



Teacher: Ronald Aguilera

Task N° 13

Name: _____ Grade: Segundo Nivel Vespertino Date: ____ / ____ / ____

Instructions: - Lee atentamente las preguntas, complete de acuerdo a lo indicado en cada ítem

-Dudas y Consultas: tareasinglesjbd@gmail.com

- Imprime esta Guía, si no es posible imprimirla puedes desarrollarla en tu cuaderno.

Objective: Demostrar comprensión de ideas generales e información explícita en textos adaptados y auténticos simples.
-Vocabulario Temático

I.

Reading text: Notes at work

Mario called.
He wants you to call back before 7 p.m.

Sales meeting this afternoon at 12 noon.
Meeting Room 2.

Pens ready for collection between 10 a.m.
and 3 p.m.

Jackie is leaving the office at 4 p.m. today.
Please remember to lock the doors. The
keys are in your drawer.

II.

Vocabulary

1. noon
2. secretary
3. to call back
4. p.m.
5. ready for collection
6. a.m.
7. a drawer
8. to lock

Definitions

- a. to call a person who left you a message
- b. someone who answers the phone and helps in an office
- c. ready for you to get
- d. 12.00
- e. before 12.00
- f. after 12.00
- g. to close with a key
- h. a part of a desk where you can keep things

III. Write the times in the correct group.

4 p.m.	10 a.m.	8 p.m.
11 a.m.	1 p.m.	7 p.m.
3 p.m.	8 a.m.	10 p.m.

Morning	Afternoon	Evening/Night