

ADOF 208

Transcripción en Inglés

PLAN DIARIO 3

Fecha _____

1. Firmar hojas de asistencia.
2. Ir al blog mmoctezuma.wordpress.com para bajar el calendario académico y la guía temática del curso y discutirla.
3. Firmar hojas de recibo de Calendario Académico y discusión de Guía Temática.
4. Reglas del juego:
 - a. Referirlos al diccionario <http://www.wordreference.com/es/> y a mi blog para los códigos de los acentos.
 - b. Seguir las instrucciones en los trabajos.
 - c. Enviar un solo e-mail; incluir siempre la línea de asunto **208-asunto**.
5. Repasar abreviaturas especiales cubiertas en 207:

<u>Lesson 1</u>		<u>Lesson 5</u>	
you, your	<i>u</i>	the	<i>t</i>
will	<i>l</i>	and, in	<i>n</i>
as, is	<i>s</i>	<u>Lesson 6</u>	
<u>Lesson 2</u>		am, more	<i>m</i>
are, or, our	<i>r</i>	be, been, by	<i>b</i>
can	<i>c</i>	month	<i>mo</i>
for	<i>f</i>	<u>Lesson 7</u>	
<u>Lesson 3</u>		from	<i>fm</i>
at, it, to	<i>t</i>	of	<i>o</i>
has, have	<i>h</i>	year	<i>yr</i>
very	<i>v</i>	let	<i>le</i>
do	<i>d</i>	<u>Lesson 8</u>	
<u>Lesson 4</u>		after	<i>aft</i>
we	<i>e</i>	business	<i>bus</i>
which	<i>C</i>	company	<i>co</i>
soon	<i>sn</i>	responsible	<i>rsp</i>

6. Repasar saludos y despedidas:

Dear	<i>d</i>
Dear Friend	<i>dfrnd</i>
Ladies and Gentlemen	<i>l n g</i>
Cordially	<i>c</i>
Cordially yours	<i>cu</i>
Sincerely	<i>s</i>
Sincerely yours	<i>su</i>

9. Repasar la L8:

PRINCIPLES OF CONSTRUCTION

Word Ending -Ment

- The word ending **-ment** as in payment is written **m**.

Read	Spell	SuperWrite
payment	p-a-m	<i>pam</i>
treatment	t-r-e-t-m	<i>trtm</i>
engagement	n-g-a-g-m	<i>ngagm</i>
settlement	s-t-l-m	<i>slm</i>
attachments	a-t-ch-m-s	<i>atcms</i>
elementary	e-l-m-r-y	<i>elmry</i>

Word Ending -Ble

- The word ending **-ble** as in capable is written **b**.

Read	Spell	SuperWrite
-ble		
capable	c-a-p-b	<i>capb</i>
trouble	t-r-b	<i>trb</i>
possible	p-s-b	<i>psb</i>
able	a-b	<i>ab</i>
table	t-a-b	<i>tab</i>

Abbreviations

Words	Abbreviations
after (A)	<i>aft</i>
business (A)	<i>bus</i>
company (A)	<i>co</i>
responsible (A)	<i>rsp</i>

Quantities

The quantity hundred is written **h**; thousand is written as a crossed t.

hundred *h* thousand *t*

Quantity	SuperWrite
300	<i>3 h</i>
\$500	<i>#5 h</i>
\$2,000	<i>#2 t</i>
\$300,000	<i>#3 h t</i>

10. Discutir la L9:

PRINCIPLES OF CONSTRUCTION

Oi, Oy

- The sound of **oi** as oil is written in full, **o-i**.

Read	Spell	SuperWrite
oi		
oil	o-i-l	<i>oil</i>
toil	t-o-i-l	<i>toil</i>
choice	ch-o-i-c	<i>Coic</i>
poise	p-o-i-s	<i>pois</i>

- The sound of **oy** as in boy is written in full, **o-y**.

oy		
boy	b-o-y	<i>boy</i>
destroy	d-s-t-r-o-y	<i>dstroy</i>
royal	r-o-y-l	<i>royl</i>

Word Beginnings Im-, Em-

- The word beginnings **im-** as in impress and **em-** as in emphasize are written **m**.

Read	Spell	SuperWrite
im-		
impress	m-p-r-s	<i>mprs</i>
impossible	m-p-s-b	<i>m-psb</i>
import	m-p-o-r-t	<i>mport</i>
em-		
emphasize	m-f-s-i-z	<i>mfsiz</i>
emphasis	m-f-s-s	<i>mfss</i>
embassy	m-b-s-y	<i>mbsy</i>

Quantities

- The quantity million is written **m**; billion is written **b**.

million *m* billion *b*

Quantity	SuperWrite
5 million	<i>5 m</i>
8 billion	<i>8 b</i>

Abbreviations

Words	Abbreviations
was, were, with (A)	<i>w</i>
importance, important (A)	<i>imp</i>
department (A)	<i>dept</i>
week, work (A)	<i>wk</i>
employ (A)	<i>mpl</i>

Capitalization

- When a word is to be capitalized and it is not written in full, write two short lines under the first letter. Note: If the word to be capitalized begins a sentence, do not write cap marks under the word.

National nsl

If several words in a series are to be capitalized, write the cap marks under the first word only.

National Oil Company nsl oil co

Terms

SuperWrite

the West

t wsl

the East Coast

t est cost

Southern Supply Company

strn sply co

Central Gas Company is closed.

cntrl gs co s clos

11. Buscar la definición en español del vocabulario desconocido.
12. Repasar cómo hacer la práctica.
13. Asignación para entregar:
 - a. Practicar el vocabulario que se repasó hoy y el que les ofrezca mayor dificultad.
 - b. Practicar las **abreviaturas** o palabras cortas de las lecciones cubiertas.
 - c. Hacer ejercicio **L9-Workbook**.