in the red.
9. My brother is determined to apply for that job **holiday/work/vacancy**.
10. Sir, you can even take a look at further information of our company in our **flyer/brochure/business card**.

**Grammar:**

**1) Fill the gaps with the right word or the correct form of the words or expressions in brackets or choose the right form (20 points):**

1. Every morning, Daniel \_\_\_\_\_ (take) a coffee break at about 11.
2. This office looks awfully dirty. The people in charge \_\_\_\_\_ (rarely/often/frequently) cleans it.
3. Yesterday, I \_\_\_\_\_ (make) a reservation for our managers at Maxim's.
4. Our telemarketing department, \_\_\_\_\_ is in charge of telephoning clients and selling products, is a cornerstone in this company.
5. If I \_\_\_\_\_ (have) the chance to leave this place, I \_\_\_\_\_ (apply) for a job in IT.

6. I am listing all the names of our clients **to make the job of our employees easier/since the job of the employees is easy/as a result of how easy the job of our employees is.**
7. I \_\_\_\_\_ (not/make) that reservation yet.
8. Right now, I \_\_\_\_\_ (put) all the documents into the filing cabinet.
9. Mr. Berenson, \_\_\_\_\_ often gives a speech in the morning, is sick today.
10. The people from this department \_\_\_\_\_ (be) really close-knit.

### Reading comprehension:

1) Read the following text and answer the questions (20 points):

#### **Morning programme**

<b>9.00– 9.30</b>	<b>Conference opening</b> <i>Dr Jon Martinez</i>		
<b>9.30– 10.45</b>	<b>Management styles</b> <i>with Helena Clark</i> Consider the different management styles and how you can adapt yours to suit your team.	<b>Giving feedback</b> <i>with Amelia Novak</i> Explore the different ways to give feedback to maximise development.	<b>Managing change</b> <i>with Akira Yoshida</i> Help your employees deal with change and to see the positives change can bring.
<b>10.45– 11.15</b>	<b>Coffee break</b>		

<b>11.15– 12.30</b>	<b>Using storytelling in leadership communication</b> <i>with Antoine Martin</i> Sometimes, the best way to communicate with your team is by telling stories. Find out how to do this in this workshop.	<b>Leading small businesses</b> <i>with Cheng Wei</i> How is leading small businesses different and how can leaders of small businesses bring success to their team?	<b>Leading in uncertain times</b> <i>with Omar Abboud</i> Uncertainty can affect the success of your team. Learn to bring confidence to your team in a time of uncertainty.
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#### **Afternoon programme**

<b>12.30– 2.00</b>	<b>Lunch</b>
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## **Writing:**

- 1) Write a short email (100-120 words) to your director with the details of a four-day business trip plan in Madrid (hotels, restaurants, visits, meetings): 20 points: - 0,2 per spelling mistake, -0,5 per grammar mistake, -10 lack of coherence and appropriateness.**

## **Listening:**

**1) Choose true/false in the following statements (20 points) -4 points each mistake:**

- |   |      |       |
|---|------|-------|
| 1. The delivery hasn't arrived yet.                                 | True | False |
| 2. Andrea is having cash flow issues and needs a payment extension. | True | False |
| 3. Andrea usually asks for an extension of the payment terms.       | True | False |
| 4. Andrea has a new order to place, even bigger than the last one.  | True | False |
| 5. Junko can extend the payment terms on the last order to 60 days. | True | False |