

Ingles para secretarias - os (intermedio)

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Duración: 60 horas

Precio: consultar euros.

Modalidad: e-learning

Objetivos:

En este nivel se asume que el alumno tiene los conocimientos suficientes para desenvolverse en Inglés sin dificultad. Es por ello, que todas las instrucciones y explicaciones ya no se ofrecen en español, sino en Inglés. Así, se consigue una total inmersión en el idioma desde el inicio de cada unidad. Ya se conocen todos los tiempos verbales, oraciones pasivas, condicionales, estilo indirecto etc… y se refuerza todo, añadiendo más vocabularios específicos y expresiones idiomáticas. Ingles para secretarias/os representa una opción pedagógica para aquellos profesionales que desempeñan funciones administrativas que encuentran dificultad de comunicación con sus clientes en el uso del idioma ingles. No se pretende conseguir el dominio del idioma sino solo y exclusivamente tener los recursos idiomáticos suficientes para entenderse con los clientes de forma básica pero efectiva. El presente curso mediante un sistema multimedia intuitivo interactúa con el alumno en múltiples ejercicios donde se pretende relacionar las frases más habituales que aparecen en la actividad profesional en cuestión con su fonética. Escuchar repetidamente esas frases y vocabulario específico es la clave para conseguir el objetivo propuesto: hablar y entender ingles en el propio puesto de trabajo. A la finalización de este programa formativo habrá aprendido más de 1.000 frases y palabras seleccionadas y relacionadas con el entorno profesional.

Metodología:

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El Curso será desarrollado con una metodología a Distancia/on line. El sistema de enseñanza a distancia está organizado de tal forma que el alumno pueda compatibilizar el estudio con sus ocupaciones laborales o profesionales, también se realiza en esta modalidad para permitir el acceso al curso a aquellos alumnos que viven en zonas rurales lejos de los lugares habituales donde suelen realizarse los cursos y que tienen interés en continuar formándose. En este sistema de enseñanza el alumno tiene que seguir un aprendizaje sistemático y un ritmo de estudio, adaptado a sus circunstancias personales de tiempo

El alumno dispondrá de un extenso material sobre los aspectos teóricos del Curso que deberá estudiar para la realización de pruebas objetivas tipo test. Para el aprobado se exigirá un mínimo de 75% del total de las respuestas acertadas.

El Alumno tendrá siempre que quiera a su disposición la atención de los profesionales tutores del curso. Así como consultas telefónicas y a través de la plataforma de teleformación si el curso es on line. Entre el material entregado en este curso se adjunta un documento llamado Guía del Alumno dónde aparece un horario de tutorías telefónicas y una dirección de e-mail dónde podrá enviar sus consultas, dudas y ejercicios El alumno cuenta con un período máximo de tiempo para la finalización del curso, que dependerá del tipo de curso elegido y de las horas del mismo.

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Profesorado:

Nuestro Centro fundado en 1996 dispone de 1000 m2 dedicados a formación y de 7 campus virtuales.

Tenemos una extensa plantilla de profesores especializados en las diferentes áreas formativas con amplia experiencia docentes: Médicos, Diplomados/as en enfermería, Licenciados/as en psicología, Licencidos/as en odontología, Licenciados/as en Veterinaria, Especialistas en Administración de empresas, Economistas, Ingenieros en informática, Educadodores/as sociales etc…

El alumno podrá contactar con los profesores y formular todo tipo de dudas y consultas de las siguientes formas:

-Por el aula virtual, si su curso es on line
-Por e-mail
-Por teléfono

Medios y materiales docentes

-Temario desarrollado.

-Pruebas objetivas de autoevaluación y evaluación.

-Consultas y Tutorías personalizadas a través de teléfono, correo, fax, Internet y de la Plataforma propia de Teleformación de la que dispone el Centro.



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Titulación:

Una vez finalizado el curso, el alumno recibirá por correo o mensajería la titulación que acredita el haber superado con éxito todas las pruebas de conocimientos propuestas en el mismo.

Programa del curso:

Inglés nivel intermedio (III)

1 Revision of all verbal tenses, use of prepositions and question tags

1.1 Vocabulary to do with housework
1.2 What do you use to do the following jobs
1.3 Complete the sentences with an appropriate verb
1.4 Question tags
1.5 Expressing agreement using so and neither
1.6 Watch the video and fill in the spaces in the text
1.7 Match the words or phrases to their meanings
1.8 Read the E-mail Ian sends to his classmate Sarah
1.9 Complete the sentences with the right prepositions
1.10 Look at the following sentences from the text
1.11 Look at the table and complete
1.12 Fill in the gaps with the appropriate auxiliary verb
1.13 Complete the sentences using the appropriate question tag
1.14 Listen to the sentences again and pay close attention to the intonation
1.15 Listen and repeat each sentence with the appropriate intonation
1.16 Read the following short texts and guess the meanings of the words
1.17 Complete the dialogue using the phrases from the box
1.18 Fill in the gaps using one of the verbs in the box
1.19 Choose the best form of the adjective
1.20 Complete the following sentences
1.21 Complete the following sentences with so or neither
1.22 Fill in the gaps in these sentences
1.23 Make the following phrases into questions by adding a question tag
1.24 Put the following into reported speech
1.25 Put the verbs given in the correct form in these conditional sentences
1.26 Cuestionario: Objetivos didácticos_Unit 1

2 Present Perfect, Prefixes and adjective order

2.1 Decide which material the items in the following phrases are made of

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2.2 Complete the sentences with the appropriate adjective
2.3 Select the correct option in the following sentences
2.4 Adjective order
2.5 Present Perfect Simple or Present Perfect Continuous
2.6 Watch the video and complete the sentences
2.7 Watch the video again and read the script to check your answers
2.8 Grammar Help Box
2.9 Complete the following sentences using the following words
2.10 Complete putting the verbs in the box in the appropriate tense
2.11 Reading. Personality adjectives
2.12 Form the opposite of many adjectives using prefixes
2.13 Read the text and answer the questions
2.14 Find words and expressions in the text that mean
2.15 Read the situation and then write two sentences
2.16 Fill the gaps using the verb given
2.17 Complete the following sentences with one of the adjectives from the box
2.18 Decide the correct order in which the events happened
2.19 Find words in the text which mean the following
2.20 Put the adjectives in brackets in the correct position
2.21 Read each sentence and ask him a question
2.22 Add a prefix to create a word which means the opposite to the adjective given
2.23 Cuestionario: Objetivos didácticos_Unit 2

3 Modal verbs of obligation, must or have to and other model forms

3.1 Fears and phobias
3.2 Match up the correct phases
3.3 Such and So
3.4 Must and have to
3.5 Watch the video
3.6 Match the modal verbs with one of the descriptions
3.7 Use must or have to to fill the gaps
3.8 Listen to the following people talking about their obligations at work
3.9 Find words and expressions in the text which mean
3.10 Find the phrasal verbs which mean
3.11 Put the following sentences in the correct order
3.12 The history of Chinese food in Britain
3.13 Decide whether the following sentencese
3.14 Find words in the text that mean the following
3.15 Complete the following with the correct forms
3.16 Complete each sentences using a phrasal verb
3.17 Complete the sentences using the correct form
3.18 Complete the gaps in the following text
3.19 Complete the sentences with such or so as appropriate
3.20 Complete the sentences
3.21 Complete each sentence with a suitable ending
3.22 Complete the texts then say what each job is
3.24 Cuestionario: Objetivos didácticos_Unit 3

4 First conditional and future forms

4.1 Imagine you are being interviewed for a job
4.2 Decide if the following are good or bad pieces of advice
4.3 Study the following table and complete it
4.4 Use of the article the with Geographical names
4.5 Grammar Help Box. The First Conditional
4.6 Watch the video and read the script
4.7 Correct the sentences using the words in the box

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4.8 Complete the following recipe with these cooking verbs
4.9 Put one of the following verbs in each space
4.10 Match the words and phrases in column A with their meaning in column B
4.11 Read and listen the conversation
4.12 Listen again and answer the following questions
4.13 Grammar Help Box
4.14 Complete the sentences below with who, that or which
4.15 Combine the information and make the sentences into a relative clause
4.16 This is the article about the Great Barrier Reef that Sarah is reading
4.17 Answer the following questions
4.18 Use words from the reading to complete the following sentences
4.19 Put the verb in the correct form using will, going to
4.20 Match the sentences with the descriptions given
4.21 Fill in the spaces in the following sentences
4.22 Read the following text
4.23 Decide if the statements are true or false
4.24 Decide whether the sentences are right or wrong grammatically
4.25 Complete the following sentences
4.26 Cuestionario: Objetivos didácticos_Unit 4

5 Past Perfect Simple versus Past Perfect Continuous and uses of get

5.1 Complete the text below with the words
5.2 Uses of Get I
5.3 Uses of Get II
5.4 Past Perfect Simple vs. Past Perfect Continuous
5.5 Watch the video and read the script
5.6 Answer the following questions
5.7 Use the verb to be or one of the following verbs
5.8 Read the following text
5.9 Answer the questions about the text
5.10 Match the underlined words in the text with the following definitions
5.11 Put the words in the box in the correct places in the text
5.12 Put the verbs in the correct form in the sentences below
5.13 Look at the following sets of words
5.14 Listen to the following words and select the word you hear
5.15 Complete the sentences in the past perfect using the verbs given
5.16 Complete the sentences
5.17 Complete the sentences using the appropriate word from the list
5.18 Complete the sentences with an suitable form of the word given
5.19 Match the verbs below to the correct definition
5.20 Choose the best form of the verbs between brackets in the text below
5.21 Complete the phrases using the present perfect
5.22 Write six sentences in the same style
5.23 Read the situations and then completed the sentences
5.24 Cuestionario: Objetivos didácticos_Unit 5

6 Second Conditional, in case, as long as, unless, provided and providing

6.1 What is the name of these machines
6.2 Complete the text using the words given in the box
6.3 Compound adjectives
6.4 The Second Conditional
6.5 Watch the video and read the text
6.6 Complete these sentences from the video
6.7 Study Notes
6.8 Choose the most suitable tense
6.9 In case, as long as, unless, provided and providing

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6.10 Complete the sentences
6.11 Listen and answer the questions
6.12 Now listen, read the text and check your answers
6.13 Find words in the text which mean
6.14 Guess the meanings of the words from their context
6.15 Match the verbs with their definitions
6.16 Complete the sentences putting the verbs given in their correct form
6.17 Match the two halves of the sentences
6.18 Complete the sentences using in case - provided - unless
6.19 Use the verbs in the box to complete the following sentence
6.20 Complete the sentences with the correct form of the word given
6.21 Complete the sentences with the compound adjectives in the box
6.22 Complete the sentences using the second conditional
6.23 Cuestionario: Objetivos didácticos_Unit 6

7 Modal verbs of Probability and Make versus do

7.1 Use words from the box to complete the descriptions
7.2 Modal verbs of probability
7.3 Make and Do
7.4 Fill in the spaces
7.5 Fill in the spaces
7.6 Watch the video and say if the sentences are true or false
7.7 Watch the video read the script and fill in the blanks
7.8 Pronunciation of the Past tense of regular verbs
7.9 Put the verbs in the correct column
7.10 Listen and answer the following questions
7.11 Listen to the people again and read the scripts
7.12 Fill in the spaces using words and phrases from the text
7.13 Match what the doctor says with the correct illness or problem
7.14 Choose the incorrect option in the following lists
7.15 Complete the sentences
7.16 Complete the sentences with the correct form
7.17 Complete the sentences
7.18 Complete the sentences with one suitable word
7.19 Write sentences to explain each situation
7.20 Decide if the following actions need Make or Do
7.21 Cuestionario: Objetivos didácticos_Unit 7

8 Reported Speech, Reported questions, indirect questions and phrasal verbs with up

8.1 Complete the sentences using words from the box
8.2 Phrasal verbs with up
8.3 Reported Speech
8.4 Watch the video and read the script
8.5 Change the sentences below into reported speech
8.6 Choose one of these sentences to complete each of the sentences below using reported speech
8.7 Rewrite the following questions into reported or indirect
8.8 Read the texts then try and guess which country they refer to
8.9 Put one word in each of the spaces to form compound nouns
8.10 Listen to these messages and complete the notes below
8.11 Put the following sentences into reported speech
8.12 Which of these verbs can be used to complete the sentences below
8.13 Phrasal verbs with up
8.14 Complete the sentences with words you have learnt in this unit
8.15 Match the verbs from the list with the definitions
8.16 Complete the sentences with the correct form of the given verb
8.17 Put the following into reported speech

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8.18 Make a new sentence from the first question
8.19 Cuestionario: Objetivos didácticos_Unit 8

9 Revision of tenses phrasal verbs with out

9.1 Choose the most appropriate word in the following sentences
9.2 Phrasal verbs with out
9.3 Watch the video and decide whether the following statements are true or false
9.4 Watch the video again and read the script
9.5 Find words in the text which mean
9.6 Find in the text the phrasal verbs which mean the following
9.7 Fill in the missing forms of the verb EAT in the table below
9.8 Can you remember the following verbs
9.9 Correct the mistakes in the following sentences
9.10 Read the text below
9.11 Find words in the text that mean
9.12 Answer the following questions
9.13 Put one of the following verbs in each space
9.14 Listen to part one of the listening
9.15 Listen to part two of the listening
9.16 Choose the correct form of the verbs between brackets
9.17 Read the text and decide if the statements are true or false
9.18 Select the best option given in the following sentences
9.19 Choose the correct form of the verbs
9.20 Complete the following sentences with a verb from the list
9.21 Select the best option
9.22 Give some advice for the following problems
9.23 Rewrite these sentences using the correct form
9.24 Make each sentence into a question by adding the correct tag
9.25 Cuestionario: Objetivos didácticos_Unit 9
9.26 Cuestionario: Cuestionario final

Inglés para secretarias-os

1 Presentación y funcionamiento del curso

1.1 Introducción
1.2 Recibiendo
1.3 Vocabulario
1.4 Gramática
1.5 Prácticas

2 Objetos de papelería

2.1 De compras
2.2 Vocabulario
2.3 Gramática
2.4 Prácticas

3 Equipos de oficina

3.1 Formular preguntas
3.2 Vocabulario
3.3 Gramática
3.4 Prácticas

4 Llamar por teléfono

4.1 Respondiendo una llamada
4.2 Vocabulario
4.3 Gramática

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5 Organizar la agenda del jefe
5.1 Describir brevemente
5.2 Vocabulario
5.3 Gramática
5.4 Prácticas

6 Reservar hoteles
6.1 Vocabulario
6.2 Gramática
6.3 Prácticas

7 Reservas
7.1 Vocabulario
7.2 Gramática
7.3 Prácticas

8 Correspondencia comercial I
8.1 Vocabulario
8.2 Gramática
8.3 Prácticas

9 Correspondencia comercial II
9.1 Vocabulario
9.2 Gramática
9.3 Prácticas

10 Correspondencia comercial III
10.1 Eligiendo zapatos
10.2 Vocabulario
10.3 Gramática

11 Correspondencia comercial IV
11.1 Vocabulario
11.2 Gramática
11.3 Prácticas

12 Pedidos
12.1 Modales y vestimenta
12.2 Vocabulario
12.3 Gramática
12.4 Prácticas

13 Documentos
13.1 La cuenta
13.2 Vocabulario
13.3 Gramática
13.4 Prácticas

14 La factura
14.1 Vocabulario
14.2 Gramática
14.3 Práctica

15 Transporte público

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15.1 Vocabulario
15.2 Gramática
15.3 Práctica

16 Establecimientos comerciales

16.1 Vocabulario
16.2 Gramática
16.3 Prácticas

17 Direcciones en la ciudad

17.1 Vocabulario
17.2 Gramática
17.3 Prácticas

18 Comida rápida

18.1 Comida rápida 2
18.2 Vocabulario
18.3 Gramática
18.4 Prácticas
18.5 Prácticas 2

19 Comidas y bebidas

19.1 Vocabulario
19.2 Gramática
19.3 Prácticas

20 Reclamaciones

20.1 Vocabulario
20.2 Gramática
20.3 Prácticas

21 Apéndice

21.1 Cuestionario: Cuestionario final

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