

- Autocorrección ejercicios semana 6

Week 6 ANSWERS

Writing: A formal email

1 Read the formal email. What is the purpose of Sam's email?

Dear Sir or Madam,
I am writing to you regarding the position of a Saturday sales assistant at your bakery - would like to apply for the position.
After leaving school I have had a number of part-time jobs, one of which was working at a local supermarket. I believe that I am an ideal candidate for the post as I am very hard-working, reliable and punctual. I also have a kind nature and enjoy helping others. Furthermore, I have experience of working in a shop situation. Last summer, I worked for three months at a local ice cream parlor. My previous employer was very pleased with my work and she suggested I apply for the job. I am available at any time during the week and weekend. My previous employer was very pleased with my work and she suggested I apply for the job. I am available at any time during the week and weekend. Your faithfully, Sam [sign]

Text analysis

2 Look at the email again and answer the questions.

- Number the main points made in the letter to show the order they come in.
- Details of the job she's applying for
- Details of previous experience
- Discussion of relevant character traits
- Availability for interview
- Why she's writing

3 Which of the bold words mean:

- give? provide
- job (x2)? position; post
- terrific person? ideal candidate

4 Which formal phrases and structures does Sam use?

Your faithfully, Sam [sign]

1.

To apply for a job in a bakery.

2 Look at the email again and answer the questions.

- 1 Number the main points made in the letter to show the order they come in.

5 **A** asking to be considered for a job

2 **B** details of the job she's applying for

4 **C** details of previous experience

3 **D** discussion of relevant character traits

6 **E** availability for interview

1 **F** why she's writing

- 2 Which of the **bold** words mean:

A give? provide

B job (x2)? position; post

C terrific person? ideal candidate

- 3 What has Sam forgotten to do?

Organize the main ideas into separate paragraphs.

Writing skills

3 Dear Sir or Madam,

I am writing to you regarding the position of a Saturday sales assistant at your bakery. I would like to apply for the position, which I saw advertised recently in a local newspaper. [P] I believe that I am an ideal candidate for the post as I am very hard-working and confident with other people. I am also patient and enjoy helping others. [P] Furthermore, I have experience of working in a shop situation. Last summer I worked part-time as a sales assistant in a local newsagent's. My previous employer was very pleased with my work and she can provide a reference if you need one. [P] I would be grateful if you would consider me for the post. I am available at any time you wish to come for an interview.

Yours faithfully,

Sam Lewis

4 Which formal phrases and structures does Sam use?

I am writing to you regarding the position ...

I would like to apply for the position, which I saw advertised recently ...

I believe that I am an ideal candidate for the post ...

My previous employer ...

... provide a reference ...

I would be grateful if you could consider me for the post.

I am available any time you wish ...

En las próximas semanas vamos a trabajar temas de gramática que ya se trabajaron en 4º de ESO pero que en 1º de BAC se vuelven a ver profundizando más.

Modal Verbs



Los verbos modales son verbos diferentes al resto de los verbos. Tienen una serie de características especiales. Estos verbos pueden expresar: obligación, necesidad, prohibición, ausencia de necesidad, probabilidad, posibilidad, habilidad, petición...

CARACTERÍSTICAS PROPIAS:

- **Son verbos incompletos.** No tienen participio ni infinitivo, y necesitan otros verbos para completar su conjugación: CAN se completa con BE ABLE TO, MUST con HAVE TO, etc.

Ej. Ellá podrá salir con sus amigos

NO: She will can go out with her friends

She will be able to go out with her friends

- **No llevan -S** en la 3ª persona singular del presente simple
- Todos van seguidos de otro verbo en infinitivo sin TO, excepto OUGHT TO.
- Como no necesitan verbo auxiliar para interrograr y negar, construyen la interrogativa invirtiendo el orden del sujeto y el verbo, y la negativa añadiendo NOT.

In this English **video lesson**, get the complete guide to English **modal verbs**. What are modal verbs? What do modal verbs do? Why do we need modal verbs? Get the answers to these questions and more from this lesson.

<https://www.youtube.com/watch?v=4GMU08J98MQ>

	VERB	USE	EXAMPLES	NOTES
MODAL VERBS	CAN	- Expresar habilidad	- We can drive very well	<p>- Be able to complementa a can cuando CAN NO puede usarse:</p> <p><i>Quiero ser capaz de hablar mejor inglés.</i></p> <p>I want <u>to be able to speak English better.</u></p> <p><i>Podré terminarlo para el viernes.</i></p> <p>I'll be able to finish it by Friday.</p> <p><i>No he podido acabarlo.</i></p> <p>I haven't been able to finish it.</p>
		- Expresar posibilidad o imposibilidad	- I can't talk, I've got a very sore throat	
		- Expresar o pedir permiso	- Can I sit down?	
		- En negativa expresar deducción y prohibición.	- She can't be at school. It's holiday. - You cannot smoke here.	
	COULD	- Expresar habilidad en pasado.	- Jane could drive before she was 18.	
		- Pedir algo educadamente.	- Could you pass the salt, please?	
		- Expresar posibilidad o imposibilidad en el pasado.	- It was so hot I couldn't walk in the sand.	
		- Hacer especulaciones (posibilidad remota)	- This passport could be his.	
		- Hacer sugerencias.	- We could play bingo today.	
	MAY (PRE/FUT)	- Pedir algo.	- May I leave the classroom?	<p>- Cuando MAY indica posibilidad indica que algo no es seguro. (quizá, tal vez, puede que)</p>
		- Expresar permiso.	- You may go to the toilet.	
		- Expresar posibilidad (presente o futura)	- The headmaster may visit the class today.	
		- Hacer especulaciones.	- That may be the thief that was arrested by the police.	
	MIGHT	- Expresar posibilidad (más dudosa)	- They might invite us to the party.	<p>- La posibilidad es muy dudosa (pudiera ser que)</p>
		- Hacer especulaciones	- They might have broken the window...	

SHOULD	- Dar y pedir consejos (debería)	- You should do more physical exercise	
	- Expresar obligación moral o que algo no es lo adecuado que esperábamos	- You should be more tolerant	
WILL	- Hacer un ofrecimiento	- I'll carry the suitcase for you.	
	- Pedir algo educadamente	- Will you bring me a coffee, please?	
SHALL	- Hacer un ofrecimiento	- Shall I open the window?	
	- Pedir sugerencias	- What shall we do tonight?	
	- Tomar decisiones	- I shall speak to the headmaster	
WOULD	- Hacer un ofrecimiento	- Would you like some tea?	
	- Rutinas en el pasado (afirm.) (solía)	- When I was a child, I would go fishing.	
MUST	- Expresar obligación (autoridad fuerte)	- You must go to school	
	- En negativa: expresar prohibición	- You mustn't smoke in hospitals	* - HAVE TO complementa a MUST en los tiempos que éste carece, e.g. She had to get up early yesterday.
	- Expresar deducción (afirmativa)	- They must be happy. They've won the lottery	
NEEDN'T			
	- En negativa: ausencia de obligación = don't have to	- You needn't get up early at weekends	
OUGHT TO	- Dar consejos = should pero más formal y menos frecuente	- You ought to do more physical exercise	

SEMI-MODALS	HAVE TO *	<ul style="list-style-type: none"> - Expresar obligación (+ suave) - En negativa: ausencia de obligación 	<ul style="list-style-type: none"> - You have to be 18 to drive a car - You don't have to wear a uniform in this school <p>Must vs Have to: aunque en inglés americano se pueden utilizar indistintamente ambos verbos para expresar una obligación, <u>en inglés británico</u> sí existen algunas diferencias que debemos aprender. Así, con frecuencia "must" expresará una obligación interna, impuesta por el hablante, mientras que "have to" se referirá a obligaciones de carácter impersonal impuestas, por ejemplo, por una autoridad, una ley o una norma.</p>

*HAVE TO

OJO!!!

En afirmativa: I/we/you/they + have to + infinitivo

he/she/it + has to + infinitivo

En interrogativa: do/does + sujeto + have to + infinitivo ...?

~~Have you to pay the rent?~~ (wrong!!!)

Do you have to pay the rent? (RIGHT!)

Does he have to pay the rent? (RIGHT!)

En negativa: se usa don't y doesn't + have to + infinitivo.

~~I haven't to get up early.~~ (wrong!!!)

I don't have to get up early. (GOOD!)

He doesn't have to get up early. (GOOD!)

❖ Aquí tenéis otra forma de organizar los MODALES, agrupados en función de su USO:

VERBOS MODALES - USO

MODALES SIMPLES

HABILIDAD

1. **Can** (presente): I can speak Japanese (Yo sé hablar japonés)
2. **Could** (pasado): I could swim when I was 3 years old (Sabía nadar cuando tenía tres años)
3. ***Be able to** (cuando no se puede usar can): Once you finish this course, you will be able to speak Japanese (Una vez que acabes el curso, sabrás/podrás hablar japonés)

OBLIGACIÓN

1. **Must** (obligación interna): I must obey my parents (Debo obedecer a mis padres)
2. ***Have to** (*SEMI-MODAL. Obligación externa, normas, leyes): You have to wear a seatbelt when you drive (Tienes que ponerte un cinturón cuando conduzcas).

PERMISO

1. **Can:** Can I borrow your pen? (¿Me puedes prestar tu boli?)
2. **Could:** Could I ask you a question? (¿Podría hacerle una pregunta?)
3. **May (educado / formal):** Teacher, may I go to the toilet, please? (Profes, ¿puedo ir al servicio por favor?)

PROHIBICIÓN

1. **Can't:** You can't wear sandals when you drive (No puedes llevar sandalias cuando conduces).
2. **Mustn't:** You mustn't smoke here. It's banned! (No debes fumar aquí)

POSIBILIDAD

1. **Can:** It can rain today (Puede llover hoy) ***Be able to:** I will be able to get in time (Podré llegar a tiempo)
2. **Could:** It could be dangerous (Podría ser peligroso)
3. **May:** He may be late (Él puede que llegue tarde)
4. **Might:** It might rain in June (Podría llover en junio)

CONSEJO

1. **Should:** You should eat healthier food (Deberías comer más sano)
2. **Ought to (más formal que should):** You ought to sleep more hours (Deberías dormir más horas)

DEDUCCIÓN

1. **Must:** He must be the new teacher (Él debe ser el nuevo profesor)

AUSENCIA DE NECESIDAD

1. **Don't have to:** You don't have to drive because we are travelling by bus (No tienes que conducir porque vamos a ir en autobús).
2. **Needn't:** You needn't drive because we are travelling by bus (No es necesario que conduzcas porque vamos a ir en autobús).

MODAL PERFECTS :

Se refieren al pasado: expresan **conclusiones, suposiciones y conjeturas** que hacemos sobre hechos pasados y se forman con un **modal + have + participio pasado**.

- **Afirmativa:** sujeto+modal+have+participio pasado (3^acolumna verbos irregulares/-ed verbos regulares)
She should have spoken with her mother (Ella debería haber hablado con su madre)
- **Negativa:** sujeto+modal en negativa+have +participio pasado (3^acolumna v. irregulares/-ed verbos regulares)
She shouldn't have spoken with her mother
- **Interrogativa:** modal+sujeto+have+participio pasado (3^acolumna verbos irregulares/-ed verbos regulares)
Should she have spoken with her mother?

➤ **MUST + HAVE + PARTICIPIO PASADO** → conclusiones lógicas en el pasado, e.g. Sheila was absent yesterday. She must have been ill. Sheila faltó ayer. Debe haber estado enferma.

➤ **CAN'T + HAVE + PARTICIPIO PASADO** → imposibilidad en el pasado e.g. It can't have been Rachel. She was in London. No puede haber sido Rachel. Estaba en Londres

➤ **COULD + HAVE + PARTICIPIO PASADO**

→ indica que hubo posibilidad de hacer algo en el pasado pero realmente no se hizo, e.g. He could have helped us, but he came too late. Pudo habernos ayudado pero llegó demasiado tarde.

→ en negativa, expresa la incredulidad de que lo ocurrido sea cierto, e.g. She couldn't have said those words. Ella no pudo haber dicho esas palabras

→ para hacer una suposición en el pasado, e.g. She didn't come to the party. She could have been ill. Ella no vino a la fiesta. Podría haber estado enferma

➤ **MAY / MIGHT + HAVE + PARTICIPIO pasado** → expresan una suposición sobre el pasado, e.g. Call her again. She may / might not have heard you the first time. Llámala otra vez. Puede que no te haya escuchado la primera vez/ Podría ser que no te hubiese escuchado la primera vez

➤ **SHOULD + HAVE + PARTICIPIO pasado**

→ para lamentar que no se siguió un consejo en el pasado, e.g. She looks worse. She should have seen a doctor last week.(Ella debería haber visitado al médico.)

→ para lamentar que no se haya cumplido lo que esperábamos, e.g. They should have arrived home by now.(Ya deberían haber llegado a casa)

→ en negativa demuestran nuestra opinión crítica sobre algo que no debería haber ocurrido, e.g. I'm very angry with her. She shouldn't have been so rude. (No debería haber sido tan maleducada)

Exercises on MODAL VERBS

Book p. 127:1, 2, 3, 4, 5

Book p. 128: 6, 7, 8, 9

- Aquí os dejo 5 nuevos enlaces para practicar “listening”

Hay 3 niveles (basic-intermediate-advanced): <https://www.talkenglish.com/listening/>

Seguimos con “intermediate”

- esta semana podéis hacer uno cada día(**Intermediate Listening Lessons**)

Monday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=213>

Tuesday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=214>

Wednesday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=215>

Thursday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=216>

Friday: <https://www.talkenglish.com/listening/lessonlisten.aspx?ALID=217>

- (el lunes 11 de mayo os enviaré las respuestas de los ejercicios para autocorrección)

Un cariñoso saludo

Teacher Susana

<https://www.youtube.com/watch?v=MkS1SBPHN44>