

GET SMART BEFORE YOU START. Session 3.- Job Interview.

Caso práctico

When she finished school, Katie Barnes didn't know what to do and decided to travel. That led her to her career in tourism. She speaks about her experience.

Script

When I finished school I didn't know what to do, so I decided to travel around Europe. In August I bought an Interrail Pass and left London. My first stop was Amsterdam. It was great. I visited museums, sat in parks, met a lot of people and went out a lot. After two weeks I had spent all my money! I decided to find a job. I had met a Portuguese girl, Lola, who worked in a hotel as a chambermaid. She introduced me to her boss. This is how I started in the tourism industry!

I spent two months as chambermaid, but soon I got a promotion because of my language skills. I can speak English, French and German and I had learnt a bit of Dutch, which is a very difficult language. I was at the front desk of a small hotel in the centre of Amsterdam. There I learned a lot about anticipating customer needs and tending to every detail. After that, the accountant got a maternity leave and I took her job. On that first trip I didn't get very far, but I started a career.

While I was working as an accountant I decided to go to university to study tourism. My boss was very understanding and helped me a lot. I worked afternoons and evenings and went to classes in the morning. From time to time I had to take a day off because I had exams. When I had been studying for two years I was offered a promotion. That meant I had to leave Amsterdam and move to London, to the headquarters of the hotel chain. I didn't think twice and packed my suitcases

The new job was demanding but I loved the experience! However, I still wanted to finish my degree. It was impossible to transfer to a college in London. It would have meant to start from the beginning! I decided to take the exams even if I had not attended the lectures. I had to study a lot. For two months I was sleeping two or three hours every night. But in the end I succeeded and got my degree in tourism. At the same time I was getting ahead in my job and after finishing my studies I got promoted again. I am currently in charge of all marketing operations of a huge hotel company. I travel a lot and I get paid for it.



Think about it

What led you to study tourism? Which area are you more interested in?



Materiales formativos de FP Online propiedad del Ministerio de Educación, Cultura y Deporte.

[Aviso Legal](#)

1.- What to say.

Caso práctico

Samuel Auster is at a job interview to work as a travel agent at Golden Eagle Travel Agency. He really likes the position he is applying for and he wants to do his best to get the job.

Script



Interviewer: Samuel, do you consider yourself an ambitious person?

Samuel: Well, I think that I am ambitious in the sense that I always want to improve at work. However, I am sensible enough to find the right balance between enthusiasm and common sense.

Interviewer: Are you able tomultitask?

Samuel: Yes, I am. I had tohandle multiple inquiries during myinternship as receptionist; staff, answering the phone, front desk and customers at the same time.

Interviewer: Do you have any experience making national and international travelarrangements?

Samuel: Yes, I have, on a personal basis. In fact, I am reallyfond of travelling and I have always been in charge of trip organisation: a coach trip to East Europe at college, inter-rail to Italy with friends, and several national trips with my colleagues at the hotel where I did my internship.

Interviewer: What do you know about Golden Eagle Travel Agency?

Samuel: Well, I know you have recently received a number of awards in the U.S. You don't need to do muchresearch to know you are one of the most prestigious travel companies and that you hold a solid position in the travel market.

Interviewer: What do you know about the travel business?

Samuel: Well, as I said before I have a lot of personal experience in travel arrangements. Of course during my studies wedealt with the topic. I have not much experience on the sector from a commercial perspective but I have confidence in my ability to do the job.

Interviewer: Then, do you consider it is necessary to have a supervisor or mentor at work?

Samuel: I consider good mentors essential elements for the successful integration of new workers. Someone who has plenty of experience, givessupport and goodadvice to newly arrived personnel must be always gratefully received.

Interviewer: A final question. I have read in your CV that you can speak two foreign languages. Are you willing and capable of travelling abroad should we require you to accompany a manager or executive on a business trip?

Samuel: That's one of the main reasons I would like to work for you. I love travelling and speaking foreign languages, so I would be willing to accompany any member of the staff on any business trip you considered necessary.

Interviewer: Right, do you have any question you'd like to ask me about the position?

Samuel: Yes. Is that true your company is establishingpartnerships with other companies?

Interviewer: Well, we could say we have some collaborationagreements with different companies for the moment. Thanks for coming along to the interview.

Samuel: Thank you. When will I know if I have beensuccessful?

Interviewer: We'll be making our decision by next Monday or Tuesday. We'll contact you during next week.

Think about it

Have you ever been to a job interview. How did it go? Your experience will be useful in this section and if you have never had one, this will be a good preparation.

You should know

Visit the [BBC](#) site for information on how to get a job and do the section on job interviews.

[Job interviews.](#)

1.1.- The Job Interview.

rel_no=1&opinion_no=1&page=&isSerial=&sort_name=&ip_sort=

Tips for a successful job interview:

Tip No. 1

- ✓ Be cheerful and polite when you greet your interviewer. You should be on your feet, smiling and making eye contact .
- ✓ In many Western cultures, a short handshake is appropriate at this time.



Tip No. 2

- ✓ Be open to making small talk, but don't ramble on. Give standard replies to standard questions. For example:
"How are you today?" -- "Fine, thank you. And you?"
"Did you have any trouble find us?" -- "No, not really."
- ✓ Be open to making small talk, but don't ramble on. Give standard replies to standard questions. For example:
"How are you today?" -- "Fine, thank you. And you?"
"Did you have any trouble find us?" -- "No, not really."
- ✓ This is one case where not telling the whole truth is completely acceptable. If you planned well, you arrived on time and any difficulties getting there are not worth mentioning . Don't talk about getting lost or missing your bus. If you want to add a few words, you can say: "I enjoy coming to this part of the city." or "Your receptionist gave very good directions."

Tip No. 3

- ✓ There will always be typical questions about your work experience, strengths, weaknesses, goals and salary expectations. But the interviewer may also throw in some unexpected questions to get a better feel for who you are and how you'd fit in at the given company. Even if the interview is in your own native language, it's possible for these more creative questions to be unclear. Instead of guessing what the interviewer really wants to know, you can ask for clarification :
"So if I understand correctly, you're asking me..."
"Let me start by answering... But perhaps I'm not headed in the right direction. Did I understand your question?"

Tip No. 4

- ✓ Even if you possess a great many qualifications, you may begin to feel that you're not giving the right answers or making the best impression, so one acceptable strategy is to get the interviewer to talk a little. You should listen and try to get an idea about what the interviewer is looking for in the ideal candidate . Ask something like this:
"Can I ask how long you've been here? Have you enjoyed the experience?"
"I got a good impression as soon as I entered the office, but I have yet to really observe everyone in action. How would you describe the work environment here?"

Tip No. 5

- ✓ Find out what the timeline is. You want to sound interested and committed without being overly confident or authoritative. For example:
"Could I ask when you expect to make your decision? ... All right, that sounds fine. If you'd like to follow up with any other questions, you have my contact information. I'd be more than happy to talk with you again."
"When would I learn your decision? ... Very good. I look forward to hearing back from you."

Tip No. 6

- ✓ Wait for the interviewer to end the meeting. When the interview is drawing to a close, smile and thank the interviewer for his or her time. You can also express your pleasure over the entire experience.
"Thank you for meeting with me today. I really enjoyed our conversation. Have a nice day."
- ✓ A final handshake is appropriate as you part ways. Please remember that your chance to make a good impression doesn't end with "good-bye." You should send a thank-you note later that day or on the very next morning.

Adapted from http://english.ohmynews.com/articleview/article_view.asp?code=2561982&menu=A11100&no=383444&

1.1.1.-Now you put it into practice (I).



Listen to this part of a job interview.

Script

Autoevaluación

What position is she applying for?

- Executive Assistant to the Chief Financial Officer.
- Assistant Supply Chain Manager.
- Assistant Brand Manager.

Are you sure?

Excellent!

Not really.

Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)
3. Incorrecto (Retroalimentación)

Think about it

Food for thought: What would the main strengths and weaknesses of a person applying for the other posts be? Write your answer to this question in the course forum.

1.2.- Questions and answers in a job interview.

Autoevaluación

Write the correct word from the box below in each of the sentences by a candidate at a job interview.

education – efficient – experience – humour – team – thorough

1. I'm very [] and I work well in a [] .
2. I have a good sense of [] .
3. My current boss says I'm very [] .
4. I do not have much work [] but I have devoted a long time to [] .

Enviar

Autoevaluación

Rewrite the questions from a job interview with the words in the correct order.

1. this / job / what / attracted / to / you?
2. you / what / had / have / experience?
3. want / work / do / you / why / to / hospitality / in?
4. well / you / team / do / a / work / how / in?
5. flexible / you / work / able/are /hours / to?
6. to / do / you / airline / want / work / for /why / this?
7. you / how / handle /conflict?
8. the / you / you / better / contribute / how / make / team / that / do / join / to / even?
9. like / there / add /anything / is / you'd / to?
10. yourself / us / tell / about.

1. []
2. []
3. []
4. []
5. []
6. []
7. []
8. []
9. []
10. []

Averiguar la puntuación Mostrar/Eliminar las respuestas

A step ahead

You can visit this link if you want to know how to dress for an interview.

[How to dress for an interview.](#)

This article will help you to list your accomplishments and be ready in case potential interviewers ask you "What accomplishments are you most proud of?"

Accomplishments.

Quitting a job is not always easy. Here you will read about the steps to follow when you want to resign from your job, including giving a two weeks notice.

I quit.

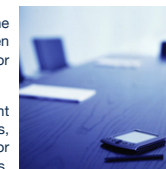
And here you have an example for a letter of resignation.

Resignation letter.

1.3.- Education.

When you go to a job interview you have to talk about your education. Read the following text.

This course is an ideal starting point for anyone who wants to pursue a career in the Travel and Tourism sector. If you have a genuine interest in all aspects of Travel then this course will develop your knowledge and skills further, turning your passion for Travel into a rewarding career in the Travel and Tourism industry.



The Travel and Tourism industry offers good promotion prospects. Employment opportunities exist in the UK or overseas with; Tour Operators, Airlines, Tourist Boards, Tourist and Visitor Information Centres, Business and Retail Travel Agencies, Visitor Attractions, Hospitality. At our College we have excellent links with local employers, which enables many students to secure employment at the end of their course.

Autoevaluación

Where do you think the text is taken from?

- Hotel brochure.
- College leaflet.
- Magazine.

Are you sure? Does it detail information about the hotel?

Yes. Well done!

No, not really. Sorry!

Solución

1. Incorrecto (Retroalimentación)
2. Opción correcta (Retroalimentación)
3. Incorrecto (Retroalimentación)

Autoevaluación

Find a word in the text that means.

College leaflet vocabulary

Synonym	Word from the text
Follow.	<input type="text"/>
Real.	<input type="text"/>
Occupation.	<input type="text"/>
Get.	<input type="text"/>

Future Possibilities.	<input type="text"/>
Abroad.	<input type="text"/>
Connections.	<input type="text"/>
Allows.	<input type="text"/>

1.4.- Nationalities.

We often need to ask about other people's nationalities and their origins. Here there are some expressions you can use to find out this kind of information.



✓ Expressions used to ask and answer about origins:

- ✦ *What is your nationality? I am Spanish.*
- ✦ *Where are you from? I am from Spain.*
- ✦ *Where do you come from? I come from England.*
- ✦ *Where were you born? I was born in Cadiz.*
- ✦ *Whereabouts in your country do you come from? I come from Seville.*

✓ Expressions used to ask and answer about the country:

- ✦ *What is your country like at this time of the year? It is quite hot and dry.*
- ✦ *What is your country's official language? It is French.*
- ✦ *What is the local currency in your country? It is the American dollar.*
- ✦ *What is the exchange rate against the euro? One euro is 1.5 \$ now.*

You should know

Click on the link for a list of the most common countries, languages and nationalities, which will be useful to you.

[The most common countries, languages and nationalities.](#)

You can find a chart here that lists many of the countries or nations in the world, with the following information:

- ✓ Name of country.
- ✓ Adjective used for that country (also describes nationality).
- ✓ Noun used for a person from that country.

[Countries and nationalities.](#)

Do you know what USA stands for? And UK?

You will need English spelling in order to name some countries. Acronyms are letters that represent the abbreviated form of names of countries, institutions, organisations, etc.

Autoevaluación

What do the following acronyms stand for?

Acronyms

Acronym	Meaning
USA	<input type="text"/>
UK	<input type="text"/>
EC	<input type="text"/>
EU	<input type="text"/>
IRL	<input type="text"/>

Acronym	Meaning
SWE	<input type="text"/>
DEU	<input type="text"/>
CZ	<input type="text"/>
GB (GBR)	<input type="text"/>
SA	<input type="text"/>

Enviar

Acronyms

Acronym	Meaning
USA	United States of America.
UK	United Kingdom.
EC	European Community.
EU	European Union.
IRL	Ireland.
SWE	Sweden.
DEU	Germany.
CZ	Czech Republic.
GB (GBR)	Great Britain.
SA	South Africa.

5. His country's official language is Italian. **What is his country's official language?**
 6. The acronym EU stands for European Union. **What does the acronym EU stand for?**

Autoevaluación

Write the correct question for the following answers. Use the same words you are given in the answers. Don't use contractions.

1. She was born in the USA. ?
2. I come from the UK. ?
3. My father's nationality is Portuguese. ?
4. The local currency in my country is the euro. ?
5. His country's official language is Italian. ?
6. The acronym EU stands for European Union. ?

Enviar

1. She was born in the USA. **Where was she born?**
2. I come from the UK. **Where do you come from?**
3. My father's nationality is Portuguese. **What is your father's nationality?**
4. The local currency in my country is the euro. **What is the local currency in your country?**

2.- How to say it. Past Simple. Use.

Citas Para Pensar

"No man is rich enough to buy back his past"

Oscar Wilde.

Let's talk about the past now!

The Past Simple tense is used:

- ✓ to refer to finished states, actions or situations that happened in the past.
 - ✦ *My boss shouted at me yesterday!*
 - ✦ *"Julius Caesar: he came, he saw, he conquered."*
- ✓ to refer to a past habit or state.
 - ✦ *He went to the office on foot every morning.*
- ✓ to refer to past actions which happened one after the other.
 - ✦ *My secretary wrote the letter, put a stamp on it and posted it last Monday.*
- ✓ to refer to a past time that is not mentioned.
 - ✦ *Shakespeare wrote a lot of good plays.*



These time expressions usually go with the past simple:

- ✓ yesterday;
- ✓ last week, year, month, season;
- ✓ (quantity of time) + ago: *two days ago*;
- ✓ then;
- ✓ in 1967;
- ✓ when;
- ✓ in the past;
 - ✦ *People didn't use planes in the past.*
 - ✦ *I did it two days ago.*
 - ✦ *You didn't know it then.*

Ejercicio Resuelto

Click to read the Spanish translation.

El pasado simple se usa:

- ✓ Para referirse a estados acabados, acciones y situaciones que ocurrieron en el pasado.
- ✓ Para referirse a un hábito o estado pasado.
- ✓ Para referirse a acciones pasadas que ocurrieron una detrás de la otra.
- ✓ Para referirse a un tiempo pasado que no se menciona.

Hay una serie de expresiones temporales que van normalmente con el pasado simple.

2.1.- Past Simple. Form.

How to make the Past Simple:

- ✓ **Regular verbs:** verb + "-ed".

If the verb ends in "-y" preceded by consonant + replace the 'y' with 'i' and add "-ed".

- ✦ *She studied at University.*

- ✓ **Irregular verbs:** come CAME come.

(We use the second column of the Irregular verbs list).

- ✦ **Negative Form:**

Subject + DID (NOT) + Main Verb.

- ✦ *I didn't finish up my meal, I was full.*
- ✦ *He didn't come yesterday as expected.*

- ✦ **Interrogative Form:**

DID + Subject + (NOT) + Main Verb?

- ✦ *Did you like the concert?*
- ✦ *Did he/she not want to go with you?*
- ✦ *Didn't you buy a ticket for the concert?*



You should know

Click here for a list of irregular verbs

[Irregular verbs.](#)

Ejercicio Resuelto

Click to read the Spanish translation.

Para formar el **pasado simple**:

- ✓ Se añade -ed a los verbos regulares.

Si el verbo acaba en "-y" precedida de consonante se sustituye la "y" por "i" y se añade "-ed".

- ✓ Para los verbos irregulares se utiliza la segunda columna de la lista de verbos irregulares.

Forma negativa:

sujeto+did(not)+verbo principal.

Forma interrogativa:

did+sujeto+(not)+verbo principal?

Think about it

These are common mistakes made when using the past simple tense:

- ✔ *She didn't wanted to visit the Modern Art museum.*
- ✔ *He tooks the train From Liverpool.*

Can you correct them?

The correct forms are:

- ✔ *She didn't want to visit the Modern Art museum.*
- ✔ *He took the train From Liverpool.*

2.2.- Now you put it into practice (II).

This should not be too difficult for you. Let us give it a try.

Autoevaluación

Complete the sentences with the verb in the present simple form (affirmative, negative or interrogative) by using the verb in brackets. Do not use the contracted forms.

1. Lots of students (pass) () their exams last year.
2. When () (Christopher Columbus discover) discover America?
3. You (not print) () your assignment, so I couldn't mark it.
4. The group (not release) () a really fine album on poems by Dowland this year.
5. The firemen (rescue) () the two people caught in the fire.
6. President Bush (refuse) () the Kyoto protocol one more time.
7. The terrorist (not accept) () the government's deal.
8. Everyone (seem) () to know a lot.
9. I know, I (learn) () it the hard way!
10. I (arrive) () three years ago, and you?
11. Where (you learn) () the languages?
12. We (change) () places quite often.
13. She (be) () born and (raise) () in Switzerland.
14. (she not study) () hard last year?.
15. I (get) () here two weeks ago.
16. When (Maria arrive) () in Canada?
17. I (read) () your application form.
18. When her parents (separate) () she (go) () to live in a farm with her grandparents.
19. She (marry) () Mr. Parks in 1993.
20. We (want) () information.



Answer

1. Lots of students **passed** their exams last year.
2. When **did Christopher Columbus** discover America ?
3. You **did not print** your assignment, so I couldn't mark it.
4. The group **did not release** a really fine album on poems by Dowland this year.
5. The firemen **rescued** the two people caught in the fire.
6. President Bush **refused** the Kyoto protocol one more time.
7. The terrorist **did not accept** the government's deal.
8. Everyone **seemed** to know a lot.
9. I know, I **learned** it the hard way!
10. I **arrived** three years ago, and you?
11. Where **did you learn** the languages?
12. We **changed** places quite often.
13. She **was born** and **raised** in Switzerland.
14. **Did she not study** hard last year?
15. I **got** here two weeks ago.
16. When **did Maria arrive** in Canada?
17. I **read** your application form.
18. When her parents **separated** she **went** to live in a farm with her grandparents.
19. She **married** Mr. Parks in 1993.
20. We **wanted** information.

2.3.- Imperative.

Citas Para Pensar

"Adapt or perish, now as ever, is nature's inexorable imperative."

H. G. Wells.

Let us hope you can use the imperative at work. That means you have someone you can give orders to.

The main uses of the imperative form in English are:

- ✓ To express a direct command.
- ✓ To express prohibition.

Have a look at the examples:

- ✓ Direct command:
Follow me.
- ✓ Offer:
Have a bit more bread.
- ✓ Warning:
Be careful! A bus is coming.
- ✓ Prohibition:
Do not feed the birds and keep off the grass.
- ✓ Rudeness:
Shut up!
- ✓ Friendly advice:
Never tell lies to your parents, always be honest.
- ✓ Directions:
Cross over the bridge and turn right.
- ✓ Request:
Close the car door, please.
- ✓ Instructions:
Use a fountain pen and draw three lines.
- ✓ Invitation:
Come and have lunch with us next weekend.

How to make the imperative:

- ✓ For the affirmative form we use the infinitive without to.
✦ *Give me details.*
- ✓ In the negative form we use "Don't" + infinitive.
✦ *Don't go. Sit down and relax a bit.*
- ✓ For the emphatic form we use "Do" + infinitive without to.
✦ *Do wait a moment!*
- ✓ In question tags and when we want to make clear who we are addressing to, we use the pronouns "everybody" or "nobody".
✦ *Everybody raise their hands! Nobody speak up!*
- ✓ When we talk to groups of people we use words like "you" or a noun.
✦ *Trust me, will you?*
✦ *You stand up!*



✦ *Peter, come here!*

Ejercicio Resuelto

Click to read the Spanish translation.

- ✓ Los principales usos del imperativo en inglés son:
 - ✦ expresar una orden directa;
 - ✦ expresar prohibición.
- ✓ Los ejemplos de uso del imperativo incluyen:
 - ✦ orden directa;
 - ✦ ofrecimiento;
 - ✦ aviso;
 - ✦ prohibición;
 - ✦ grosería;
 - ✦ consejo amistoso;
 - ✦ direcciones;
 - ✦ petición;
 - ✦ instrucciones;
 - ✦ invitación.
- ✓ Para formar el imperativo se usa el infinitivo sin "to".
- ✓ Para la forma negativa se usa "don't" con el infinitivo sin "to".
- ✓ Para la forma enfática se usa "do" con el infinitivo sin "to".
- ✓ En "question tags" y cuando queremos dejar claro a quien nos dirigimos usamos los pronombres "everybody" o "nobody".
- ✓ Cuando hablamos a grupos de personas usamos "you" o un nombre.

2.4.- Now you put it into practice (III).

Autoevaluación

Write sentences using negative or affirmative imperatives with the verbs from the box.

clap – cry – make an appointment – roll – take the bike – try

1. , your problem is not so serious.
2. every day if you want to become a professional cyclist.
3. You look really depressed. with the psychiatrist
4. That's too much weight. to lift it on your own.
5. Your turn, Charles. the ball!
6. My baby is sleeping. Please, your hands.

Enviar

1. **Try**, your problem is not so serious.
2. **Take the bike** every day if you want to become a professional cyclist.
3. You look really depressed. **Make an appointment** with the psychiatrist
4. That's too much weight. **Don't try** to lift it on your own.
5. Your turn, Charles. **Roll** the ball!
6. My baby is sleeping. Please, **don't clap** your hands.

Autoevaluación



Match the sentences below to the correct imperative from the list. Write the number.

Matching exercise

Imperative	Number	Meaning
Don't worry about it.	<input type="checkbox"/>	1. I don't want her to know.
Use my cell phone.	<input type="checkbox"/>	2. It is very cold outside.
Switch the light on.	<input type="checkbox"/>	3. We can give them a call.
Mind your own business!	<input type="checkbox"/>	4. Children must sleep ten hours.
Please, don't tell her.	<input type="checkbox"/>	5. It is not a big problem.
Post this letter for me, please.	<input type="checkbox"/>	6. Are you still single?
Don't let them watch TV at night.	<input type="checkbox"/>	7. I am going to the city centre

Do wait a moment!	<input type="checkbox"/>	8. It's very dark in here
Put on your overcoat.	<input type="checkbox"/>	9. I have to go.

Enviar

These are several ways to give orders. You do not always have to use the imperative.

2.5.- Past Continuous. Use.

Citas Para Pensar

"I was going to have cosmetic surgery until I noticed that the doctor's office was full of portraits by Picasso."

Rita Rudner.

We continue with another progressive form. As you have seen, they are quite intuitive.

The Past Continuous (also called Progressive) can be used to describe **an action in progress while it was happening in the past**:

- ✓ *I was listening to my favourite music when you interrupted me.*
- ✓ *The ant was working while the Grasshopper was hopping and chirping.*



When do we use the Past Continuous?

- ✓ To talk about **actions that were in process or were changing** at a certain time of the past:
 - ✦ *During the 1970's, many young people were consuming drugs as a natural thing.*
- ✓ To talk about **actions that were not yet finished** and continued over a period of time:
 - ✦ *At 9 o'clock, we were still presenting the new project in the meeting.*
- ✓ To talk about **two or more simultaneous past actions**:
 - ✦ *While we were having a drink, they were finishing the project.*
- ✓ To describe the **background in a story**.
 - ✦ *That morning, the wind was blowing...*

Ejercicio Resuelto

Click to read the Spanish translation.

El **pasado continuo** o progresivo se puede usar para describir una acción que se está desarrollando en el pasado.

Lo usamos para:

- ✓ Hablar de acciones que se estaban desarrollando o cambiando en un momento determinado en el pasado.
- ✓ Hablar de acciones que no habían terminado y continuaron durante un periodo de tiempo.
- ✓ Hablar de dos o más acciones simultáneas en el pasado.
- ✓ Describir el trasfondo de una historia.

2.6.- Past Continuous. Form.

How to make the Past continuous:

- ✓ **Affirmative Form:**
Subject + was/were + Verb-ING:
 - ✦ *I was listening to my favourite music.*
 - ✦ *I was visiting my grandparents last week.*
- ✓ **Negative Form:**
Subject + was/were (not) + Verb-ING:
 - ✦ *I wasn't sleeping when you phoned.*
 - ✦ *He says he wasn't sleeping when I phoned.*
- ✓ **Interrogative Form:**
Was/Were +Subject + (not) + Verb-ING?:
 - ✦ *Were you going to the concert?*
 - ✦ *Was she waiting for you?*
 - ✦ *Weren't we running in the park when we first met?*
 - ✦ *Didn't you buy a ticket for the concert?*



Remember:

To add the final "-ING" form, if the verb ends in:

- ✓ "-e" it disappears and then +"-ing":
 - ✦ *live/living.*
- ✓ "-ee" it remains the same:
 - ✦ *see/seeing.*
- ✓ The final sequence "CVC" [Consonant (C) + stressed Vowel (V) +Consonant (C)] duplicates the final consonant and then "-ing" is added:
 - ✦ *permit/permitting.*
 - ✦ *run/running.*
- ✓ "-ie" it disappears and then +"-y":
 - ✦ *die/dying.*
- ✓ "-y" we just add "-ing" because final 'y' is never replaced, no matter if it is either preceded by a vowel or a consonant).
 - ✦ *She was studying at University.*
 - ✦ *They were playing in the garden.*

Remember there are some verbs that normally do not take -ING (Have a look at State and Action Verbs in session 2 of this unit).

Ejercicio Resuelto

Click to read the Spanish translation.

Para formar el **pasado continuo**:

Forma afirmativa:

sujeto + was/were + verbo + ing

Forma negativa:

sujeto + was/were(not) + verbo + ing

Forma interrogativa:

was/were + sujeto + (not) + verbo + ing?

Recuerda:

Para añadir la terminación "-ing",

- ✓ si el verbo acaba en "-e" se suprime ésta al añadir -ing.
- ✓ si el verbo acaba en "-ee" no hay cambios.
- ✓ la secuencia final consonante + vocal acentuada + consonante duplica la consonante final al añadir -ing.
- ✓ si el verbo acaba en "-ie" se suprime esta terminación, se añade "-y" y luego -ing.
- ✓ si el verbo acaba en "-y" simplemente se añade -ing.

Hay algunos verbos que no se utilizan en las formas con-ing. (Repasa la sección correspondiente).

Think about it

These are common mistakes made when using the past continuous:

- ✓ *She weren't laughing.*
- ✓ *I was studing at home.*
- ✓ *They was playing with the dog in the garden.*

Can you correct them?

The correct forms are:

- ✓ *She wasn't laughing.*
- ✓ *I was studying at home.*
- ✓ *They were playing with the dog in the garden.*

2.7.- Past Continuous and Past Simple.

Remember we can use two different past forms in the same sentence.

- ✓ The Past Continuous is used in combination with the Past simple to express that a longer past action is interrupted by a shorter one.
 - ✦ *Ralph was sleeping when the phone rang.*

How can we know which past tense we should use first and which one is the second? The answer is very easy:

The action that is in progress and that is interrupted is always in the Past Continuous, the shorter action that interrupts appears in the Past Simple. As you will read in the following examples, both tenses can appear in a first or second position in the sentence.

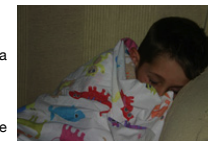
- ✦ *While the students were having a coffee in the canteen, the fire alarm went off.*
- ✦ *When the fire alarm went off, my workmate was making a speech.*

- ✓ Sequence connectors to narrate a story in the past. When narrating a story, we normally use the past simple and past continuous tenses. We also use the so-called sequence connectors to join ideas and facts within a text. Some of the most important are:

- ✦ First.
- ✦ Second.
- ✦ Then.
- ✦ Next.
- ✦ Later.
- ✦ After that.
- ✦ Finally.
- ✦ In the end.

Some examples:

- ✦ *First, I got up very early as I didn't want to miss my plane to Barcelona.*
- ✦ *Then, I hurried up to the airport and next, I got on the crowded plane. While we were flying, it started to rain.*
- ✦ *Later, we landed in El Prat airport with 15 minutes delay because of the heavy rain.*
- ✦ *Next, while I was waiting to collect my luggage, I met a popular flamenco singer.*
- ✦ *Finally/In the end, after 10 minutes's talk, he gave me two tickets for his show.*



Ejercicio Resuelto

Click to read the Spanish translation.

- ✓ Podemos utilizar dos formas diferentes de pasado en la misma frase. El pasado continuo se puede usar en combinación con el pasado simple para expresar una acción más larga interrumpida por una más corta. ¿Qué tiempo verbal usamos primero y cuál después? Es fácil. La acción en progreso interrumpida es el pasado continuo y la acción más corta que interrumpe aparece en pasado simple. La posición en la frase puede ser la primera o la segunda.
- ✓ Para narrar una historia normalmente usamos el pasado simple y el pasado continuo. También se usan conectores para unir frases e ideas dentro del texto. Algunos de los más comunes son:
 - ✦ First (primero).
 - ✦ Second (segundo).
 - ✦ Then (entonces, luego).
 - ✦ Next (después).
 - ✦ Later (más tarde).
 - ✦ After that (después, después de eso).
 - ✦ Finally (al final, finalmente).
 - ✦ In the end (al final).

2.8.- Now you put it into practice (IV).

Autoevaluación

Complete the sentences using the verbs in brackets in the past simple or past continuous.

- Last night I (read) _____ a book when I (hear) _____ strange noise in the hall.
- She (take) _____ a photograph of me while I (smile) _____.
- What (you do) _____ when you heard the fire alarm? I just left the house.
- The secretary (open) _____ the door when the visitor knocked.
- My brother (break) _____ an arm while he (play) _____ basketball.
- While the boss (dictate) _____, the secretary (type) _____ it.
- While they (work) _____ at night, the light (go out) _____.
- Where (you go) _____ when you (have) _____ the accident? I was going to Conil, in Cadiz.
- The politician (make) _____ a speech when someone (shoot) _____ a gun.
- I (watch) _____ television when you (telephone) _____.



Example

- Last night I **was reading** a book when I **heard** strange noise in the hall.
- She **took** a photograph of me while I **was smiling**.
- What **did you do** when you heard the fire alarm? I just **left** the house.
- The secretary **opened** the door when the visitor **knocked**.
- My brother **broke** an arm while he **was playing** basketball.
- While the boss **was dictating**, the secretary **was typing** it.
- While they **were working** at night, the light **went out**.
- Where **were you going** when you **had** the accident? I was going to Conil, in Cadiz.
- The politician **was making** a speech when someone **shot** a gun.
- I **was watching** television when you **telephoned**.

Autoevaluación

Complete the sentences with the past simple or past continuous using the verbs in brackets.

- When we were in Canada, we (go) _____ skiing almost every day.
- About four years ago, I (decide) _____ to become a chef.
- He (have) _____ a shower when someone knocked on the door.
- We run from the house to the taxi because it (rain) _____ heavily.
- Two men (argue) _____ outside, so I went to see what was happening.
- Peter (call) _____ you at one o'clock yesterday, but you were here with me.
- We (eat) _____ breakfast when a letter came through the letter box.
- I (dream) _____ about my favourite band when the alarm clock went off.
- While I (practise) _____ the trumpet late last night, a neighbour came to complain.
- When I was younger, I (eat) _____ pizza almost every day!

Example

- When we were in Canada, we **went** skiing almost every day.
- About four years ago, I **decided** to become a chef.

- He **was having** a shower when someone knocked on the door.
- We run from the house to the taxi because it **was raining** heavily.
- Two men **were arguing** outside, so I went to see what was happening.
- Peter **called** you at one o'clock yesterday, but you were here with me.
- We **were eating** breakfast when a letter came through the letter box.
- I **was dreaming** about my favourite band when the alarm clock went off.
- While I **was practising** the trumpet late last night, a neighbour came to complain.
- When I was younger, I **ate** pizza almost every day!

2.9.- Pronunciation of regular past tenses.

Citas Para Pensar

"When I was a student I lived with a farmer and his wife. The first day I was there, one of the chickens died and we had chicken soup for dinner. The second day a ship died and we had lamb chops. The following day a duck died and we had roast duck. The next day the farmer died, so I decided to leave."

We have looked at how we make the past tenses. Now we study the pronunciation.



How to pronounce the regular past form "-ed".

The ending used to form the past simple and past participle of regular verbs is pronounced:

✓ /t/ after voiceless sounds (/p/ /k/ /t/ /θ/ /s/ /ʃ/ /tʃ/)

Script

✓ /d/ after voiced sounds (/b/ /g/ /v/ /ð/ /z/ /ʒ/ /m/ /n/ /ŋ/ /l/ /r/ /w/ /j/) and vowel sounds

Script

Script

✓ /ɪd/ after /t/ or /d/ sound.

Script

Here there is one extra syllable!

Listen to the following past tenses:

Script

Pronunciation of regular past verbs

/t/	/d/	/ɪd/
Trapped.	Begged.	Started.
Stopped.	Lived.	Visited.
Worked.	Breathed.	Needed.
Liked.	Pleased.	Added.
Stuffed.	Changed.	Decided.
Kissed.	Travelled.	Ended.
Brushed.	Answered.	Rested.

/t/	/d/	/ɪd/
Brushed.	Allowed.	Breaded.
Reached.	Played.	Edited.

To know a little more you can visit the next link with a video:

[English Pronunciation Lesson. Why the sound changes.](#)

Ejercicio Resuelto

Click to read the Spanish translation.

La forma de pasado regular "-ed" se pronuncia:

- ✓ /t/ si sigue a un sonido sordo.
- ✓ /d/ si sigue a un sonido sonoro.

Autoevaluación

Listen and classify these regular verbs depending on their -ed pronunciation. Write 1 for /t/, 2 for /d/ and 3 for /ɪd/ in the gaps.

Script

Matching exercise

Verb (1)	Pronunciation (1)	Verb (2)	Pronunciation (2)	Verb (3)	Pronunciation (3)
Looked.	<input type="checkbox"/>	Danced.	<input type="checkbox"/>	Lived.	<input type="checkbox"/>
Mended.	<input type="checkbox"/>	Kissed.	<input type="checkbox"/>	Stopped.	<input type="checkbox"/>
Played.	<input type="checkbox"/>	Laughed.	<input type="checkbox"/>	Shouted.	<input type="checkbox"/>
Passed.	<input type="checkbox"/>	Rested.	<input type="checkbox"/>	Changed.	<input type="checkbox"/>
Cried.	<input type="checkbox"/>	Cleaned.	<input type="checkbox"/>	Travelled.	<input type="checkbox"/>
Drowned.	<input type="checkbox"/>	Missed.	<input type="checkbox"/>	Played.	<input type="checkbox"/>
Controlled.	<input type="checkbox"/>	Walked.	<input type="checkbox"/>	Counted.	<input type="checkbox"/>

Enviar

After this exercise, you should know very well the pronunciation of the past.

3.- Words you need.

Here we are going to deal with vocabulary that describes the type of work, job responsibilities and action verbs to describe what you do at work.



Characteristics of work and Job responsibilities

Characteristics of work		Job responsibilities	
Characteristic	Translation (1)	Responsibilities	Translation (2)
Flexi-time.	Flexibilidad horaria.	Involve.	Llevar consigo, acarrear.
Freelance.	Freelance.	In charge of.	A cargo de.
Full-time.	A tiempo completo.	Dead line.	Fecha límite.
Nine-to-five job.	Trabajo de nueve a cinco (oficina).	Give a presentation.	Hacer una presentación.
Overtime.	Horas extras.	Manual work.	Trabajo manual.
Part-time.	A tiempo parcial.	Meeting.	Reunión.
Permanent.	Permanente.	Paperwork.	Papeleo, burocracia.
Self-employed.	Autónomo.	Responsible for.	Responsable de.
Shift.	Turno.	Write a proposal.	Escribir una propuesta.
Shift-work.	Trabajo con turnos.	Write a report.	Escribir un informe.
Temporary.	Temporal.		
Working hours.	Horas de trabajo.		

Action verbs

Action verb (1)	Translation (1)	Action verb (2)	Translation (2)
Achieve.	Lograr.	Introduce.	Introducir.
Advise.	Aconsejar.	Make sure.	Asegurarse de.
Arrange.	Organizar.	Manage.	Dirigir, gestionar.
Coordinate.	Coordinar.	Organize.	Organizar.
Create.	Crear.	Plan.	Planear.
Deal with.	Encargarse de.	Report to.	Informar a.
Develop.	Desarrollar.	Research.	Investigar.
Direct.	Dirigir.	Run.	Llevar (p.e. un negocio).
Establish.	Establecer.	Set up.	Establecer, poner (p.e. un negocio).

Action verb (1)	Translation (1)	Action verb (2)	Translation (2)
Give up.	Abandonar, renunciar.	Supervise.	Supervisar.
Implement.	Implementar.	Take care of.	Encargarse de.

A step ahead

Here you have some colloquial work vocabulary from the BBC site.

[Work Lingo.](#)

3.1.- Now you put it into practice (V).

Autoevaluación

Fill in the gaps with words from the list.

arrange - deal - freelance - intend - report - set - shift

1. In my job I always () with the same people.
2. I have to () the travel documents for my boss.
3. She () up her own travel agency.
4. As a resort representative, I have to () to the senior resort operator. She supervises me.
5. We () to develop a new strategy.
6. I don't work for a company. I am () .
7. I am a porter and sometimes I work the night () .

Enviar

Autoevaluación

Fill the gaps with an appropriate word.

1. I work () a multinational company.
2. I work () a manager.
3. I'm () charge of the marketing department.
4. I'm responsible () catering operations.
5. I work () because I have very young children.

Enviar



3.2.- Remuneration. Education.

We are going to learn more vocabulary connected with work, including remuneration. We will also have a look at some words in the semantic field of education.



Vocabulary connected with remuneration

Remuneration	Translation
Bonus.	Bono.
Commission.	Comisión.
Fee.	Tarifa.
Overtime.	Horas extras.
Perks.	Beneficios.
Salary.	Sueldo (mensual).
Tip.	Propina.
Wages.	Paga (semanal).

Other expressions connected with work

Expression	Translation.
Apply for a job leave.	Solicitar una licencia / permiso.
Be a workaholic.	Ser un obseso del trabajo.
Be dismissed.	Ser despedido (formal).
Be fired.	Ser despedido (neutro).
Be on / take sick leave.	Estar de o coger baja maternal / paternal.
Be promoted/get a promotion .	Estar de o tomarse una baja por enfermedad.
Commute to work.	Conseguir un ascenso.
Be on/take maternity/paternity leave.	Ir al trabajo en tren, coche... cada día.
Get a raise.	Conseguir un aumento de sueldo.
Get the sack.	Ser despedido (coloquial).
Go/be on strike.	Ir a/hacer huelga.
Quit your job.	Dimitir, dejar el trabajo.
Resign.	Jubilarse.
Retire.	Cogerse la jubilación anticipada.
Take early retirement.	Dimitir, dejar el trabajo.

Vocabulary connected with Education

Vocabulary connected with	Translation (1)	Vocabulary connected with	Translation (2)
---------------------------	-----------------	---------------------------	-----------------

Education (1)		Education (2)	
Cheat.	Copiar, trampa.	hacer	Primary.
Compulsory.	Obligatorio.	Private.	Primaria.
Course.	Curso.	Reports.	Privado.
Degree.	Curso.	Revise.	Informes, resultados.
Exam.	Examen.	Scholarship.	Reparar.
Experience.	Experiencia.	Secondary.	Beca.
Fail.	Suspender.	Skill.	Secundaria.
Grades.	Notas (a,b,c..).	State.	Destreza, habilidad.
Graduate.	Graduarse.	Studies.	Público.
Grant.	Beca.	Subject.	Estudios.
Learn.	Aprender.	Term.	Asignatura.
Lecture.	Clase, lección.	Timetable.	Trimestre.
Marks.	Notas (numéricas).	University.	Horario.
Pass.	Aprobar.		Universidad.

3.3.- Now you put it into practice (VI).

Think about it

Write the names for the following definitions. We give you the first letter.

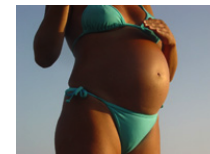
1. Money paid to a manual worker, usually calculated hourly and paid weekly. W ...
2. Money added to pay, usually as a reward for good work. B ...
3. Money that is paid for extra hours of work. O ...
4. Money paid every month, but referred to as annual earnings paid to professional and managerial staff. S ...
5. Small sum given to reward the services of people like taxi drivers or waiters. T ...
6. Money paid to a professional person (doctor, lawyer..) for advice given. F ...
7. Advantages offered in addition to salary (life insurance, retirement scheme, company car, etc.). P ...

1. Wages.
 2. Bonus.
 3. Overtime.
 4. Salary.
 5. Tip.
 6. Fee.
 7. Perks.

Think about it

What are the words for these definitions?

1. To dismiss from a job.
2. Period of absence for a female employee when having a baby.
3. Leave a job voluntarily.
4. Leave employment because of age.
5. Absence because of illness.



1. Fire.
 2. Maternity leave.
 3. Resign.
 4. Retire.
 5. Sick leave.

A step ahead

If you follow this link you will see a list of the best paid jobs in the UK and interesting figures such as the amount for the national minimum wage.

[Best paid jobs in the UK.](#)

Autoevaluación

Complete the sentences with the words from the list.

cheat - do - fail - learn - leave - pass - revise - start - study - take

- 1. When she was at school she used to _____ for hours every evening.
- 2. I must _____ tonight. I have an exam tomorrow.
- 3. Our history teacher was terrible. We didn't _____ anything.
- 4. If you don't _____ your homework, you can't watch T.V. later.
- 5. The teacher was angry because some of the pupils had tried to _____ in the exam.
- 6. If you want to be a doctor, you have to _____ a lot of exams.
- 7. In the UK children _____ school when they are four and can't _____ before they are 16.
- 8. I hope I'm going to _____ my exams. My parents will be furious if I fail.

Enviar

Autoevaluación

There are a lot of words to learn, aren't there? Choose the correct answer.

She _____ everyday by bus and has a lot of time to do her work on a laptop.

- commutes to work
- draws up plans
- changes jobs

Correct!

Wrong.

Wrong. Try again.

Solución

- 1. Opción correcta (Retroalimentación)
- 2. Incorrecto (Retroalimentación)
- 3. Incorrecto (Retroalimentación)

One of my friends got _____ last week because he was late for work everyday.

- a promotion
- a raise
- fired

Wrong.

Wrong. Try again.

Correct!

Solución

- 1. Incorrecto (Retroalimentación)
- 2. Incorrecto (Retroalimentación)
- 3. Opción correcta (Retroalimentación)

My boss decided to _____ for personal reasons, but he should be here tomorrow. He said something about seeing a doctor, but I don't know all of the details.

- change jobs
- take the day off
- go on a business trip

Wrong.

Correct!

Wrong. Try again.

Solución

- 1. Incorrecto (Retroalimentación)
- 2. Opción correcta (Retroalimentación)
- 3. Incorrecto (Retroalimentación)

A step ahead

Here you have a link for vocabulary of education.

[Education vocabulary.](#)

And for vocabulary of teaching and learning online courses, like this one, you can visit this site.

[Education. Online Degrees.](#)

Appendix I.- The most common countries, languages and nationalities.

Countries, languages and nationalities

Ends in	COUNTRY	LANGUAGE	NATIONALITY
one syllable	France.	French.	French.
	Greece.	Greek.	Greek.
'-ish'	Britain.	English.	British.
	Denmark.	Danish.	Danish.
	Finland.	Finnish.	Finnish.
	Poland.	Polish.	Polish.
	Spain.	Spanish.	Spain.
	Sweden.	Swedish.	Swedish.
	Turkey.	Turkish.	Turkish.
'-an'	Germany.	German.	German.
	Mexico.	Spanish.	Mexican.
	The United States.	English.	American.
'-ian' or '-ean'	Australia.	English.	Australian.
	Brazil.	Portuguese.	Brazilian.
	Egypt.	Arabic.	Egyptian.
	Italy.	Italian.	Italian.
	Hungary.	Hungarian.	Hungarian.
	Korea.	Korean.	Korean.
	Russia.	Russian.	Russian.
'-ese'	China.	Chinese.	Chinese.
	Japan.	Japanese.	Japanese.
	Portugal.	Portuguese.	Portuguese.

Appendix II.- Irregular verbs.

Irregular verbs.













Nº	Verb (Base form)	Phonetic transcription (Base form)	Verb (Past simple)	Phonetic transcription (Past simple)	Verb (Past participle)	Phonetic transcription (Past participle)	Spanish
1	be	/bi/	was were	/wɒz/ /wɜ:/	been	/bi:n/	ser/ estar
2	become	/bɪ'kʌm/	became	/bɪ'keɪm/	become	/bɪ'kʌm/	llegar a ser / convertirse en
3	begin	/bɪ'gɪn/	began	/bɪ'gæn/	begun	/bɪ'gʌn/	empezar
4	break	/breɪk/	broke	/brəʊk/	broken	/'brəʊkən/	romper
5	bring	/brɪŋ/	brought	/brɔ:t/	brought	/brɔ:t/	traer
6	build	/bɪld/	built	/bɪlt/	built	/bɪlt/	construir
7	buy	/baɪ/	bought	/bɔ:t/	bought	/bɔ:t/	comprar
8	catch	/kætʃ/	caught	/kɔ:t/	caught	/kɔ:t/	coger
9	choose	/tʃu:z/	chose	/'tʃəʊz/	chosen	/'tʃəʊzən /	elegir
10	come	/kʌm/	came	/keɪm/	come	/kʌm/	venir
11	cost	/kɒst/	cost	/kɒst/	cost	/kɒst/	costar
12	cut	/kʌt/	cut	/kʌt/	cut	/kʌt/	cortar
13	do	/du:/	did	/dɪd/	done	/dʌn/	hacer
14	draw	/drɔ:/	drew	/dru:/	drawn	/drɔ:n/	dibujar
15	drink	/drɪŋk/	drank	/dræŋk/	drunk	/drʌŋk/	beber
16	drive	/draɪv/	drove	drove	driven	/'drɪv(ə)n/	conducir
17	eat	/i:t/	ate	/et/	eaten	/'i:t(ə)n/	comer
18	fall	/fɔ:l/	fell	/fel/	fallen	/'fɔ:lən/	caer
19	feel	/fi:l/	felt	/felt/	felt	/felt/	sentir
20	find	/faɪnd/	found	/faʊnd/	found	/faʊnd/	encontrar
21	fly	/flaɪ/	flew	/flu:/	flown	/fləʊn/	volar
22	forget	/'fə(r)'get/	forgot	/'fə(r)'gɒt/	forgotten	/'fə(r)'gɒt(ə)n/	olvidar
23	get	/'get/	got	/'gɒt/	got	/'gɒt/	conseguir, obtener
24	give	/'gɪv/	gave	/'geɪv/	given	/'gɪv(ə)n/	dar
25	go	/'gəʊ/	went	/'went/	gone	/'gɒn/	ir
26	have	/'hæv/	had	/'hæd/	had	/'hæd/	tener

Nº	Verb (Base form)	Phonetic transcription (Base form)	Verb (Past simple)	Phonetic transcription (Past simple)	Verb (Past participle)	Phonetic transcription (Past participle)	Spanish
27	hear	/hɪə(r)/	heard	/hɜː(r)d/	heard	/hɜː(r)d/	oir
28	hit	/hɪt/	hit	/hɪt/	hit	/hɪt/	golpear, pegar
29	hold	/həʊld/	held	/held/	held	/held/	sostener
30	hurt	/hɜː(r)t/	hurt	/hɜː(r)t/	hurt	/hɜː(r)t/	herir, hacer daño, doler
31	keep	/ki:p/	kept	/kept/	kept	/kept/	mantener
32	know	/neɔ/	knew	/nju:/	known	/neɔn/	saber, conocer
33	leave	/li:v/	left	/left/	left	/left/	dejar, salir, marcharse
34	lend	/lend/	lent	/lent/	lent	/lent/	prestar
35	lose	/lu:z/	lost	/lost/	lost	/lost/	perder
36	make	/meɪk/	made	/meɪd/	made	/meɪd/	hacer, fabricar
37	meet	/mi:t/	met	/met/	met	/met/	encontrar, conocer (gente)
38	pay	/peɪ/	paid	/peɪd/	paid	/peɪd/	pagar
39	put	/pʊt/	put	/pʊt/	put	/pʊt/	poner
40	read	/ri:d/	read	/red/	read	/red/	leer
41	ride	/raɪd/	rode	/rəʊd/	ridden	/rɪd(ə)n/	montar
42	ring	/rɪŋ/	rang	/ræŋ/	rung	/rʌŋ/	sonar, llamar
43	run	/rʌn/	rán	/ræn/	run	/ræn/	correr
44	say	/seɪ/	said	/sed/	said	/sed/	decir
45	see	/si:/	saw	/sɔ:/	seen	/si:n/	ver
46	sell	/sel/	sold	/səʊld/	sold	/səʊld/	vender
47	send	/send/	sent	/sent/	sent	/sent/	enviar
48	shine	/ʃaɪn/	shone	/ʃɔ:n/	shone	/ʃɔ:n/	brillar
49	show	/ʃəʊ/	showed	/ʃəʊd/	shown	/ʃəʊn/	enseñar, mostrar
50	sing	/sɪŋ/	sang	/sæŋ/	sung	/sʌŋ/	cantar
51	sit	/sɪt/	sat	/sæt/	sat	/sæt/	sentarse
52	sleep	/sli:p/	slept	/slept/	slept	/slept/	dormir
53	speak	/spi:k/	spoke	/spəʊk/	spoken	/spəʊkn/	hablar

Nº	Verb (Base form)	Phonetic transcription (Base form)	Verb (Past simple)	Phonetic transcription (Past simple)	Verb (Past participle)	Phonetic transcription (Past participle)	Spanish
54	spend	/spend/	spent	/spent/	spent	/spent/	gastar
55	stand	/stænd/	stood	/stod/	stood	/stod/	ponerse de pie
56	swim	/swɪm/	swam	/swæm/	swum	/swʌm/	nadar
57	take	/teɪk/	took	/tok/	taken	/tetkən/	tomar, coger
58	teach	/ti:tʃ/	taught	/tɔ:t/	taught	/tɔ:t/	enseñar
59	tell	/tel/	told	/təʊld/	told	/təʊld/	decir, contar
60	think	/θɪŋk/	thought	/θɔ:t/	thought	/θɔ:t/	pensar

Appendix.- Licenses of resources.

Licenses of resources used in session 3. "Job Interview."

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.	MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.
	By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. CD165.		By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. CD165.
	By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. CD233.		By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. CD165.
	By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. CD165.		By: borkur.net. License: CC by. From: http://www.flickr.com/photos/borkurdotnet/691053039/
	By: Post Box. License: CC by. From: http://www.flickr.com/photos/postbox_lover/3140978345/		By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. SD174.
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	By: Leo Reynolds. License: CC by-nc-sa. From: http://www.flickr.com/photos/lwr/158270970/	MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.
MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.	MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.
MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.	MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.
MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.		By: Maribel Álvarez. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: Montaje sobre la siguiente imagen: Nombre: SKD264414SDC <ul style="list-style-type: none"> ✔ By: Stockbyte. ✔ License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. ✔ From: CD-DVD Num. SD174.
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