

You will see the author's name on the top line of the author card, with the last name first. The information below may include the title of the book, location and name of the publisher, publication date, number of pages, whether or not there are illustrations and a brief summary of the contents. An author card is filed alphabetically by the author's last name.

On the title card, the title of the book is given on the top line and is followed by the same information that appears on the author card. This card is filed alphabetically by the first word in the title unless that word is A, An, or The, in which case the card is filed by the second word in the title.

The number in the upper left-hand corner of the card is the call number assigned to the subject in one commonly used system of classifying books. This call number appears on each card filed in the card catalog for the book as well as on the spine, or narrow back edge of the book itself.

The books are arranged numerically from left to right by call numbers. The numbers at the end of each row indicate the call number of all the books on the shelves in that row.

Some times the book you are looking for is missing from the shelf on which it belongs, because it has been taken out by someone else. In that case, you can put your name on a waiting list for the book by filling out a reserve card and leaving it with the librarian. When the book is returned to the library and your turn comes to read it, you will be notified.

PRACTICA 1: Escoge la respuesta correcta a cada una de las cuestiones.

1. You will not waste the librarian's and your time, if you know _____
 - a) how the books are written.
 - b) how the books are organized.
 - c) how to ask questions.
 - d) how to use the books.

2. The cards in the drawers of the card catalog are like _____
 - a) a vocabulary
 - b) a plan
 - c) a mark
 - d) an index

3. The books of stories made by authors are classified as _____
 - a) fiction books
 - b) history books
 - c) elementary books
 - d) nonfiction books

4. The name of the authors in the card starts _____
 - a) with the name first
 - b) with the last name first
 - c) with a nick name
 - d) with the initials of the name

5. _____ is assigned to every card for its classification.

- a) a name
- b) a call number
- c) a letter
- d) a mark

6. The call number can appear _____

- a) on the spine of the book
- b) on the first page of the book
- c) on the last page of the book
- d) in the middle page of the book

PRACTICA 2: Contesta las siguientes preguntas:

1. ¿Qué es un fichero?

2. ¿Cuáles son los tipos de tarjetas que puedes encontrar en un fichero?

3. ¿Qué información aparece en la ficha del autor?

4. ¿Cómo están ordenadas las tarjetas en el fichero?

5. ¿Qué procedimiento se sigue cuando el libro que se busca no aparece en el estante?

PRACTICA 3: Con la ayuda de un diccionario inglés - español traduce la lectura "USING A LIBRARY"

1. VERBOS AUXILIARES.

1. Los Verbos Auxiliares son un grupo de 10 verbos que acompañan al verbo principal y le añaden una característica determinada.

2. Los Verbos Auxiliares son:

CAN } Habilidad _____ en tiempo presente

COULD } Capacidad _____ en tiempo pasado

MAY } Posibilidad _____ en tiempo presente

MIGHT } _____ en tiempo pasado

MUST } _____ un deber hacer

SHOULD } Obligación _____ una obligación moral

SHALL } Futuro

WILL

WOULD _____ Condicional

OUGHT TO _____ Obligación Moral

3. Cada uno de los Verbos Auxiliares se utilizarán en diferentes estructuras.

AFIRMATIVA:

**SUJETO + VERBO + VERBO + COMPLEMENTO
AUXILIAR**

NEGATIVA:

**SUJETO + VERBO + NOT + VERBO + COMPLEMENTO
AUXILIAR**

INTERROGATIVA:

**VERBO + SUJETO + VERBO + COMPLEMENTO + ?
AUXILIAR**

RESPUESTA CORTA AFIRMATIVA:

YES, + SUJETO + VERBO AUXILIAR

RESPUESTA CORTA NEGATIVA:

NO, + SUJETO + VERBO AUXILIAR + NOT

GLOSARIO

- | | |
|-------------------|-----------------------|
| 1. Amusement park | Parque de diversiones |
| 2. Bone | Hueso |
| 3. Bill | Cuenta, nota |
| 4. Cave | Cueva, caverna |
| 5. Christmas | Navidad |
| 6. Crop | Cosecha |
| 7. Country | País |
| 8. Dinner | Cena |
| 9. Essay | Ensayo |
| 10. Fire | Fuego |
| 11. Flight | Vuelo |
| 12. Grades | Calificaciones |
| 13. Grass | Pasto, zacate |
| 14. Heavy | Pesado |
| 15. Ice skating | Patinaje sobre hielo |
| 16. Kids | Niños |
| 17. Lecture | Conferencia |
| 18. Leg | Pierna |
| 19. Meeting | Junta, asamblea |
| 20. Newspaper | Periódico |
| 21. Pills | Píldoras |
| 22. Prize | Premio |
| 23. Record(s) | Discos |
| 24. Route | Ruta |
| 25. Stamp album | Album de estampillas |
| 26. Store | Tienda |
| 27. To avoid | Evitar |
| 28. To catch | Atrapar |
| 29. To grow | Cultivar, crecer |
| 30. To lift | Levantar |

- | | | |
|----------------|---------------------|----|
| 31. To miss | Extrañar | 1. |
| 32. Tools | Herramientas | 2. |
| 33. Truck | Camión | 3. |
| 34. Typewriter | Máquina de escribir | 4. |
| 35. Umbrella | Paraguas, sombrilla | 5. |
| 36. Weekend | Fin de semana | 6. |
| 37. Winter | Invierno | 7. |

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AUTOEVALUACION

I. INSTRUCCIONES: Completa los siguientes enunciados con el Verbo Auxiliar correspondiente.

1. Samuel _____ dance very well. (Habilidad)
2. They _____ study to pass the exam. (Obligación)
3. Claudia _____ spend a weekend in Mazatlán. (Posibilidad)
4. The pilot _____ land the plane smoothly. (Obligación moral)
5. The team _____ win the last game in town. (Futuro)

II. INSTRUCCIONES: Cambia al negativo las siguientes oraciones.

6. It may snow today.

7. I shall take the last exam next week.

8. Roberto and David could find the right address.

9. Arturo ought to finish his meal.

III. INSTRUCCIONES: Cambia a pregunta los siguientes enunciados:

10. Mrs. Thomas will buy the groceries in a supermarket.

11. Tom should visit his friends in Guadalajara.

12. You must wait for Ted and me at school.

13. We can walk to school every day.

14. Verónica may sit behind her mother.

15. Héctor and you might repair the truck for Thursday.

IV. INSTRUCCIONES: Da la respuesta corta afirmativa a las siguientes preguntas.

16. Can the architect build a house like this?

17. Must they finish the program on time?

18. Should Erica write the last report?

19. May the train arrive at 8 o'clock tonight?

V. INSTRUCCIONES: Da la respuesta corta negativa a las siguientes preguntas.

20. Could the boys find the lost ring?

21. Shall we teach chemistry at Prepa 3?

22. May I smoke in class?

23. Would you like a cup of coffee?

VI. INSTRUCCIONES: Traduce al español.

24. Marcos and Luis can sing pop music.

25. I won't type the letters for tomorrow.

26. Roberto and Arturo should paint the fence.

27. They couldn't find the films and tapes for the lecture.

28. Alicia ought to study for her final exam.

29. May the plane take off without troubles?

30. Yes, it may.

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