

XI.- WRITE THE FOLLOWING EXPRESSIONS IN ENGLISH:

- 1.- ASISTENCIA _____
- 2.- ASUNTOS DEL ORDEN DEL DIA _____
- 3.- AUDITORIO ,PUBLICO _____
- 4.- CONDUCTORES,CHOFERES _____
- 5.- DECIR _____
- 6.- DISPOSICION,ARREGLO _____
- 7.- FECHA _____
- 8.- GUARDAR,CONSERVAR _____
- 9.- JUNTAR,REUNIR _____
- 10- JUNTAS,ASAMBLEAS _____
- 11- LEVANTAR UNA SESION _____
- 12- MINUTAS,ACTAS _____
- 13- OIR (TIEMPO PASADO) _____
- 14- PASAJEROS _____
- 15- PASO _____
- 16- PRECISO _____
- 17- PRESIDENTE(DE UNA JUNTA) _____
- 18- QUIZAS _____
- 19- REGISTRO _____
- 20- SUCEDER,ACONTECER _____
- 21- VER(TIEMPO PASADO) _____

XII.- TRANSLATE INTO SPANISH (COMPREHENSION READING)

THE MINUTE

It is used to record the events in a meeting.

Have you ever been in one of the meetings of your school

Students Association? Or perhaps you have been in a

"Junta Directiva" of your Preparatory School. If so,you

could observe that there is a secretary who keeps a record of all

what happens in the meeting.

After checking the attendance,the first item of business is the

reading of the minute of the previous meeting.

Do you know the data of a minute? Here they are:

A) The place and date of meeting

B) Name of the chairman.

C) All of the items of business in the order they were presented.

to the audience. It ought to include accurate statement of

each motion and the disposal of it.

D) A statement mentioning the exact time of the adjournment of the meeting.

E) Signature of the secretary.

XIII.- TRANSLATE INTO SPANISH (COMPREHENSION READING)

THE REPORT

Giving reports is interesting because you get informed of so many

things that you ignore. The first step is to know the subject matter

you are going to talk about. If you want to have a report about bus

transportation you might visit the government offices of this area

and gather the most information you can. Then, perhaps you will visit

some bus transportation companies. You might read about transportation

in other cities or countries, and even ask some questions to bus

drivers and passengers.

Telling what you saw, heard and read is called, giving a report.

EXERCISES

I.- FILL IN THE BLANKS WITH THE CORRECT WORD:

LETTER-MINUTE-PARAGRAPH-REPORT-SENTENCE.

1.- A combination of sentences about a single topic.

2.- A text in which you tell what you saw, heard and read on a specific topic you investigated.

3.- A text written by the secretary in a meeting, it tells about all items discussed.

4.- A group of words that make a complete statement about something.

5.- A text used to communicate in the written form with people who are distant from us.

II.- RELATE BOTH COLUMNS, THE LEFT ONE GIVES THE NAMES OF CERTAIN TYPES OF TEXTS, THE RIGHT ONE INDICATES THE PARTS OF THOSE TEXTS.

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| 1.- REPORT | () Heading. |
| 2.- SENTENCE | () Sentences about a single topic. |
| 3.- MINUTE | () Signature of the meeting secretary. |
| 4.- PARAGRAPH | () Items of business. |
| 5.- LETTER | () Closing phrase. |
| | () Inside address. |
| | () Salutation (or greeting) |
| | () Name of the chairman. |
| | () It has subject and predicate. |
| | () Information of what you saw, heard, or read on a topic. |