



Estudiantes 1.º año de bachillerato

<p>Semana 1 Del 02 al 05 de febrero</p>	<p>Presentación de horarios, realización de listados e inducción de los estudiantes a la materia de inglés.</p>		
<p>Horarios</p>	<p>1 “A”</p>	<p>Lunes de 10:30 a 12.00</p>	<p>Miércoles de 10:30 a 12.00</p>
	<p>1 “B”</p>	<p>Lunes de 9:00 a 10.30</p>	<p>Viernes de 9:00 a 10.30</p>
	<p>1 “C”</p>	<p>Lunes de 7:10 a 8.45</p>	<p>Jueves de 10:30 a 12.00</p>
	<p>1 “D”</p>	<p>Miércoles de 9:00 a 10.30</p>	<p>Viernes de 10:30 a 12.00</p>
<p>Semana 2 Del 08 al 12 de febrero</p>	<p>Presentación de la unidad, explicación sobre las evaluaciones de periodo, inicio al desarrollo de los contenidos, mediante video llamadas vía MEET.</p>		
<p>Tareas Evaluadas durante la semana.</p>	<p>No es tarea pero se evaluara, asistencia y cámaras encendidas durante a video llamada vía MEET.</p>		
	<p>Completar actividad sobre “introduction yourself”, en el cuaderno de tareas. Entrega miércoles 10 de febrero</p>		
	<p>Buscar 10 palabras 5 phasal verbs y 5 idioms, que no conozcas, escribirlas y escribir su significado en inglés. Entrega según horario de clase esta semana</p>		
	<p>Visualizar video explicativo sobre la guía de trabajo de la semana 1 y luego realizar esta guía en el cuaderno de tareas. Primer año de Bachillerato: https://youtu.be/hpu4dGXgbgw Entrega viernes 12 de febrero</p>		

Fase 1, semana 1		
Unidad	Indicador de logro	Productos
Unit 1. Meeting Salvadoran Personalities Content: Expressions to make appointments	1.5 Makes an appointment with courtesy and clarity	<ul style="list-style-type: none"> • Resolución de la actividad 1.3 (50%) • Resolución de la actividad 1.4 (50%)

Orientación sobre el uso de la guía

Esta es una guía que te dará las orientaciones para que construyas tu propio aprendizaje. Desarrolla paso a paso lo solicitado y consulta los enlaces de sitios web que se sugieren para ampliar los temas desde casa. No es necesario imprimir el documento, únicamente debes leer las orientaciones y resolver en tu cuaderno de clase.

1. Activities

1.1 Activation

Lee cuidadosamente la información relacionada con la manera de elaborar citas profesionales en inglés (traduce si es necesario).

One of the mainstays of life is making and keeping appointments. Many people consider “an appointment” to mean a doctor’s visit or a job interview or other more formal. However, it is important to realize that such activities as meeting a friend for lunch or dinner, going to a concert with friends, or having work done on your flat are all appointments.

Setting and handling appointments is necessary for those learning business English and require some basic organizational skills. The ability to set appointments, both formal and informal, changing or cancelling appointments, and confirming appointments efficiently and clearly will help you efficiently manage your time, help you be more productive, and help alleviate stress.

1.2 Presentation

Estudia cuidadosamente cómo se hacen las citas profesionales en diferentes contextos en inglés.

How to make an Appointment by email in English

In many, if not most, instances email has replaced phone calls as the preferred method of making an appointment. This means that the ability to make an appointment by email is an important skill for those learning business English.

If you are making a first appointment and writing to someone you do not know be sure to give your background information and the reason for requesting an appointment.

Writing to someone, you do not know

If you do not know the person, you will need to give some background information about yourself or your company. Here are some examples that are typical business English conversations.

I am _____ (followed by company info if appropriate) and I would like to meet with you to discuss... My name is _____ and I would like to schedule a convenient time to meet.

Be sure to request a semi-specific time; "next week", "the week of October 1", etc. This will make it easier for the person to check their schedule and typically will get you a response faster.

When writing an email to request an appointment be sure to think about who will be receiving the email. Basically, your email request will fall into three categories; formal, neutral, or informal.

Formal email examples:

I would like to arrange a suitable time and place to meet to discuss....

I would like to arrange an appointment to review...

Neutral email examples:

Could we meet on Thursday to review

We should meet in the next few days to discuss.... When is a convenient time for you...

Informal email examples

Can we get together to talk about...

Do you have a few minutes tomorrow to discuss...

1.3 Practice

Traduce al español los siguientes diálogos en los cuales se muestran cómo realizar citas profesionales en el teléfono.

Sample telephone conversation

- 1 A: Hello! Can I speak to Dr Merissa, please?
B: I'm afraid she's in a meeting, but I can leave her a message.
A: I would like to arrange an appointment to see her.
B: She's available tomorrow morning.
A: I could make it at 11:30.
B: I'm sorry, she's busy at that time. Would 12 be okay?
A: Excellent. I will see you tomorrow at 12, then! B:
Goodbye!

Sample telephone conversation

- 2 A: Good morning! I would like to speak to Jeremy, please.
B: Speaking.
A: Hello, this is Lynn. I am calling from Smith.co.uk and would like to set up an interview with you. B: Ah, yes. Let me look in my diary. When would be convenient for you?
A: Any time after lunch.
B: How about Thursday? Does that work for you?
A: I'm afraid I might be out of town on Thursday. How does Friday sound to you? B: Friday sounds great. Shall we meet here at four o'clock?
A: See you then! Bye.

1.4 Production

Escribe en tu cuaderno o computadora un ejemplo en el que hagas una cita en inglés con el dentista.



2. References/Links

Te compartimos los siguientes enlaces en los que podrás indagar más información (opcional) respecto a cómo redactar citas profesionales en inglés:

- <https://bit.ly/3kA1rm1>
- <https://bit.ly/2IHXSNO>

3. Evaluation

•	Resolución de la actividades	100 %
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