

**Anexo 2**  
**Pruebas para la obtención de títulos de Técnico y Técnico Superior**

**MODELO PARA LA ELABORACIÓN DE LAS PRUEBAS**

*Convocatoria correspondiente al curso académico  
2023-2024*

DATOS DEL ASPIRANTE		FIRMA
APELLIDOS:		
Nombre:	D.N.I.N.I.E. o Pasaporte: Fecha:	

Código del ciclo: <b>ADGM01</b>	Denominación completa del título: <b>TÉCNICO EN GESTIÓN ADMINISTRATIVA</b>
Clave o código del módulo: <b>0156</b>	Denominación completa del módulo profesional: <b>INGLÉS</b>

**INSTRUCCIONES GENERALES PARA LA REALIZACIÓN DE LA PRUEBA**

- Se deberán cumplimentar los datos del aspirante antes del examen y firmar todas las hojas que se entreguen.
- Deberá estar disponible el DNI o documento identificativo equivalente en la mesa.
- Señalar y escribir con tinta indeleble, con bolígrafo azul o negro, las respuestas y su desarrollo.
- Si se ha de rectificar una respuesta, trazar un aspa (X) o tachar con una línea horizontal. No utilizar líquido corrector (Tippex)
- Utilizar solamente el papel facilitado por el examinador (con el sello y formato correspondiente). - No utilizar material de consulta (salvo aquél que se autorice expresamente).
- No se corregirán las letras o número ilegibles: escriban con claridad.
- No está permitido el uso de móviles ni relojes inteligentes durante el examen.
- Los teléfonos móviles permanecerán apagados o en silencio.
- En el caso de que se actúe de forma deshonesta en la realización de la prueba, utilizando materiales no permitidos (teléfonos móviles, pinganillos, "chuletas", etc.), plagiando respuestas o hablando con otros compañeros, se otorgará una calificación global de 0 puntos.
- La duración de la prueba tendrá una duración máxima de una hora y cuarenta y cinco minutos.
- En las preguntas tipo test es obligatorio pasar las respuestas a la plantilla que encontrarás al final de esta parte.
- Sólo se pueden utilizar, durante la realización de la prueba, los recursos indicados por la Comisión en la convocatoria.
- Se aconseja realizar una lectura minuciosa y detallada de las cuestiones planteadas.
- La prueba consta de varios ejercicios: uno de comprensión oral, otro de comprensión escrita, otro de expresión escrita y una prueba general de conocimientos léxicos y gramaticales.

**CRITERIOS DE CALIFICACIÓN Y VALORACIÓN**

**Puntuación:**

- La prueba consta de diferentes cuestiones teórico-prácticas. Los ejercicios de comprensión oral, comprensión escrita y expresión escrita contarán un 20% cada uno, mientras que la prueba de conocimientos gramaticales y léxicos contará un 40% de la nota total.
- La valoración de cada ejercicio o cuestión en concreto figura junto a su enunciado.
- El ejercicio de escritura se evalúa teniendo en cuenta cuatro elementos básicos a la hora de redactar, puntuando cada uno de ellos un máximo de 2,5. Estos elementos son: eficacia comunicativa (el mensaje es claro y conciso), capacidad discursiva (bien organizado, buena separación de los diversos párrafos y uso correcto de conectores), alcance del uso de la lengua (estructuras gramaticales y léxicas, etc.) y corrección formal (el lenguaje empleado es el adecuado y cumple los requisitos).

CALIFICACIÓN

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**Listening Comprehension (20 points)**

**1 Listen to three conversations between Janet and visitors to the company. Circle the correct answers. (10 points)**

Conversation 1:

1. Customer Service is on the **right / left / third** floor.
2. The toilets are near the **lift / Customer Service Department / Computer Department**.

Conversation 2:

3. Sue Brown is from the **Accounting Department / meeting an accountant / starting work** there today.

4. Mr Greenway's office is on the **1st / 2nd / 4th** floor.

Conversation 3:

5. The man works **in the cafeteria / for Mr Jones / on the 2nd floor**.

**2 Listen again and answer the questions. (10 points)**

Conversation 1:

1. What department does the man need?
2. Why can't the man use the lift?

Conversation 2:

3. Why doesn't Janet know Mr Greenway?


Conversation 3:

4. Who can eat in the cafeteria?
5. When did the man start working there?

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### Reading Comprehension (20 points)

**1 Read the notice. Then circle the correct answers below. (10 points)**



## Copen International Head Office

### INFORMATION FOR VISITORS

Welcome to Copen International Head Office. Copen International has got offices in many countries. We receive hundreds of visitors from our 30 overseas offices every week. Here is some information about the office to help you during your time here.

**Working Hours**  
The building is open from 7.00 am every day and closes at 9.00 pm. We work an 8-hour day, Monday to Friday. Most employees arrive at 9.00 am and leave at 5.00 pm.

**Food and Drink**  
There is a cafeteria on the fourth floor. It is open between 11.30 am and 3.00 pm every day. Each floor has also got a kitchen where you can make tea and coffee.

**Photocopying**  
You can use the photocopier on the ground floor, behind the receptionist's desk, or use the photocopier in the IT Department on the third floor. When you get out of the lift, turn right. It's the second door on your left.

**Meetings**  
We usually have meetings in the big conference room on the fourth floor or the small conference room on the second floor, opposite the Sales Department.

1. Copen International has got employees in **one country** / **many countries**.
2. Employees at the head office usually leave work at **five o'clock** / **nine o'clock** in the evening.
3. There is a **kitchen** / **photocopier** on every floor.
4. The cafeteria and the big conference room are on the **second** / **fourth** floor.
5. The Sales Department is **above** / **near** the small conference room.

**2 Answer the questions. (10 points)**

1. Why is Copen International giving the information in the notice?
2. What can you do for lunch?
3. Where can you photocopy on the ground floor?
4. Where is the IT Department?
5. Where do they have most meetings?

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**Writing (20 points)**

**Write an email to someone that is coming to your office for a meeting.**

Include:

- Greet the person
- Mention the meeting and who it is with.
- Give the address of the company and where to enter.
- Give detailed directions to the meeting room.
- End with a friendly comment.

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## GRAMMAR AND VOCABULARY (40)

### 1. Complete the sentences with the verbs in brackets with the correct form of the present simple or present continuous (5 points).

- We \_\_\_\_\_ (sell) our products in many countries.
- Something's wrong – Helen \_\_\_\_\_ (not answer) the phone.
- At the moment, Jonah and Beth \_\_\_\_\_ (live) in a flat in the centre of town.
- \_\_\_\_\_ you \_\_\_\_\_ (prefer) tea coffee?
- They \_\_\_\_\_ (not like) the food at the cafeteria.
- \_\_\_\_\_ Tim \_\_\_\_\_ (walk) to the office now?

### 2. Choose the correct answer. (4 points)

- I was buying some souvenirs in the gift shop **when / while** my phone rang.
- The porter **took / was taking** our suitcases to our room while we were checking in.
- Room service arrived **while / when** I was taking a bath.
- The children were swimming in the pool while the lifeguard **watched / was watching** them.

### 3. Write the words in the correct order to form sentences. (4 points)

- already / the invitations / sent / you / have / ?
- have / not / received / we / yet / the order / .
- has / she / ten years / for / worked / here / .
- yet / spoken / have / to Mike / you / ?

### 4. Complete the sentences with the comparative form of the adjectives in brackets. (4 points)

- Trainers are ..... (comfortable) boots.
- Your office is ..... (big) mine.
- She's ..... (fluent) us in several foreign languages.

d. Is this week ..... (busy) last week?

**5. Complete the sentences with the verbs in brackets. Use the First Conditional. (4 points)**

- a. If there ..... (be) a problem, we ..... (reschedule) the meeting.
- b. The plumber ..... (not come) unless he ..... (know) it's urgent.
- c. If Jackie ..... (not answer) the phone, I ..... (leave) a message.
- d. Unless it ..... (start) to snow, the train ..... (leave) at 10.00.

**6. Complete the sentences using different types of future (4 points)**

- a. I ..... (go) to the post office in an hour.
- b. The meeting ..... (start) in five minutes.
- c. I don't think Ms Andrews ..... (arrive) on time.
- d. We ..... (buy) a new car soon because ours is always in the garage.

**7. Circle the correct answer. (4 points)**

- a. Can I **greet** / **offer** / **say** you a cup of tea or coffee?
- b. Turn left at the end of this long **corridor** / **flight** / **lift**.
- c. The toilets are **at** / **in** / **on** your right, just after the lift.
- d. Can I **give** / **take** / **tell** your coat and umbrella?
- e. Would you prefer a cold drink like water or **lemon** / **soda** / **spoon**?
- f. Let me **give** / **greet** / **welcome** you my business card, which has my contact details on it.
- g. Hello, I'm expecting a **reception** / **visitor** / **seat** called Emma Jackson at three o'clock.
- h. The new office is in the city centre, **between** / **opposite** / **straight** the station.

**8. Complete the sentences with the words below. (5 points)**

Cancelled / change of plan / delayed / diverted / itinerary / land / luggage / make a reservation / overbooked / overweight / take off / weather conditions

- a) There has been a ..... : instead of flying directly to Madrid, I'll go via Lisbon.
- b) According to the ....., we'll be in Dallas on 12th and 13th May.
- c) You don't have to pay now. We can just ..... for you on this flight.
- d) Oh no! Our flight has been ..... What are we going to do for the next four hours!
- e) I've got a lot of ..... : two suitcases, a backpack and a briefcase.
- f) I'm afraid your suitcase is 3 kilos ..... You're only allowed 20 kilos.
- g) The flight was ....., so some people didn't get on the plane.
- h) Our flight has been ..... We have to catch a different flight!
- i) The airport is closed because of the terrible ..... No airplanes can ..... or ..... in this snow.
- j) Flights to Gatwick Airport were ..... to Heathrow airport because of a technical problem at Gatwick.



9. The words in bold are in the wrong sentences. Write them next to the correct sentences. (4 points)

- a. I don't like working alone. I prefer working in a **multitasking**.  
.....
- b. I have a lot of **shift** of working with the public, and I think I'm very good at it now.  
.....
- c. I'm looking for a **hard-working** job. I'm not interested in a temporary one.  
.....
- d. Hans is very **nervous** – he can work different hours and do different tasks each week.  
.....
- e. Stella sometimes does the night **experience**, but she's working during the day at the moment. ....
- f. I was very **flexible** before my job interview. ....
- g. Sebastian is very **permanent** – he always stays at the office until he's finished all of his tasks. ....
- h. I'm not very good at **team**. I prefer to do one thing at a time.  
.....

10. Circle the correct option to complete each sentence. (2 points)

- a. The hotel is in a central **location** / **vacancy**, so it is convenient for the conference centre.
- b. We're busy at the moment, so I'm afraid we don't have any **guests** / **vacancies**.
- c. Everything is included in the price, so there is no **extra** / **free of** charge for the Wi-fi.
- d. I'll have all the meals at the hotel, so I need **full board** / **half board**.