

Anexo 2

Pruebas para la obtención de títulos de Técnico y Técnico Superior MODELO PARA LA ELABORACIÓN DE LAS PRUEBAS Convocatoria correspondiente al curso 2024-2025

([Resolución de 19 de diciembre de 2024](#) de la Dirección General de Educación Secundaria, Formación Profesional y Régimen Especial)

DATOS DEL ALUMNO			FIRMA
APELLIDOS:			
Nombre:	D.N.I./ N.I.E.	Fecha:	

Código del ciclo: (1) ADGM01	Denominación completa del título: (1) TÉCNICO EN GESTIÓN ADMINISTRATIVA
Clave o código del módulo: (1) 0156	Denominación completa del módulo profesional: (1) INGLÉS

INSTRUCCIONES GENERALES PARA LA REALIZACIÓN DE LA PRUEBA
<ul style="list-style-type: none">- Se deberán cumplimentar los datos del aspirante antes del examen y firmar todas las hojas que se entreguen.- El DNI o documento identificativo equivalente deberá estar disponible en la mesa durante toda la prueba.- Es imprescindible 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 examinador (con el sello y formato correspondiente).- No utilizar material de consulta (salvo aquél que se autorice expresamente).- No se corregirán las letras o números ilegibles: es importante escribir con claridad.- No está permitido el uso de móviles ni relojes inteligentes durante el examen.- Los teléfonos móviles permanecerán apagados o en silencio.- Las mochilas se deberán colocar en el lugar del aula que el examinador indique al comenzar el examen.- 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 máxima de la prueba será de una hora y cuarenta y cinco minutos.- 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 varias partes: una de comprensión oral, otra de comprensión escrita, otra de expresión escrita y una prueba general de conocimientos léxicos y gramaticales.

CRITERIOS DE CALIFICACIÓN Y VALORACIÓN

- 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).
- La prueba se calificará con una puntuación máxima de 10, teniendo que obtener una nota mínima de 5 para aprobar el examen.

(1) Consígnense las denominaciones exactas y los códigos reflejados en el anexo 1.a o 1.b de las presentes instrucciones.

CALIFICACIÓN

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Listening Comprehension (20 points)

1 Listen to the conversation and circle the correct answers. (10 points)

1. Matt was at a **club** / **factory** / **restaurant** yesterday evening.
2. Liz thinks the food at the Lotus is **bad** / **fresh** / **good**.
3. Liz recommends a **British** / **French** / **Thai** restaurant.
4. Paul wants to **export** / **import** / **improve** the company's products.
5. Paul called to **arrange** / **cancel** / **reschedule** his meeting.

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

1. What is wrong with Matt?
2. Why is Liz surprised Matt went out with Paul?
3. Why did Matt and Paul go to Charlie's?
4. When is Matt supposed to see Paul today?
5. What's the name of the company where Matt and Liz work?

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Reading comprehension (20 points)

New message

To	Mlanie Crawley
From	John McKenzie, Aldo Car Rental
Subject	Welcome to Aldo

Dear Melanie,

We are very happy to welcome you to the Sales Department here at the Brighton office of Aldo Car Rental. You are joining us at an exciting time for the company. Next month, we will be opening our first US office, just in time for the summer season.

When you arrive on Monday, come to my office, room 224, on the second floor – it's the fourth door on the left when you come out of the lift. I'll take you to the Human Resources Department, where you'll need to fill in some forms for Human Resources before I'm authorised to give you your employee card. You'll need the card to enter and exit the premises.

Then I'll show you your new office and introduce you to Tim and Alex, who are also in the sales team. They were at the Leeds Conference when you were here for your interview with Mr Harris. The three of you will work together closely on improving our executive services.

I'm attaching our *Information for Employees* leaflet, which we send to all new employees. It contains information about our working procedures and company benefits. Make sure you look through it so that we can discuss any questions you have on Monday.

We're looking forward to working with you.

Best wishes,

John McKenzie

1 Read the e-mail. Then write T (true), F (false) or DS (doesn't say) next to the sentences below. (10 points)

- 1. Melanie will work in the office in Brighton.
- 2. John's office is on the 4th floor.
- 3. Melanie's employee card doesn't give her access to the whole building.
- 4. Melanie hasn't met Tim and Alex yet.
- 5. The leaflet Melanie will receive includes information about maternity leave.

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2 Answer the questions. (10 points)

1. Which department will Melanie be working for?
2. When is the new US office opening?
3. What does Melanie need to do before she can receive her employee card?
4. What is Melanie going to work on with Tim and Alex?
5. When should Melanie read the leaflet by?

Writing (20 points)

Imagine you are applying for a job that you saw advertised on LinkedIn. The job is with a large international car rental company called Car-To-Rent as an Administrative Assistant.

Write a cover letter to send with your CV to Mr Trevor Stephens, the Personnel Manager.

In your letter, give details of:

- the job you are applying for
- where you saw the advertisement
- why you want to work for Car-To-Rent
- your relevant experience and skills
- the foreign languages you speak
- when you are available for interview
- when you could start this new job

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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).

- a) Every morning, the trainees _____ (start) their shift at 8:00 a.m.
- b) Right now, I _____ (help) my supervisor with a technical report.
- c) We usually _____ (have) lunch in the break room around 12:30.
- d) As a welder, Jake often _____ (work) on metal structures, but today he _____ (repair) a broken fence.

2. Choose the correct answers (4 points)

- a) Sarah **didn't hear / wasn't hearing** her phone because she **wore / was wearing** ear protection.
- b) What **did you do / were you doing** when the fire alarm **rang / was ringing**?
- c) I **checked / was checking** emails when the manager **walked / was walking** in with urgent news.
- d) I **cleaned / was cleaning** the workshop while my coworker **filled out / was filling out** the report

3. Complete the sentences with the verbs below. Use the Present Perfect Simple. There are two extra verbs (3 points)

not be u begin u not make u see u cancel

- a) Come in. The meeting just
- b) We reservations yet.
- c) It's too late. We already the order.

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4. Choose the correct answer. (4 points)

- a) You need a holiday. You **might / should / have to** take time off.
- b) This is a restricted area. You **don't have to / mustn't / might not** enter.
- c) It's a part-time job. I **might not / mustn't / don't have to** work every day.
- d) We're still not certain, so we **might not / can't / shouldn't** meet you tonight.

5. Complete the sentences with a suitable pronoun below. (4 points)

who which where when

- a) . The manager is the person makes all the financial decisions.
- b) The warehouse is the place I spend most of my time.
- c) I'll never forget the day I was hired.
- d) This isn't the computer I usually use.

6. Complete the sentences using the correct form of will or be going to (4 points).

- a) I think it _____ (rain) later, so don't forget your umbrella.
- b) We _____ (move) to a new office next month.
- c) I _____ (help) you with your project if you need me.
- d) Sarah _____ (visit) her grandmother this weekend. She already bought the tickets.

7. Complete the sentences using the first or the second conditional (4 points).

- 1. If he _____ (finish) the report early, he _____ (go) to the meeting.
- 2. If I _____ (be) you, I _____ (not take) that job offer.
- 3. If we _____ (win) the lottery, we _____ (travel) around the world.
- 4. If it _____ (not rain) tomorrow, we _____ (go) to the beach.

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

- a) Gina is **insecure** that she found full-time work because now she earns more money.
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- b) Oliver is **vocational** – he doesn't like working at all.
- c) My **title** starts at 6 pm and I finish at midnight.
- d) Helen's job **learner** is Administrative Assistant.

e) Paul is **glad**, so he has little confidence and is never sure about his own abilities.

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f) The college offers **logistical** courses which train you to become an electrician or plumber.

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g) My company provides **lazy** support for planning large events like concerts.

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h) Michaela's a really fast **shift**, so you only need to show her how to do things once.

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9. Complete the sentences with the phrases below. (4 points)

full board / health insurance / low season / overhead compartment service provider / transit desk / under pressure / waiting list

a) We don't have any available seats, but we can put you on the

b) I've got so much work to do by the end of the week. I'm feeling really

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c) There are lots of good restaurants near the hotel, so we don't need

d) I prefer to travel during Prices are much cheaper.

e) If you're having problems with the Internet, call your

f) Does the job offer benefits like ?

g) Please put any hand luggage into the above the seat.

h) Passengers continuing to another flight should go to the

10. Circle the correct answer to show you understand the underlined words. (4 points)

a) He's really organised, so he **doesn't work hard / gets on well with others / plans his work well**.

b) The deadline for finishing this work is **£75 / 15 pages / 4th January**.

c) Ellen is very ambitious, so she really wants to be **abroad / fluent / successful**.

d) Kevin got hired, so he **can stop looking for a new job / has more responsibility / needs a new job**.