**Guía para primer examen departamental de Inglés C2**

**Licenciatura en Contaduría**

**Teacher: Fernando Mendoza Constantino**

**El examen consta de 5 apartados: Grammar 20%, vocabulary 20%, Reading 20%, listening 20% and writing 20%.**

**GRAMMAR**

**Exercise 1. For the following indirect questions, choose the most appropriate answer. (5 points)**

**Examples:**

1. Can you tell me \_\_\_\_ gone?

( ) a) where she's b) where is she c) where has she

1. Do you know why \_\_\_\_ make the presentation on Friday; that will allow us to better prepare for it.

( ) a) don't we b) we don't c) do we

1. Can you remember \_\_\_\_\_?

( ) a) what did she say b) what she said c) what she did say

1. I asked them where \_\_\_\_ going to purchase the new office equipment.

( ) a) were they b) they were c) were

**EXERCISE 2. COMPLETE THE FOLLOWING REPORTING QUESTIONS.**

She asked, “When **were** you **going** to come to Mexico?”   
He asked me when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sam asked, “**will** you **see** the news?”   
Fred asked whether \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

How **did** she **know**?” my boss asked.  
My boss asked how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**EXERCISE 3. REWRITE THE SENTENCES AS REPORTED SPEECH?**

He added, “She**’s been** on the phone for hours.”   
He added that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Violet said, “I **phoned** her last night.”   
Violet said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Max said, “I **will** be late.”   
Max said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Exercise 4. Complete the paragraph with the correct form of the verbs in parentheses. Expressions followed by verb + -ing or to + verb. (4 points)

My sister is (1)\_\_\_\_\_\_\_\_\_\_\_ you next month.

( ) 1. a) looking forward to visit b) look forward to visiting c) looking forward to visiting

**VOCABULARY**

**Estudiar las definiciones de las siguientes palabras:**

|  |
| --- |
| 1. Human resource: |
| 1. Recruitment: |
| 1. psychometric test: |
| 1. Vacancy: |
| 1. Head hunter: |

**Estudiar el vocabulario de profesiones y ocupaciones que vimos en clase**

**Estudiar el uso de reporting verbs: tell, say, claim, think and believe**

**READING**

El Reading es en relación a los temas que vimos en clase.

**LISTENING**

El listening es de un audio o video que vimos en clase.

**WRITING**

**Exercise 11. Write your own resume based on the information below. (20 points)**

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| --- |
| **HEADING/CONTACT INFORMATION**   * Name, address (street address, city, state and zip code) * Telephone (and area code), * E-mail address (if applicable), website (if applicable)   **EDUCATION**   * Name of institutions attended, city and state where school is located * Degree awarded: major and/or minor * Date degree to be awarded * Course titles, if employer requests them or if they substitute for lack of work experience   **EXPERIENCE**   * Position title, organization name * City and state where organization is located, dates of service * Description of skills used   **AWARDS & HONORS (if applicable)**   * Award title and organization, purpose awarded for, date awarded   **INTERESTS (optional)**   * Consider how the interests you list might impact an employer´s view of your ability to do the job.   **SKILLS (if applicable)**   * Specify relevant skills and describe your proficiency level: Fluent in French, Advanced Excel |