

SOLUCIONES

# Inglés empresarial



ADGD162PO




Administración y  
gestión



60 horas de  
formación

editorial **cep**





**SOLUCIONES  
TEST**



# Soluciones Tema 1

## El lenguaje empresarial

1. d) Propio del lenguaje informal. No se puede incluir en el lenguaje formal
2. c) Could you please call me back?
3. b) Una relación entre dos o más empresas a gran escala
4. d) Una sociedad en la que se limita la actuación de alguna de las partes
5. b) Un tipo de Company merger en el que las empresas forman parte del mismo sector
6. c) Un acuerdo de negocios temporal en el que dos empresas unen sus recursos con un fin
7. d) Las opciones b) y c) son correctas
8. c) Un tipo de pago variante del open account en el que se paga solo cuando el producto se vende
9. d) Una herramienta para minimizar el efecto del lenguaje tanto informal como formal, propio del lenguaje diplomático
10. b) May



# Soluciones Tema 2

## Estructura de una empresa

1. b) Se limita la responsabilidad de las acciones
2. c) Se basa en las relaciones entre personas o grupos sociales
3. d) Aquel en el que los empleados se organizan por funciones
4. a) Tramo de control
5. b) The
6. c) Production
7. a) Sales
8. d) Situaciones que ocurren durante un tiempo limitado
9. c) How often
10. b) La división de una empresa en áreas o departamentos





# Soluciones Tema 3

En nuestra empresa

1. b) Marketing and Promotion
2. d) Sin ayuda de terceros
3. c) At work
4. d) Todas las respuestas anteriores son correctas
5. b) Gerente de recursos humanos
6. a) Self-employed
7. a) Stapler
8. d) Is there
9. c) Where
10. c) Acuerdos futuros



# Soluciones Tema 4

## La comunicación telefónica

1. c) Presentación, hora del día y la razón de la llamada, petición, número de teléfono, finalización
2. d) Arrange an appointment
3. b) I'm calling to speak to Ms. Anderson
4. c) Enterarse
5. c) I will have
6. c) See you on
7. b) Door-to-door
8. d) Las opciones a) y c) son correctas.
9. c) Help
10. d) Las opciones a) y b) son correctas



# Soluciones Tema 5

## La correspondencia escrita

1. b) Un formato específico
2. d) Espero verte pronto
3. a) A quien corresponda
4. b) Ms
5. c) Verbo to be en el tiempo del verbo principal y verbo principal en participio
6. d) Todas las respuestas anteriores son correctas
7. a) Desafortunadamente
8. d) I am looking forward your answer
9. b) Por cierto
10. a) My name is



# Soluciones Tema 6

## Los viajes

1. d) Suitcase
2. c) Non-stop flight
3. a) Trip
4. b) Starter
5. a) Go straight ahead
6. d) Take
7. b) Could
8. c) It's a quarter to twelve
9. c) Medium rare
10. c) Fifth



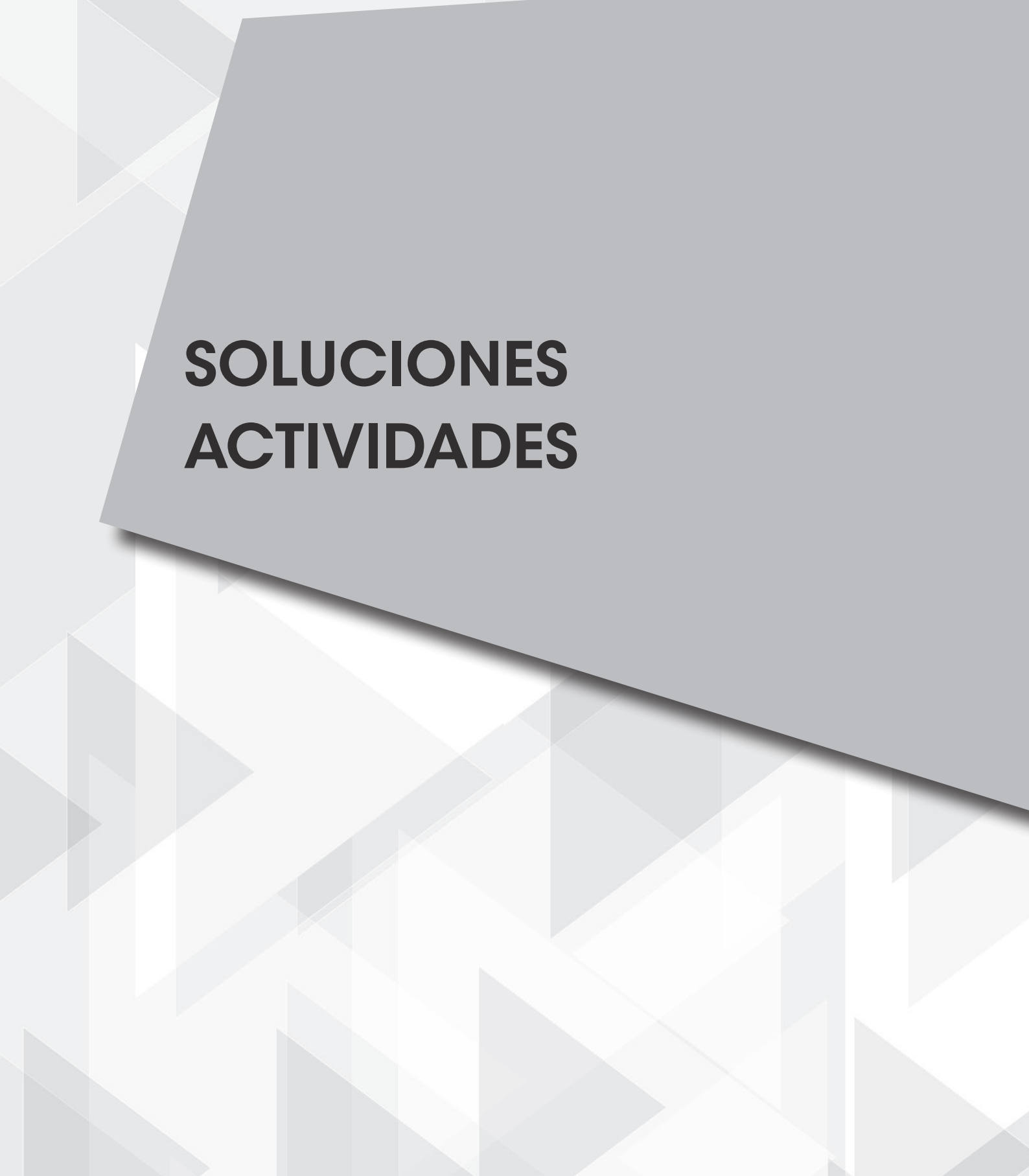


# Soluciones Tema 7

## Errores frecuentes o false friends

1. b) Success
2. b) Culture
3. d) Las respuestas a) y b) son correctas
4. a) Cita médica
5. a) Borrow
6. c) Una sugerencia de justificación
7. c) You must come for dinner
8. c) Which
9. b) Present perfect
10. d) The





**SOLUCIONES  
ACTIVIDADES**



# Soluciones Tema 1

## El lenguaje empresarial

1.

<ol style="list-style-type: none"><li>1 What do you need?</li><li>2 Thanks for the email of 12 Feb.</li><li>3 Sorry, I can't make it.</li><li>4 I'm sorry to tell you that...</li><li>5 I promise...</li><li>6 Could you...?</li><li>7 You haven't...</li><li>8 Don't forget...</li><li>9 I need to....</li><li>10 Shall I...?</li><li>11 But... / Also... / So...</li><li>12 Please could you...</li><li>13 I'm sorry for...</li><li>14 Re...</li><li>15 See you next week.</li></ol>	<ol style="list-style-type: none"><li>d) Please let us know your requirements.</li><li>h) Thank you for your email received 12 February.</li><li>i) I am afraid I will not be able to attend.</li><li>n) We regret to advice you that...</li><li>b) I can assure you that...</li><li>e) I was wondering if you could...</li><li>c) We note from our records that you have not...</li><li>f) We would like to remind you that...</li><li>m) It is necessary for me to...</li><li>j) Would you like me to...?</li><li>o) However... / In addition... / Therefore...</li><li>k) I would be grateful if you could...</li><li>l) Please accept our apologies for...</li><li>a) With regard to... (or with reference to).</li><li>g) I look forward to meeting you next week.</li></ol>
--	---

2.

1. ____ I speak to Mr. Smith, please? (Formal polite request)	1. May
2. ____ you open the window, please? It's hot in here (Polite request)	2. Could
3. ____ giving me two extra hours on Monday? (Polite request)	3. Would you mind
4. Would you mind if I ____ your computer for an hour or so? (Polite request)	4. Borrowed
5. Would you mind if I ____ come to your meeting? (Asking for permission)	5. Didn't
6. Mrs. Redding, ____ lend me two hundred dollars till next week, please? (Polite request)	6. Could you
7. Would you mind ____ here? I have a headache (Polite request)	7. Not smoking
8. Betty, ____ help me with this survey, please? (Informal request)	8. Can you
9. Could I use your cell phone, please? – Sorry, you ____ (Permission not given)	9. Can't
10. Could I stay here for a while? – Yes, you ____ (Permission given)	10. Can

3.

1. Yesterday at six, John _____(drive) to the airport.	1. Was driving
2. While Claire _____(have) lunch in the canteen, Mary and Will _____(talk) to a customer.	2. Was having/were talking
3. I _____ (prepare) the invoice, when my computer suddenly crashed.	3. Was preparing
4. When we _____(sit) in the meeting, Joseph suddenly got a hiccup.	4. Were sitting
5. I _____ (gossip / not) with Amy when you came in. We _____ (discuss) a serious problem.	5. Was not gossiping/were discussing
6. Bob and I _____ (walk) to the office, when it suddenly started to rain.	6. Were walking
7. During the week of the conference, I _____(stay) at a nice B&B.	7. Was staying
8. Where _____(you / stay) during your time in London?	8. Were you staying
9. Who _____(do) my job while I was in hospital?	9. Was doing

4.

1. Book	c) A room (reservar una habitación)
2. Set up	d) A meeting (organizar una reunión)
3. Make	d) A deal (hacer un trato)
4. Open	d) A new branch (abrir una nueva sucursal)
5. Break into	a) A market (irrupir en el mercado)

6. Face	b) Competition (enfrentarse a la competencia)
---------	--

5.

5.1 En el lenguaje formal utilizamos:

- a) Verbos modales como could, would, may
- c) Cambio de adjetivos negativos por positivos

5.2 En el lenguaje formal:

- b) No podemos usar contracciones
- c) No debemos usar la primera persona
- d) No debemos usar *slang*

6.

Close a/the deal	Cerrar un trato. Llegar a un acuerdo de negocios
Make a profit	Sacar beneficio. Obtener beneficios de una tarea determinada
Go bankrupt	Irse a la bancarrota. Se produce la quiebra de una empresa
Launch a new product	Lanzar un nuevo producto. Poner un nuevo producto a la venta



7.

After sales service	El servicio que continúa tras la venta del producto, como el mantenimiento, etc.
Market leader	La compañía con más ventas de una industria determinada
Supplier	Persona que se encarga de abastecer productos
Invest	Aportar dinero en un negocio o producto para obtener beneficios



# Soluciones Tema 2

## Estructura de una empresa

1.

1. That's _____ interesting suggestion.	
2. How far have you got with _____ report?	
3. Every company needs _____ good project manager.	1. An
4. Q: Are they reliable? A: Yes, they always deliver on _____ time.	2. The
5. We have to draw up _____ new business plan. The old one isn't good enough.	3. A
6. If we don't follow these regulations, we'll get in _____ trouble with the local authorities.	4. Nada
7. I've worked on _____ similar projects at my last job.	5. A
8. Q: Is that your boss? A: No, that's _____ CEO (There's only one).	6. Nada
9. I'm not happy with _____ logo they designed for us.	7. Nada
10. That's not _____ good strategy. We have to think of something better.	8. Nada
	9. The
	10. A

2.

<p>1. John _____ (look after) Alexandra's clients while she _____ (be) on maternity leave.</p> <p>2. On your CV it _____ (say) that you _____ (speak) some Chinese.</p> <p>- Yes, in fact, I _____ (currently / take) private classes. I _____ (think) Chinese is going to be a very useful language in our sector.</p> <p>3. Our client _____ (be) very stubborn at the moment. He _____ (not / want) to accept our conditions. It's strange because he _____ (usually / be) so reasonable.</p> <p>4. Where _____ (your company / hold) its AGM this year?</p> <p>5. What language _____ (that man / speak) at the reception desk?</p> <p>- It _____ (sound) like Portuguese to me.</p> <p>6. I _____ (have to) speak to Doug urgently but he _____ (not / answer) his phone.</p> <p>7. They _____ (have) the meeting this Thursday at 3 p.m. Will you be able to attend?"</p> <p>- No, I'm afraid not. I _____ (go) to a conference in Amsterdam.</p> <p>8. Ray _____ (always / drive) to work but this week he _____ (take) the train as his daughter _____ (borrow) his car.</p> <p>9. Which logo _____ (you / prefer)? Sorry but I _____ (not / like) either of them.</p> <p>10. Our children really _____ (love) surfing. They _____ (spend) every weekend at the beach. In fact we _____ (look at) buying a small holiday home on the coast. Jaco Beach _____ (look) very nice.</p>	<p>1. 's looking after; 's</p> <p>2. says; speak; am currently taking; think</p> <p>3. 's being; doesn't want; is usually</p> <p>4. 's your company holding</p> <p>5. is that man speaking; sounds</p> <p>6. have to; 's not answering</p> <p>7. 're having; 'm going</p> <p>8. always drives; 's taking; 's borrowing</p> <p>9. do you prefer; don't like</p> <p>10. love; spend; 're looking at; looks</p>
--	--

3.

<ol style="list-style-type: none"><li>1. People have always needed some form of government.</li><li>2. First came dictatorships of one form or another.</li><li>3. Then, the king or dictator made all the decisions.</li><li>4. Eventually, the ancient Greeks established a form of government they called democracy.</li><li>5. It was called democracy, but the people who did not own land could never vote.</li><li>6. Later, the Romans adapted this system into a republican form of government.</li><li>7. Under this system, the results were often representative of the people's wishes.</li><li>8. This form was always better than the totalitarian forms which eventually followed.</li><li>9. Today, people around the world look to the United States as a model of democracy.</li><li>10. Even Americans are constantly working to improve their democratic system.</li></ol>	<ol style="list-style-type: none"><li>1. Always, need</li><li>2. First, came</li><li>3. Then, made</li><li>4. Eventually, establish</li><li>5. Never, vote</li><li>6. Later, adapt</li><li>7. Often, to be</li><li>8. Always, to be</li><li>9. Today, look</li><li>10. Constantly, work</li></ol>
---	---

4.

4.1 En el perfil profesional debemos:

- b) Evitar el uso de *buzzwords*
- d) Utilizar la tercera persona

4.2 El departamento de Marketing puede tener empleados con el puesto de:

- a) Account director
- c) Media planner

5.

Accountability	Responsabilidad de un cargo en la empresa
Top management	Puesto alto en la jerarquía de una empresa
Network of interpersonal relationship	Red de relaciones interpersonales que se establecen entre los miembros de la empresa
Grapevine	Rumor, chisme ( <i>colloquial</i> ). Lo contrario a la comunicación formal

6.

Matrix Organizational Chart	Los empleados son parte de un grupo funcional, pero trabajan en un equipo que desarrolla un nuevo producto
Functional Organizational Chart	Agrupar las personas según las funciones que se desarrollan en un departamento
Product Organizational Chart	Se organizan según la tipología del producto que desarrollan
Geographic Organizational Chart	La empresa se organiza en regiones

7.

Human Resources	Se encarga de reclutar la gente correcta para las funciones requeridas en un departamento
Sales	Se encarga de generar beneficios mediante una adecuada escala de productos y servicios
Research and Development	Se encargar de realizar las innovaciones en los productos
IT Support	Se encarga de proveer asistencia informática a toda la empresa

# Soluciones Tema 3

## En nuestra empresa

1.

<ol style="list-style-type: none"><li>1. Peter is responsible for managing other computer technicians.</li><li>2. He usually does not have to deal with minor glitches.</li><li>3. Peter is responsible for helping staff with computer issues.</li><li>4. He develops software to sell to other companies.</li><li>5. Peter has to attend many meetings.</li></ol>	<ol style="list-style-type: none"><li>1. False (Peter needs to help other staff members by providing information).</li><li>2. False (Peter states that there are lots of system glitches).</li><li>3. True (Peter provides information on a need-to-know basis).</li><li>4. False (Peter develops software for in-house programs).</li><li>5. False (Peter only needs to attend a monthly organizational meeting).</li></ol>
---	--

2.

<ol style="list-style-type: none"> <li>1. _____ (be) there a legal department in your company?</li> <li>2. Check the timetable because I do not think there _____ (be) any trains after eleven o'clock.</li> <li>3. How much sugar _____ (be) there in the box?</li> <li>4. At this time of morning there _____ (not be) many people at the office.</li> <li>5. There _____ (be) a lot of money in this account.</li> <li>6. Nowadays there _____ (be) a lot of ways to study English.</li> <li>7. There _____ (be) very little interest in this project.</li> <li>8. _____ (be) there many women in your department?</li> <li>9. There _____ (be) five books missing from the shelf.</li> <li>10. There _____ (not be) any ink in the printer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Is there</li> <li>2. there are</li> <li>3. is there</li> <li>4. there isn't</li> <li>5. there is</li> <li>6. there are</li> <li>7. there is</li> <li>8. are there</li> <li>9. there are</li> <li>10. there isn't</li> </ol>
--	---

3.

Uncountable	Countables	Both
<ul style="list-style-type: none"> <li>- Information.</li> <li>- Research.</li> <li>- Advice.</li> <li>- Machinery.</li> <li>- Furniture.</li> <li>- Work.</li> <li>- Equipment.</li> <li>- News.</li> </ul>	<ul style="list-style-type: none"> <li>- Job.</li> <li>- Suggestion.</li> <li>- Machine.</li> </ul>	<ul style="list-style-type: none"> <li>- Time.</li> <li>- Experience.</li> <li>- Paper.</li> </ul>



4.

<ol style="list-style-type: none"> <li>1. There aren't _____ car parks in the centre of Oxford.</li> <li>2. Eating out is expensive here. There aren't _____ cheap restaurants.</li> <li>3. Liverpool has _____ of great nightclubs.</li> <li>4. Hurry up! We only have _____ time before the coach leaves.</li> <li>5. We saw _____ beautiful scenery when we went to Austria.</li> <li>6. There are a _____ shops near the university.</li> <li>7. It's very quiet. There aren't _____ people here today.</li> <li>8. There are _____ expensive new flats next to the river.</li> </ol>	<ol style="list-style-type: none"> <li>1. many</li> <li>2. any</li> <li>3. a lot</li> <li>4. a little</li> <li>5. some</li> <li>6. few</li> <li>7. many</li> <li>8. some</li> </ol>
---	---

5.

<ol style="list-style-type: none"> <li>1. I _____ (look for) my pen.</li> <li>2. Jane _____ (print out) the contract.</li> <li>3. As long as I am on holiday, Hannah and John _____ (take care) of everything.</li> <li>4. Look! Graham _____ (wear) a tie today.</li> <li>5. That is because he _____ (meet) the big boss in the afternoon.</li> <li>6. I _____ (work/not) tomorrow.</li> <li>7. Bob _____ (talk/not) on the phone.</li> <li>8. What _____ (you/do)?</li> <li>9. Where _____ (Mister Bradley/stay)?</li> </ol>	<ol style="list-style-type: none"> <li>1. am looking for</li> <li>2. is printing out</li> <li>3. are taking care</li> <li>4. is wearing</li> <li>5. is meeting</li> <li>6. am not working</li> <li>7. is not talking</li> <li>8. are you doing</li> <li>9. is Mister Bradley staying?</li> </ol>
---	--

6.

Workshop	Taller
Caretaking	Seguridad

Multifunctional space	Espacio multifuncional
Market	Almacén

7.

Many	Muchos (interrogativa)
Much	Mucho
A lot of	Muchos (afirmativo)
Any	Alguno

8.

8.1 Un sustantivo incontable es aquel que:

- a) No se puede contar
- c) No tiene forma plural

9.

How often	Con qué frecuencia
How many	Cuántos (para contable)
How much	Cuánto (para incontable)
How long	Cuánto tiempo

10.

Fixed work	En él se trabaja el mismo número de horas y días por semana. Por ejemplo: Monday – Friday from 8:30 a.m. to 5:00 p.m.
Flexible work	Es parecido al <i>fixed work</i> , pero más flexible. Suele cambiar según el día. Monday 9:00 a.m. -12:30 a.m., Tuesday 11:00 a.m. to 5:00 p.m., Friday 2:00 p.m. to close

Full time work	Se trabaja de 37 a 40 horas a la semana. Permite variar las vacaciones y obtener pagos por horas extra
Rotating work	Se realizan turnos de día o de noche según el día de la semana y mes, es decir, se realizan turnos de tarde, mañana o noche, lo que se conoce en inglés como <i>swing shift</i>



# Soluciones Tema 4

## La comunicación telefónica

1.

1. Good morning. How can I _____ you?	1. help
2. Could I _____ to Ms. Devon, please?	2. speak
3. Who's _____, please?	3. calling
4. _____ is Kevin Trundel.	4. This
5. I'm sorry, I didn't _____ your name.	5. catch
6. I'm sorry. She's _____. Can I take a _____?	6. not it / mesage
7. Could you ask her to call me _____?	7. back
8. Could I have your _____, please?	8. number

2.

<ol style="list-style-type: none"><li>1. You must take an umbrella. It ..... (rain).</li><li>2. I ..... to the cinema tonight. I already have a ticket (go).</li><li>3. Are you planning any summer holiday? - I don't know yet. Perhaps I ..... at home (stay).</li><li>4. You look pretty tired. You should have a break. - OK. I ..... a rest (have).</li><li>5. Betty is going to driving lessons, because she ..... a car (buy).</li><li>6. I've just missed my train! - No problem. I ..... you there (drive).</li><li>7. I can't eat anything today. I ..... an appointment at the hospital tomorrow (have).</li><li>8. The sharks are much better! I'm sure they ..... the dolphins today! (beat).</li><li>9. What does your son want to do in future? - I hope he ..... a dentist (become).</li><li>10. Not at five o'clock. Look at the diary. We ..... Mr. Clark at three o'clock (meet).</li><li>11. Please, buy some eggs. I ..... a cake (make).</li><li>12. My dad has already booked the holiday. We ..... to France on 2 July (fly).</li></ol>	<ol style="list-style-type: none"><li>1. is going to rain</li><li>2. am going</li><li>3. will stay</li><li>4. will have</li><li>5. is going to buy</li><li>6. will drive</li><li>7. am having</li><li>8. are going to beat</li><li>9. will become</li><li>10. are meeting</li><li>11. will make</li><li>12. are flying</li></ol>
---	--

3.

1. What was Jane Tegal calling about?	1. She was calling about placing an order.
2. What was she interested in ordering?	2. She was interested in ordering a number of their Millenium desk units.
3. What would she like before placing an order?	3. She would like to get an estimate.
4. What type of shipment does the supply company provide?	4. They provide door-to-door shipment.
5. How long does it usually take to deliver the goods?	5. It usually takes within 14 business days.

4.

4.1 Las estructuras gramaticales básicas para el inglés telefónico son:

- a) Uso del presente continuo para el comienzo
- c) Uso de los modales would, could y may

4.2 A la hora de dejar un mensaje para que se lo transmitan a una tercera persona, si somos la persona que deja el mensaje utilizaríamos las siguientes frases:

- a) Could I speak to...?
- c) Could you tell him that...?

5.

Empezar una llamada	Good morning! (company), (name) speaking. How may I help you?
Preguntar por alguien	May I speak to...?
Indicar las razones de la llamada	I'm calling to ask about your current promotion
Finalizar la llamada	Thanks for calling

6.

I'm afraid he's in a meeting	Me temo que se encuentra en una reunión
Could I help?	¿Podría ayudarle?
Could you back later?	¿Podría llamar después?
Would you mind?	¿Te importaría?



# Soluciones Tema 5

## La correspondencia escrita

1.

1.1 Para comenzar una carta debemos utilizar:

- a) I am writing regarding...
- b) I am writing to inform you that...

1.2 "Atentamente" se traduce al inglés como:

- a) Yours sincerely
- b) Yours faithfully

1.3 Indica la afirmación correcta:

- a) En las cartas formales debemos incluir la información del emisor en la parte superior derecha
- c) En las cartas formales debemos incluir la fecha

1.4 Algunas reglas gramaticales de los e-mails formales son:

- b) Usar la voz activa
- d) Evitar el lenguaje abreviado o emoticonos

2.

Arrangement	Cita
Complaint	Queja
Apology	Disculpa
Request	Petición



# Soluciones Tema 6

## Los viajes

1.

<ol style="list-style-type: none"><li>1. A person who is on holiday.</li><li>2. You put your clothes and things in this when you go on holiday.</li><li>3. The place where you go to take a plane.</li><li>4. A place to go with your tent or caravan.</li><li>5. Look at this to help you find places. With this, you won't get lost!</li><li>6. An official document with your photo. You need it to go to a different country.</li><li>7. When you eat outside, normally sitting on a blanket on the floor.</li><li>8. You need this paper to get on a train or enter a museum, for example.</li><li>9. A place to stay with lots of rooms.</li><li>10. If you go camping, you need a caravan or a ___ to sleep in.</li><li>11. A house with wheels!</li><li>12. Suitcases or bags that you carry when you are travelling.</li></ol>	<ol style="list-style-type: none"><li>1. Tourist</li><li>2. Suitcase</li><li>3. Airport</li><li>4. Campsite</li><li>5. Map</li><li>6. Passport</li><li>7. Picnic</li><li>8. Ticket</li><li>9. Hotel</li><li>10. Tent</li><li>11. Caravan</li><li>12. Baggage</li></ol>
---	--

2.

1. ¿Tiene habitaciones disponibles? - Do you have any rooms available?
2. ¿Cuánto cuesta una habitación para dos personas? - How much is a room for two people?
3. ¿Tiene alguna habitación más tranquila? - Do you have anything quieter?
4. Me quedaré dos noches. - I will stay for two nights.
5. ¿Me puede sugerir otro hotel? - Can you suggest another hotel?

6. ¿Está incluido el desayuno? - Is the breakfast included?
7. ¿Me puede despertar a las 7:15 h? - Can you wake me up at 7:15 h?
8. Quiero registrar mi salida. - I want to check out.

3.

Starter	Primer plato
Main course	Plato principal
Grilled	A la parrilla
Bring	Traer
Bill	Cuenta

4.

Yes, sure! The Library is on Short Avenue, next to the Grocery Store and opposite the bank. From our location, you can take Long Avenue on the right, then turn right at Front Street and take Short Avenue, between the Grocery Store and the Bakery. There you will find the Library at the end of the street, in front of the Fire Station and the Drug Store.

5.

1. A: _____ you show me how to use this computer software? B: _____. How can I help?	Can / I'd be glad to
2. Teacher: Marco, _____ erase the blackboard for me? Marco: _____, teacher.	would you please / Yes, of course
3. Sandy, _____ photocopy these letters right away?	can you
4. Teacher, _____ explain this grammar to me again, please?	could you
5. Charlotte, _____ send me the document by email?	would you please

6. Student: _____ help me with my homework, please? Teacher: Of course!	Could you
--	-----------

6.

- |                            |                            |                               |
|----------------------------|----------------------------|-------------------------------|
| 1) It's ten past four      | 4) It's twenty-five to one | 7) It's a quarter to five     |
| 2) It's twenty-five to six | 5) It's five past six      | 8) It's a quarter past eleven |
| 3) It's twenty to ten      | 6) It's ten past five      | 9) It's half past three       |

7.

1. I have breakfast at _____ o'clock.(6)	1. six
2. My brother is _____ in the class.(6)	2. sixth
3. Jamie is _____ years old.(10)	3. ten
4. Today is the _____ of April.(10)	4. tenth
5. It costs only _____ pound.(1)	5. one
6. I am so happy, that he won the _____ prize.(1)	6. first
7. It takes _____ hours to get from London to Cairo by air. (5)	7. five
8. It's the day _____ of our holiday in Florida.(5)	8. fifth
9. He scored _____ goals in games.(3)	9. three
10. It was his _____ goal in the last games.(3)	10. third

8.

Ticket	You need this paper to get on a train or enter a museum, for example
Picnic	When you eat outside, normally sitting on a blanket on the floor
Baggage	You put your clothes and things in this when you go on holiday

Suitcase	Suitcases or bags that you carry when you' re travelling
----------	--

9.

9.1 ¿Cuáles de los siguientes son tipos de alojamiento?

- a) Lodge
- b) Cottage

9.2 Usaríamos como fórmula de cortesía:

- a) Oraciones en pasiva
- c) Pasado continuo
- d) Suavizadores del lenguaje como *do, sorry* o *unfortunately*

10.

Estructuras de cortesía	Do you mind if I come here?
Estructuras de petición	May I have the bill, please?
Estructuras de interrupción	Have I made everything clear?
Estructuras de confirmación	Shouldn't we take another route, sir?

11.

Thanks a lot	Muchas gracias
Cheers	Gracias (muy informal)
You didn't have to do that	No hay de qué
I owe you one	Te debo una

# Soluciones Tema 7

## Errores frecuentes o *false friends*

1.

1. She gave me some excellent _____ about my new job (advice/advise)	1. advices
2. I am stuck in traffic _____ Alden Street and New Avenue (between/among)	2. between
3. May I _____ a chair, please? (borrow/please)	3. borrow
4. We have to _____ some surveys (make/do)	4. do
5. I call to _____ an appointment (make/do)	5. Make
6. This morning I _____ the newspaper (look at/see/watch)	6. looked at
7. That was a decision that changed the course of the _____ of the company (history/story)	7. history
8. It's not easy to get a/an _____ with the boss (appointment/date)	8. appointment
9. David finally got a new _____ last week (work/job)	9. job
10. It's difficult to turn _____ (customer/client) into _____ (customer/client)	10. customer/ client

2.

1. Did you get married after leaving_____university?	1. the
2. I was at_____train station when you called me.	2. -
3. I left_____work at six o'clock p.m.	3. -
4. They are opening_____new shops here.	4. -
5. She was returning from_____school when I met her.	5. -
6. She has a strong alibi. She was at_____cinema at the moment the crime was committed.	6. the
7. Are you going to_____beach this afternoon?	7. the
8. He went to_____prison for domestic violence.	8. -
9. The kids are sitting at_____table eating cereals.	9. the
10. Are you at_____home?	10. -

3.

Actual	Real
Current	Actual
Contest	Concurso
Answer	Contestar

4.

4.1 ¿Cómo se escribe "disgusto" en inglés?

- a) Annoyance
- b) Worry

4.2 ¿Con qué palabras utilizamos *do*?

- a) A test
- c) Business



5.

Deaf (sordo)	People with hearing impairments (persona con discapacidad auditiva)
Fat (gordo)	Overweight (sobrepeso)
Die (morir)	Pass away (fallecer)
Race (raza)	Ethnicity (Etnia)

6.

Wasp	Persona blanca anglosajona protestante
Gook	Persona oriental (peyorativo)
Muppet	Tonto
Clot	Bobalicón

