TEAMWORK.- Session 2.- A new job.

Caso práctico

Read the text and listen to the situation.

Script

Charlotte: Erm, hello

Theresa: Hi I'm Theresa. Theresa Stephanos.

Charlotte: I'm Charlotte Weber. Nice to meet you

Theresa: Nice to meet you too. Your first day?

Charlotte: Yes, I'm starting in the Marketing Department today. I have an appointmen to talk to Lucy Owen, head of department.

Theresa: Really? Me too. So it's true then… They said at the job interview that they were recruiting for two positions but I wasn't sure, you know, they like putting pressure on the candidates.

Charlotte: Yeah that's usually the case. Anyway that means we're going to work together, aren't we? Shoulder to shoulder.

Theresa: Sure. (uneasy silence) You know… I was a little nervous at the beginning to be honest but now I know we're both starting from scratch I feel more confident.

Charlotte: I know what you mean. The first day of a new job can be far too exciting, meeting new people, getting to know the company and the premises…and even more if this is your first job since university.

Theresa: Oh really? When did you graduate?

Charlotte: Two years ago from Warwick Business School.

Theresa: I can't believe it! What a coincidence! I graduated from Warwick Business School too! I took a BSc in Management, Accounting and Finance.

Charlotte: It's an excellent college. I did a degree in International Business and International Management.

Theresa: Oh I see now why we've both been selected. Our backgrounds fit perfectly! I also did a Marketing qualification through the CIM – you know, the Chartered Institute of Marketing but that was after I worked as a Digital Marketing consultant for a small media company near Manchester.

Charlotte: Then I guess this is a new big challenge for you, from the local small company to the big corporation.

Theresa: Don't know… in small companies it's easier to be involved in a wider range of marketing activity. You really have to make decisions… (interrupted by Lucy)

Lucy Owen: Excuse me, I'm sorry to interrupt. I'm happy to see that you've already met. My name is Lucy Owen, I'm the head of the Marketing Department and today I'm going to show you around… but before, please come to my office for a prep talk….

Autoevaluación

Answer the following questions with: "Yes", "No" or "DS (doesn't say)":

- ○ Yes.
- ○ No.
- ○ Doesn't say.

Are you sure?

Excellent!

That's not exact.

Solución

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

Do both have an appointment to talk to the same person?

- ○ Yes.
- ○ No.
- ○ Doesn't say.

Awesome!

Try again.

That's not correct.

Solución

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

Did Theresa think they were playing a trick on her at the job interview?

- ○ Yes.
- ○ No.
- ○ Doesn't say.

That's fantastic!

Are you sure.

That's not exact.

Solución

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

Did they study the same degree?

- ○ Yes.
- ○ No.
- ○ Doesn't say.

That's not correct.

Great!

Try again.

Solución

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

Is the CIM the world's largest organisation for professional marketers?

- ○ Yes.
- ○ No.
- ○ Doesn't say.

That's not correct.

Try again.

That's right!

Solución

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

Does Charlotte have any previous working experience?

- ○ Yes.
- ○ No.
- ○ Doesn't say.

Are you sure?

Fantastic!

That's not exact.

Solución

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

Do they have some background features in common?

- ○ Yes.
- ○ No.
- ○ Doesn't say.

Brilliant!

Try again.

That's incorrect.

Solución

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

Did Theresa work and study at the same time?

○ Yes.
○ No.
○ Doesn't say.

Try again.

Brilliant!

That's not correct.

Solución

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

Is Theresa worried about her new job?

○ Yes.
○ No.
○ Doesn't say.

That's incorrect.

Try again.

That's correct!

Solución

1. Incorrecto (Retroalimentación)

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

Is Lucy pleased to see they have already introduced each other?

○ Yes.
○ No.
○ Doesn't say.

Great!

That's not exact.

That's not correct.

Solución

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

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

Aviso Legal

1.- What to say: Writing informal emails.

Citas Para Pensar

"Business, that's easily defined - it's other people's money."

Peter Drucker.

How often do you use your email? Most of use use it on a daily basis, but do you know how to write a good email in English? Let's see.

Email is electronic mail. You can send an email to someone, or email them. They will ___reply to your email or___ email you back.

When we write informal emails, we use a more direct language than the one we use for letter writing. For example, instead of using "I am writing with reference to..." we simply say "about..." and instead of writing "please accept our ___apologies for this ___misunderstanding", we e-mail "sorry about". We normally keep emails short and to the point, dealing with one topic per message. It is recommended to use a neutral style, neither too formal nor too familiar.

- ✔ **reply to all**: send an answer to the person who sent an email, and everyone who received a copy of it.
- ✔ **reply:** send an answer to the person who sent an email.
- ✔ **forward:** send an email you have received to someone else.
- ✔ **delete:** ___get rid of an email you don't want.
- ✔ **cc:** send a copy to...
- ✔ **bcc:** send a blind copy to... (the other people don't know you're sending this copy).
- ✔ **attach:** send a document, for example a picture, with an email.
- ✔ @: at.
- ✔ _: ___underscore.
- ✔ -: ___hyphen or ___dash.
- ✔ .com: ___dot com.
- ✔ /: (forward) ___slash.

Let's take a look at an informal email.

From: brian.lippett@britishcorp.co.uk
To: mary.smith@britishcorp.co.uk
CC: mark.west@britishcorp.co.uk

Subject: Paper volume

Hi Mary,

___Thanks for your email asking for ways of reducing the paper volume. We really need to be more aware of the global environmental problems. ___Please find attached a word document with specific plans for this. ___Please let me know if you can't read this attachment. ___I'm copying Mark West in on this. Do forward it to the other ___interns if you feel that's appropriate.

___Looking forward to hearing from you.
Best wishes,

Brian

2.- How to say it: Present Perfect.

Think about it

Look at the following sentence and answer the following question:

I have been to Canada twice this year.

Do you say exactly when you have been to Paris?

> That's right! The answer is 'no'.

When we want to talk about an action which happened in the past, but the exact time is not mentioned we use Present Perfect.

As you can see from the example, *have explored,* the present perfectis formed with the present simple of the auxiliary **have** and the past participle of the verb expressing the action:

HAVE/HAS + PAST PARTICIPLE

There are other uses of Present Perfect:

✔ **To talk about a state which started in the past and continues up to the present:**
  ➡ *She has had her driving licence for 10 years.*
✔ **To talk about an action that happened in the past but we can see the results now:**
  ➡ *We've created a corporate blog and website, that's the reason why the number of customers has increased.*

The negative and interrogative forms of Present Perfect are very easy. Look at the examples and you'll discover it!

✔ *I haven't been to Canada this year.*
✔ *Have you been to Canada this year?*

Negative form: HAVEN'T / HASN'T + PAST PARTICIPLE

Interrogative form: HAVE / HAS + SUBJECT + PAST PARTICPLE?

PRESENT PERFECT + FOR/SINCE/EVER/JUST

✔ **For** + a period of time:
  ➡ *She has had her driving licence for ten years.*
✔ **Since** + a specific point in time:
  ➡ *She has had her driving licence since 2001.*
✔ **Just** is used for a recently completed action:
  ➡ *I've just decided to start my own IT company.*
✔ **Ever** is used to ask if any time in your life you have done anything:
  ➡ *Have you ever considered setting up your own business?*

PRESENT PERFECT + ALREADY/YET

✔ **Already** is used with affirmative sentences and it's placed in between the auxiliary and the past participle:
  ➡ *I've already recommended their company to other people.*
✔ **Yet** is used with negative and interrogative sentences and it's placed at the end of the sentence:
  ➡ *Have you recommended their company to other people yet?*
  ➡ *I haven't recommended their company to other people.*

Ejercicio Resuelto

Click to read the Spanish translation.

Cuando usamos el presente perfecto no especificamos el momento preciso en el que ocurre la acción como se puede observar en el ejemplo.

Como también podemos deducir del ejemplo, el presente perfecto se forma con el presente del auxiliar **have** y el participio pasado del verbo que describe la acción.

Hay otros dos usos del presente perfecto:

 a. Para hablar de un estado que comenzó en el pasado y sigue siendo cierto en el presente.>
 b. Para hablar de una acción que ocurrió en el pasado y podemos ver los resultados en el presente.

El presente perfecto puede usarse con las siguientes expresiones:

 a. **For** (durante) + un período de tiempo.
 b. **Since** (desde) + un momento específico en el tiempo.
 c. **Just** cuando queremos indicar que una acción se acaba de completar.
 d. **Ever** (alguna vez) se usa es estructuras interrogativas.
 e. **Already** (ya) se usa en oraciones afirmativas y se coloca entre el auxiliar y el verbo principal.
 f. **Yet** (ya) en oraciones interrogativas y (todavía) en oraciones negativas. Siempre se coloca al final de la oración.

2.1.- Present Perfect Continuous.

The uses of present perfect and present perfect continuous are very similar, but **the present perfect continuous emphasizes on the duration and the present perfect on the action.**

- ✔ *I've been taking part in consulting projects for years.*
- ✔ *We've been walking around all day. That's why we're so tired.*

In the first sentence we are emphasizing the duration of an action which started in the past and continues up to the present. Probably it will continue into the future.

In the second one we're talking about an action which happened over a period of time in the past and may have finished or not, but the results are obvious in the present.

As you can see from the example, *have been walking,* the present perfect continuousis formed with the present simple of the auxiliary **have** and the past participle of the verb **to be** and the **–ing** form of the verb expressing the action:

HAVE/HAS + BEEN + *-ING* FORM

PRESENT PERFECT CONTINUOUS AND THE EXPRESSION HOW LONG.

If you want to know about the period of time over which an action has been taking place, use **how long** in a question followed by the present perfect continuous:

- A. *How long have you been organizing events?*
- B. *I've been organizing events for 5 years / since 2006.*

It is important to remember that Non-action verbs (for example: know, be, etc.) cannot be used in any continuous tenses. Instead of using Present Perfect Continuous with these verbs, you must use Present Perfect Simple.

- ✔ *Sam has been having his car for two years. (Not Correct).*
- ✔ *Sam has had his car for two years. (Correct).*

With verbs such as work and live, there is no difference in meaning:

- ✔ *How long have you lived / have you been living here?*
- ✔ *How long have you worked / have you been working for this company?*

Ejercicio Resuelto

Click to read the Spanish translation.

Los usos del presente perfecto y el presente perfecto continuo son muy similares pero hay una diferencia entre ellos, el presente perfecto continuo enfatiza la duración de la acción y el presente perfecto enfatiza la acción.
En el ejemplo a) se enfatiza la duración de una acción que comenzó en el pasado y sigue siendo cierta en el presente. Probablemente se extienda hasta el futuro.

En el ejemplo b) observamos la duración de una acción que comenzó en un

pasado cercano que puede haber terminado, o no, y cuyos resultados son obvios en el presente.

Como podemos deducir del ejemplo, el presente perfecto continuo se forma con el presente del auxiliar **have** seguido del participio de pasado del verbo **to be** y la forma en **–ing** del verbo principal.

Para conocer el período de tiempo durante el cual una acción se ha estado llevando a cabo podemos utilizar la expresión **how long** en una estructura interrogativa seguida del presente perfecto continuo.

Es importante señalar que hay verbos que no se pueden utilizar en los tiempos continuos y en estos casos hay que utilizar el presente perfecto simple.

Con algunos verbos el significado no cambia.

Think about it

Do you think the following two sentences mean the same?

- ✔ *She has been to India.*
- ✔ *She has gone to India.*

No, they don't mean the same.

In the first sentence, the person has travelled to India but has come back.

In the second one, the person has travelled to India and she is still there.

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

Autoevaluación

Match the rules of the uses of the Present Perfect and the Present Perfect continuous with the examples below:

Matching exercise.

Examples	Match	Uses
I have been going on business trips for ages.	☐	1. Actions which happened in the past, but the exact time is not mentioned.
Susan has just returned from a fascinating conference.	☐	2. Recently completed actions.
I've been to a networking event.	☐	3. Actions which started in the past and continue up to the present (emphasis on the action)
They have been working all day, that's why they are exhausted.	☐	4. Actions which started in the past and continue up to the present (emphasis on the duration of the action).
Many developments have affected the car industry since 1995.	☐	5. Actions which happened over a period of time in the past and may have finished or not, but the results are obvious in the present.

[Enviar]

> Remember that present perfect continuous emphasizes on the duration of an action and present perfect on the action itself.

Autoevaluación

Complete the second sentence so that it means the same as the first one, using

the word given. Do not change the word given. You must use between two and five words:

1. The last time I went on holiday was three years ago. (for)

I haven't [_____] three years.

2. When did Brad start to participate in the organization? (long)

How [_____] in the organization?

3. Why don't we go to The Amazon? I visited India last year. (already)

Why don't we go to The Amazon? I [_____] India.

4. She went to do volunteer work in 2008 and she is still there. (been)

She [_____] since 2008.

[Enviar]

> **1. The last time I went on holiday was three years ago. (for)**
>
> I haven't **been on holidays for** three years.
>
> **2. When did Brad start to participate in the organization? (long)**
>
> How **long has Brad been participating** in the organization?
>
> **3. Why don't we go to The Amazon? I visited India last year. (already)**
>
> Why don't we go to The Amazon? I **have already visited** India.
>
> **4. She went to do volunteer work in 2008 and she is still there. (been)**
>
> She **has been doing volunteer work** since 2008.

A piece of advice

Do you remember the **list of irregular verbs** in English? You should review them to form present perfect and present perfect continuous correctly. Anyway, if you need it you can download a list of irregular verbs here.

List of irregular verbs.

Do you remember that in English there is a **group of verbs which can't be used in continuous form**? You should go to unit 1 and review them.

A step ahead

To consolidate the use of the present perfect continuous, listen to the following explanation and then practise what you have learned with the quiz:

Grammar Challenge: Present Perfect Continuous.

Do you need more activities on the use of present perfect and present perfect continuous? Visit the following link and you will become an expert:

More present perfect.

2.3.- Contracted forms.

Now that you are familiar with the present perfect and present perfect continuous, you should know that in oral speech contractions are used. That is to say, you should join the pronoun and the auxiliary **have/has** as you can see in the following example:

✔ *I've visited Paris twice this year.*

The pronoun and the contraction are pronounced as one syllable although they are two different words.

Contractions also happen with other auxiliary verbs like **is, are, will**…. Listen to the following examples:

Script

✔ *She's finished.*
✔ *She's ready.*
✔ *I'll go.*
✔ *I'm travelling.*
✔ *They're on holiday.*

Ejercicio Resuelto

Click to read the Spanish translation.

Ahora que has estudiado el presente perfecto y el presente perfecto continuo debes saber que en el discurso oral se utilizan las contracciones entre el pronombre y el verbo auxiliar **have/has** como se ve en el ejemplo.

También se utilizan contracciones con otros verbos auxiliares como son **is, are, will**…

Think about it

Are you using the same auxiliary in the following two sentences?

✔ *She's finished.*
✔ *She's ready.*

You're right! It's not the same auxiliary.

In the first, the auxiliar is **has** followed by past participle.

In the second, the auxiliar is the third person singular of the verb **to be.**

Autoevaluación

Imagine you are talking to a British person and their speech is very fast. What you understood is underlined in the sentences below. But it is incorrect. Try to write the correct words in each sentence.

For example:

Why isn't the teacher here?

Because hisgonta /hɪz' gɒntə/ Hawaii on holiday. he's gone to

1. We have to book our tickets online.

Aivdunit /aɪv'dʌnɪt/ [ ] .

2. How much is the flight?

I don't know. Ailasker. /aɪ'lɑːskə(r)/ [ ] .

3. See you tomorrow.

OK. Ailseeya /aɪl'siːjə/ [ ] at the airport.

4. Have you told the boss yet?

Yes, Aivtoldim /aɪv'təʊldɪm/ [ ] .

[Enviar]

1. **We have to book our tickets online.**

   Aivdunit /aɪv'dʌnɪt/ **I've done it**.
2. **How much is the flight?**

   I don't know. Ailasker. /aɪ'lɑːskə(r)/ **I'll ask her**.
3. **See you tomorrow.**

   OK. Ailseeya /aɪl'siːjə/**I'll see you** at the airport.
4. **Have you told the boss yet?**

   Yes, Aivtoldim /aɪv'təʊldɪm/ **I've told him**.

2.4.- Revision of grammar.

A piece of advice

Why don't we revise some of the main grammar points we've seen in this unit? Take a look at the following presentation. You might find it interesting.

Text summary

3.- Words you need: Informal emails (I).

Here you have a number of standard phrases used for emails.

You can begin your email with:

- ✔ *Hi / Dear Daniel,*

You can end with:

- ✔ *(All) Best wishes.*
- ✔ *(Kind / Best) Regards.*

To people you know well, you can end with:

- ✔ *All the best.*
- ✔ *Best.*

If you are expecting a reply:

- ✔ *I look / Looking forward to hearing from you.*
- ✔ *Please write soon.*
- ✔ *Hope to hear from you soon.*

Making reference:

- ✔ *About…*
- ✔ *With reference to ...*
- ✔ *Thanks for your email...*

Replying to a request:

- ✔ *Here is / Here are...*
- ✔ *Thanks for...*

Providing information:

- ✔ *Just to let you know…*
- ✔ *A quick note to tell you…*

Confirming:

- ✔ *Just to confirm that…*

Asking for information or advice:

- ✔ *Can you tell me about…*
- ✔ *Please tell me about…*
- ✔ *Could you tell me if…*
- ✔ *Please let us know about…*

Explaining and clarifying:

- ✔ *Here's some information about...*
- ✔ *Just to* ....clarify…

Enclosing information:

- ✔ *Please find attached a...*

- ✔ *Attached is...*

3.1.- Informal emails (II).

And more standard phrases for emails.

Apologising.

- ✔ *Sorry for…*
- ✔ *Sorry about…*

Arranging a meeting.

- ✔ *See you on…*
- ✔ *Let's* ___ meet up *to* ___ discuss*…*

Requesting.

- ✔ *Could you…*
- ✔ *Please could I have…*
- ✔ *Please could you give me…*
- ✔ *Please send me…*

Establishing context.

- ✔ *Mrs Blanco asked me to write to you about…*
- ✔ *Could you give me some information about…*
- ✔ *Would you be interested in...*

Offering help.

- ✔ *Let me know if you'd like any other information.*
- ✔ *Feel free to contact me…*

For urgent matters.

- ✔ *Please* ___ get back to me asap*.*
- ✔ *Please reply asap.*

Sometimes abbreviations are used in emails.

- ✔ *AFAIK: As far as I know.*
- ✔ *HTH: Hope this helps.*

- ✔ ASAP: As Soon As Possible.
- ✔ BTW: By The Way.
- ✔ CUL: See You Later.
- ✔ FYI: For Your Information.
- ✔ IMO: In My Opinion.
- ✔ POV: Point Of View.
- ✔ TIA: Thanks In Advance.
- ✔ TTFN: Ta Ta (Bye) For Now.

Think about it

Write in the forum:

What do you use email for? Does email save time or does it just make more work? Should employees send and receive personal emails at work?

Think about it

What do you think the following abbreviations mean?

- ✔ ASAP
- ✔ BTW
- ✔ CUL
- ✔ FYI
- ✔ IMO
- ✔ POV
- ✔ TIA
- ✔ TTFN

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

Think about it

How would you change this email to make it sound more professional? Use expressions that mean the same as the underlined expressions.

From: chris.lippett@britishcorp.co.uk

To: daniel.owen@britishcorp.co.uk

CC: nora.peterson@britishcorp co.uk

Subject: Advertising budget

Hi Daniel,

Thanks for your email asking for ways of reducing the advertising budget. I'm sending this email to Nora Peterson too. With this email, you'll find a word document with specific plans for this. Please let me know if you can't open the document that comes with this email. I'm sending it to the rest of the board.

Send me a reply soon.

Bye,

Chris

Hi Daniel,

Thanks for your email asking for ways of reducing the advertising budget. I'm **copying Peter Martin in on this**. **Please find attached** a word document with specific plans for this. Please let me know if you can't open the **attachment**. I'm **forwarding** it to rest of the board.

Hope to hear from you soon. / Looking forward to hearing from you.

Best wishes / Kind regards,

Chris

Autoevaluación

Match the bodies of emails with their responses. Write A, B or C in the central column.

Matching exercise

Body of emails	Match	Response
Dear Sharon, Just a quick note to tell you that the meeting has been arranged for Monday next week at 9 a.m. All the trainees are expected to attend. I look forward to seeing you there. Kind regards,	☐	A. Thanks for the info. I have already marked the date on my calendar.
Dear colleagues, The fire alarms are going to be tested next Friday at 8. This is going to happen on a weekly basis. Best wishes,	☐	B. About the meeting on Monday next week, I know I should go but, I was wondering... do I really have to go?
Hi Sean, Just a quick email to remind you that we have a very important conference next Thursday. Please remember to bring the presentation with you. All the best,	☐	C. See you at the conference with the presentation.

Enviar

Appendix I.- List of 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	/biː/	was were	/wɒz/ /wɜː/	been	/biːn/	ser/ estar
2	become	/bɪˈkʌm/	became	/bɪˈkeɪm/	become	/bɪˈkʌm/	llegar a ser / convertirse en
3	begin	/bɪˈgɪn/	began	/bɪˈgæn/	begun	/bɪˈgʌn/	empezar
4	break	/breɪk/	broke	/brəʊk/	broken	/ˈbrəʊkən/	romper
5	bring	/brɪŋ/	brought	/brɔːt/	brought	/brɔːt/	traer
6	build	/bɪld/	built	/bɪlt/	built	/bɪlt/	construir
7	buy	/baɪ/	bought	/bɔːt/	bought	/bɔːt/	comprar
8	catch	/kætʃ/	caught	/kɔːt/	caught	/kɔːt/	coger
9	choose	/tʃuːz/	chose	/tʃəʊz/	chosen	/ˈtʃəʊzən /	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	/duː/	did	/dɪd/	done	/dɒn/	hacer
14	draw	/drɔː/	drew	/druː/	drawn	/drɔːn/	dibujar
15	drink	/drɪŋk/	drank	/dræŋk/	drunk	/drʌŋk/	beber
16	drive	/draɪv/	drove	drove	driven	/ˈdrɪv(ə)n/	conducir
17	eat	/iːt/	ate	/eɪt/	eaten	/ˈiːt(ə)n/	comer
18	fall	/fɔːl/	fell	/fel/	fallen	/fɔːlən/	caer
19	feel	/fiːl/	felt	/felt/	felt	/felt/	sentir
20	find	/faɪnd/	found	/faʊnd/	found	/faʊnd/	encontrar

Nº	Verb (Base form)	Phonetic transcription (Base form)	Verb (Past simple)	Phonetic transcription (Past simple)	Verb (Past participle)	Phonetic transcription (Past participle)	Spanish
21	fly	/flaɪ/	flew	/fluː/	flown	/fləʊn/	volar
22	forget	/fə(r)ˈget/	forgot	/fə(r)ˈgɒt/	forgotten	/fə(r)ˈgɒt(ə)n/	olvidar
23	get	/get/	got	/gɒt/	got	/gɒt/	conseguir, obtener
24	give	/gɪv/	gave	/geɪv/	given	/ˈgɪv(ə)n/	dar
25	go	/gəʊ/	went	/went/	gone	/gɒn/	ir
26	have	/hæv/	had	/hæd/	had	/hæd/	tener
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	/kiːp/	kept	/kept/	kept	/kept/	mantener
32	know	/nəʊ/	knew	/njuː/	known	/nəʊn/	saber, conocer
33	leave	/liːv/	left	/left/	left	/left/	dejar, salir, marcharse
34	lend	/lend/	lent	/lent/	lent	/lent/	prestar
35	lose	/luːz/	lost	/lɒst/	lost	/lɒst/	perder
36	make	/meɪk/	made	/meɪd/	made	/meɪd/	hacer, fabricar
37	meet	/miːt/	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	/riːd/	read	/red/	read	/red/	leer

Nº	Verb (Base form)	Phonetic transcription (Base form)	Verb (Past simple)	Phonetic transcription (Past simple)	Verb (Past participle)	Phonetic transcription (Past participle)	Spanish
41	ride	/raɪd/	rode	/rəʊd/	ridden	/ˈrɪd(ə)n/	montar
42	ring	/rɪŋ/	rang	/ræŋ/	rung	/rʌŋ/	sonar, llamar
43	run	/rʌn/	ran	/ræn/	run	/ræn/	correr
44	say	/seɪ/	said	/sed/	said	/sed/	decir
45	see	/siː/	saw	/sɔː/	seen	/siːn/	ver
46	sell	/sel/	sold	/səʊld/	sold	/səʊld/	vender
47	send	/send/	sent	/sent/	sent	/sent/	enviar
48	shine	/ʃaɪn/	shone	/ʃɒn/	shone	/ʃɒn/	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	/sliːp/	slept	/slept/	slept	/slept/	dormir
53	speak	/spiːk/	spoke	/spəʊk/	spoken	/ˈspəʊkn/	hablar
54	spend	/spend/	spent	/spent/	spent	/spent/	gastar
55	stand	/stænd/	stood	/stʊd/	stood	/stʊd/	ponerse de pie
56	swim	/swɪm/	swam	/swæm/	swum	/swʌm/	nadar
57	take	/teɪk/	took	/tʊk/	taken	/ˈteɪkən/	tomar, coger
58	teach	/tiːtʃ/	taught	/tɔːt/	taught	/tɔːt/	enseñar
59	tell	/tel/	told	/təʊld/	told	/təʊld/	decir, contar
60	think	/θɪŋk/	thought	/θɔːt/	thought	/θɔːt/	pensar

Appendix.- Licenses of resources.

Licenses of Resources used in session 02. "A new job"

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
	By: Stockbyte. License: Uso educativo no comercial para plataformas públicas de Formación Profesional a distancia. From: CD-DVD Num. CD73.		By: freefotouk. License: CC by-nc 2.0. From: http://www.flickr.com/photos/freefoto/2962277374/
	By: hodge. License: CC by-nc-sa. From: http://www.flickr.com/photos/hodge/192529219/		By: tanakawho. License: CC by. From: http://www.flickr.com/photos/28481088@N00/315671189/
	By: Alex France. License: CC by-sa. From: http://www.flickr.com/photos/alexfrance/3194662301/		By: Marc Wathieu. License: CC by-nc-nd. From: http://www.flickr.com/photos/marcwathieu/5263532830/
	By: JASE Digital Media. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/jaselabs/3306827131/		By: Morgen Bell. License: CC by-nc 2.0. From: http://www.flickr.com/photos/mrvelocipede/184566527/
	By: Michael Surran. License: CC by-sa 2.0. From: http://www.flickr.com/photos/extraketchup/622612084/		