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

**Licenciatura en Contaduría**

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**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
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