



CONSEJERÍA DE EDUCACIÓN,  
UNIVERSIDADES, CIENCIA Y  
JUVENTUD

**Comunidad de Madrid**



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## Pruebas para la obtención del Título de Técnico en Sistemas Microinformáticos y Redes

### Convocatoria correspondiente al curso académico 2023-2024

(Resolución de 29 de diciembre de 2023 de la Dirección General de Educación Secundaria, Formación Profesional y Régimen Especial)

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	DNI NIE o Pasaporte:	Fecha:	

Código del ciclo: <b>IFCM01</b>	Denominación completa del título: <b>TÉCNICO EN SISTEMAS MICROINFORMÁTICOS Y REDES</b>
Clave o código del módulo: <b>CM13</b>	Denominación completa del módulo profesional: <b>Inglés Técnico para Grado Medio</b>

### INSTRUCCIONES GENERALES PARA LA REALIZACIÓN DE LA PRUEBA

- Se entrega un examen con preguntas de respuesta abierta, opción múltiple, redacción y una plantilla de respuestas.
- En las preguntas de opción múltiple, cada pregunta tiene 4 posibles respuestas, de las cuales únicamente una es la correcta.
- Las respuestas sólo se marcarán en la plantilla.
- Al finalizar el examen se entrega tanto la plantilla de respuestas como el examen.
- No se podrá utilizar ninguna documentación a la hora de realizar el examen.

### CRITERIOS DE CALIFICACIÓN Y VALORACIÓN

- La valoración máxima es de 70 pts. Las preguntas 1-60 tienen el valor de 1 pto. La parte V vale 10 puntos y se utilizará una rúbrica para evaluarla.
- Cada respuesta incorrecta en las preguntas 1-60 resta 1/3 del valor de la pregunta.
- El examen se aprueba con una calificación mayor o igual a 35 puntos

### CALIFICACIÓN

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## Pruebas para la obtención del Título de Técnico en Sistemas Microinformáticos y Redes

### INGLÉS TÉCNICO PARA GRADO MEDIO

#### PART I. LISTENING COMPREHENSION (10 POINTS)

**Exercise 1** Listen to the conversation and write T (true) or F (false) in the answer sheet.

1. Mandy calls Sam to tell him about a meeting.
2. Sam knows how much the printers cost.
3. Sam thinks he should deal with the Computop problem urgently.
4. The sales meeting is on the day that Sam is going to Glasgow.
5. Sam was late for work this morning.

**Exercise 2** Listen again and complete the sentences with appropriate words.

6. Computop want their money returned for some ..... they bought.
7. Sam wants to meet with the ..... of Computop.
8. The sales meeting was switched from tomorrow to ..... .
9. Before making appointments, Mandy checks ..... .
10. Sam is going for Glasgow on ..... .



## PART II. READING COMPREHENSION (10 points)

Exercise 3 Read the e-mail. Then answer the questions below in the answer sheet.

From:	Emily Wallace
To:	All employees
Subject:	The move to Morgan Street

To all employees,

As you know, we're excited about our new building on Morgan Street. It is now ready for us to move in.

1. Web designers and data entry operators will move on Monday morning 12th March, from 9.30 am. They will both be on the third floor, with the new cafeteria.
2. Software testers and programmers will also move on Monday, but after 2.00 pm. They will be on the second floor.
3. Helpdesk technicians and support technicians will move on Tuesday 13th March. Each department has got its own office on the first floor with our beautiful new retail shop.

The cafeteria won't be open the first week. Bring your own lunch or you can buy food at Duncan's Deli. It's at 26 Morgan Street.

Please note that Alan Piper is our new network administrator and his office is on the second floor. Please contact me if there are any problems during the move.

Emily Wallace  
Assistant Manager

### A Where can you find these in the new building?

11. helpdesk technicians .....
12. the network administrator .....
13. programmers .....
14. the cafeteria .....
15. the shop .....

### B Choose the correct answer in each case.

16. This e-mail is for .....

A the Assistant  
Manager.

B Alan Piper.

C all employees.

D all web designers.



17. Web designers will move .....  
A on Monday afternoon.      B on Tuesday morning.      C on Tuesday afternoon.      D on Monday morning.
18. Support technicians will move .....  
A on the first floor.      B on Monday 12th.      C the first week.      D one day after programmers.
19. The company is opening a new cafeteria .....  
A on Monday.      B on Tuesday.      C on the 3rd floor.      D the first week.
20. Employees can contact ..... if they have any problems.  
A Alan Piper      B Emily Wallace      C Duncan Deli      D Morgan Street

#### **PART IV. LANGUAGE IN USE (40 POINTS)**

##### **Exercise 4. Complete the sentences with the appropriate words and phrases.**

21. I can't hear the music. Check the .....  
A control panel      B volume control      C no signal message      D monitor
22. Please ..... to install a new motherboard.  
A restart      B freeze      C press and hold      D make sure
23. When you download a new program, you need to .....  
A follow instructions      B reopen      C mute      D reinstall
24. Please ..... all computers at the end of the day.  
A order      B state      C restart      D shut down
25. Do you know the ..... to get into this computer?  
A password      B e-mail      C mute box      D power button
26. I heard you ..... your mobile phone. You can use mine.  
A recovered      B logged off      C lost      D bought
27. Install this ..... to protect your computer.  
A monitor      B reception      C anti-virus software      D extension number
28. Mr Adams is too ..... to see you now.  
A busy      B free      C on vacation      D convenient



29. The secretary made you ..... for tomorrow.  
A a faulty part      B an appointment      C a break      D a note
30. You must ..... with the human resources department.  
A discuss it      B assist      C suit      D participate
31. At work, the boss likes us to send him a ..... carbon copy of all e-mails.  
A deaf      B blind      C hidden      D digital
32. The meeting is ..... for 3.30 tomorrow afternoon.  
A organized      B tied up      C designed      D scheduled
33. Once a month, we ..... with the customer relations department.  
A attend a meeting      B send an e-mail      C call      D reschedule
34. Can you please call later? Mr Walker is ..... right now.  
A on holiday      B not working      C on vacation      D tied up
35. Mike is going to ..... his office tomorrow.  
A visit      B stay      C reorganize      D work
36. You can get more information from the .....  
A hyperlink      B search box      C desktop      D data
37. How many ..... did you get for your search on Bill Gates?  
A units      B results      C titles      D filters
38. Click on "Images" if you want to ..... more photos.  
A decrease      B view      C design      D suggest
39. It's important that you call the customer .....  
A yesterday      B at your convenience      C ASAP      D Anne
40. You must ..... it with the human resources department.  
A postpone      B suggest      C talk      D discuss
41. What do you do with e-mails that come from unknown ..... ?  
A senders      B callers      C people      D clients



42. You need to ..... your search if you want the correct information.

- A suggest                      B type                      C narrow                      D find

43. I can't hear you. Can you please .....?

- A reopen                      B take a message                      C interrupt                      D speak up

44. I'm sorry, but I must ..... for a minute. Please stay on the line.

- A speak up                      B repeat                      C take a message                      D put you on hold

45. Make sure you press this button before you ..... a call.

- A transfer                      B reopen                      C interrupt                      D repeat

**Exercise 5. Circle the correct response.**

46. Where is the library?

- A It will reopen at 6.00.                      B At the end of the corridor.                      C It's next to the power button.                      D I'll check the invoice.

47. I think a local area network should be fine for this company.

- A I agree with you                      B Yes. I thought I'd connected the printers to the network.                      C Yes. The spreadsheet is able to do that for you.                      D Let me check that I've got all the equipment.

48. Where is Susan working this week?

- A She's very professional.                      B She's visiting her grandmother for a week.                      C She's on holiday.                      D She's off-site – in Oxford – until Friday.

49. Can we travel together to work tomorrow?

- A Yes. The meeting is at 9 o'clock sharp.                      B Yes. Let's meet at the train station.                      C Yes. Let's meet on-site.                      D Yes. You turn left here.

50. What's the problem with the monitor?

- A Put it in the socket.                      B No. Turn right at the exit.                      C The motherboard is obsolete.                      D It might be a loose connection.

51. When can we come to install the new computers?

- A Monday morning would be convenient                      B To the purchasing department.                      C I think 150 – maybe more.                      D 95 Robbins Street, Malvern East.



52. Let me take your name and number.

- |                                |                      |                           |                       |
|--------------------------------|----------------------|---------------------------|-----------------------|
| A It's KM Gordon at 0547690234 | B PC Components Ltd. | C I'm sorry to hear that. | D It's number 4563728 |
|--------------------------------|----------------------|---------------------------|-----------------------|

53. Are you free on the 23rd?

- |  |  |                           |                            |
|--|--|---------------------------|----------------------------|
| A I can rearrange a few things, so OK. | B I've got previous commitments on that day. | C Yes, that works for me. | D All answers are correct. |
|--|--|---------------------------|----------------------------|

54. Will 10 o'clock in the morning be OK?

- |                                  |                         |                                    |                           |
|----------------------------------|-------------------------|------------------------------------|---------------------------|
| A Someone will be with you soon. | B We should reschedule. | C I'm afraid she's not here today. | D I'll check my calendar. |
|----------------------------------|-------------------------|------------------------------------|---------------------------|

55. I won't be able to make it to the meeting tomorrow. Can you reschedule it?

- |                                 |  |                                       |                            |
|---------------------------------|--|---------------------------------------|----------------------------|
| A Yes. Are you free on the 6th? | B Yes. How about Thursday, 3rd February? | C No, I'm afraid that's not possible. | D All answers are correct. |
|---------------------------------|--|---------------------------------------|----------------------------|

56. When is the meeting going to take place?

- |                                 |  |                           |                            |
|---------------------------------|--|---------------------------|----------------------------|
| A I'm afraid that's impossible. | B We'd like to hold the meeting on 7th June. | C Yes, that sounds great. | D All answers are correct. |
|---------------------------------|--|---------------------------|----------------------------|

57. The line is busy. Do you want me to put you on hold?

- |  |  |                                    |                  |
|--|--|------------------------------------|------------------|
| A No. Can you tell him to contact me urgently? | B Yes. You'll find his office on your right. | C Yes, he's working on-site today. | D It's E-V-A-N-S |
|--|--|------------------------------------|------------------|

58. Why do you think I need a filter?

- |                             |  |   |   |
|-----------------------------|--|---|---|
| A You need to save a draft. | B You should organize them into folders. | C They only have high-quality products. | D Because you're getting a lot of junk email. |
|-----------------------------|--|---|---|

59. How do you keep in touch with your relatives?

- |                                |                       |                                  |                            |
|--------------------------------|-----------------------|----------------------------------|----------------------------|
| A They haven't got a landline. | B We use web hosting. | C We speak on our mobile phones. | D We use mapping software. |
|--------------------------------|-----------------------|----------------------------------|----------------------------|

60. What did you type into the search box?

- |                 |          |                      |                            |
|-----------------|----------|----------------------|----------------------------|
| A My signature. | B A URL. | C Relevant keywords. | D All answers are correct. |
|-----------------|----------|----------------------|----------------------------|



## PART V. WRITING (10 POINTS)

**Exercise 6. Write an e-mail on one of the following topics following the format provided.**

**CHOOSE ONE OF THE FOLLOWING.**

### A

Write an e-mail telling your staff about a meeting in your office.

Include:

- the topic of the meeting
- the time and place of the meeting
- a request for all the recipients to reply

### B

Write an e-mail requesting more information after seeing an advertisement for an IT job position.

Include:

- clarification of the job you are interested in
- a request for specific additional information
- details about your suitability for the position

## FORMAT

The email format template consists of a header section with three fields: 'To:', 'From:', and 'Subject:'. Each field has a dotted line for text entry. Below the header is a large text area for the body of the email, also with a dotted line for text entry.





## PART V. WRITING - ANSWER SHEET

[illegible]



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DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	DNI NIE o Pasaporte:	Fecha:	

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17	A B C D
18	A B C D
19	A B C D
20	A B C D
21	A B C D
22	A B C D
23	A B C D
24	A B C D
25	A B C D
26	A B C D
27	A B C D
28	A B C D
29	A B C D
30	A B C D

31	A	B	C	D
32	A	B	C	D
33	A	B	C	D
34	A	B	C	D
35	A	B	C	D
36	A	B	C	D
37	A	B	C	D
38	A	B	C	D
39	A	B	C	D
40	A	B	C	D
41	A	B	C	D
42	A	B	C	D
43	A	B	C	D
44	A	B	C	D
45	A	B	C	D
46	A	B	C	D
47	A	B	C	D
48	A	B	C	D
49	A	B	C	D
50	A	B	C	D
51	A	B	C	D
52	A	B	C	D
53	A	B	C	D
54	A	B	C	D
55	A	B	C	D
56	A	B	C	D
57	A	B	C	D
58	A	B	C	D
59	A	B	C	D
60	A	B	C	D

Marque con una X la casilla correcta.

En caso de error, ponga un círculo alrededor de la X equivocada y marque con una X la casilla correcta. No se admitirán más de 1 cambio por pregunta.

Si la respuesta no está indicada claramente, se considerará no válida.