

# ADOF 208

## Transcripción en Inglés

### PLAN DIARIO 6

Fecha \_\_\_\_\_

1. Firmar hojas de asistencia.
2. Firmar hojas de recibo de Calendario Académico y discusión de Guía Temática.
3. 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**.
4. Repasar las abreviaturas especiales de las lecciones dictándolas.

#### **Special Abbreviations:**

##### **Lesson 1**

you, your  
will  
as, is

*u*  
*l*  
*s*

##### **Lesson 2**

are, or, our  
can  
for

*r*  
*c*  
*f*

##### **Lesson 3**

at, it, to  
has, have  
very  
do

*r*  
*c*  
*f*

##### **Lesson 4**

we  
which  
soon  
do

*l*  
*h*  
*v*  
*d*

##### **Lesson 5**

the  
and, in

*t*  
*n*

##### **Lesson 6**

am, more  
be, been, by  
month

*m*  
*b*  
*mo*

##### **Lesson 7**

from  
of  
year  
let

*fm*  
*o*  
*yr*  
*le*

##### **Lesson 8**

after  
business  
company  
responsible

*aft*  
*bus*  
*co*  
*rsp*

##### **Lesson 9**

was, were, with  
department  
importance,  
important  
employ  
week, work

*w*  
*depl*  
*imp*  
*mpl*  
*wk*

##### **Lesson 10**

how  
out  
require  
they

*hw*  
*ol*  
*rqr*  
*ty*

5. Recoger la asignación.
6. Practicar y dictarles vocabulario de la L10:

PRINCIPLES = qu

quite	<i>qit</i>	quit	<i>ql</i>
quail	<i>qal</i>	request	<i>rqsl</i>

Word Ending ity (l)

locality	<i>locl l</i>	quality	<i>ql l</i>
charity	<i>Cr l</i>	quantities	<i>ql ls</i>

- Recordar las reglas de lenguaje [CommonlyMispelledWords](#), [PunctuationGuide](#), [ExpressionsConfused](#), [capitalization](#), [SpellingRules](#) para que las usen de referencia.
- Cubrir la L11:

**PRINCIPLES OF CONSTRUCTION**

**Word Beginnings For-, Fore-, Fur-**

● The word beginnings **for-** as in forget, **fore-** as in foremost, and **fur-** as in further are written **f**.

Read	Spell	SuperWrite
<b>for-</b>		
forget	<b>f-g-t</b>	<i>fgt</i> ✓
forgive	<b>f-g-v</b>	<i>fgv</i> ✓
form	<b>f-m</b>	<i>fm</i> ✓
formerly	<b>f-m-r-l</b>	<i>fmrl</i>
<b>fore-</b>		
foremost	<b>f-m-o-s-t</b>	<i>fmost</i>
forecast	<b>f-c-s-t</b>	<i>fcst</i>
forego	<b>f-go</b>	<i>fgo</i>
<b>fur-</b>		
further	<b>f-th-r</b>	<i>ftr</i>
furnace	<b>f-n-c</b>	<i>fnc</i>
furniture	<b>f-n-t-r</b>	<i>fntnr</i>

## Abbreviations

Words	Abbreviations
appreciate (A)	ap
please (A)	pl
enclose (A)	enc
thank (A)	th
provide (A)	prd

9. Discutir y dictar ejercicios de las lecciones 10-11:

### LETTERS (L10-11)

Mr R G Baird  
5900 Second Street  
Memphis TN 38012-1998

d Mr Baird:

I l b hpy l acclpt t rslpt l o hd q  
t cmle l wk on a nu rcrds rlns  
sslm f t ns co.

r sslm s qil ol o dal, n l m Sr tr  
r rcrds C Sd b dstroyd. bl e msl  
nl tro ol paprs e r rgrd b la l  
rlan.

I m wk q on plns f a nu sslm, n  
I l cl u wn ty r fndd l le u no wn  
n hw ty Sd b implmd.

cu

Ms Carol King  
1609 Hancock Avenue  
Macon GA 35667-2312

d frnd:

t cntrl fnlr co, 1 o t fmost fnlr  
cos n ts area, l b opng a nu stor  
sn. pl red t encd brosr f al t  
dtals.

e no u l njoy Sp g l r fin nu  
stor n l ap t gral vlus. tks l vlum  
sals, e pvd hi-ql l fnlr l qil rsnb  
prics.

pln l cm l r grnd opng. e lk  
furd l seq u.

S U

**L10**

Mr. R. G. Baird  
5900 Second Street  
Memphis, TN 38012-1998

Dear Mr. Baird:

I will be happy to accept the responsibility of heading the committee to work on a new records retention system for the National Company.

Our system is quite out of date, and I am sure there are records which should be destroyed. But we must not throw out papers we are required by law to retain.

I am working on plans for a new system, and I will call you when they are finished to let you know when and how they should be implemented.

Cordially yours,

**L11**

Ms. Carol King  
1609 Hancock Avenue  
Macon, GA 35667-2312

Dear Friend:

The Central Furniture Company, one of the foremost furniture companies in this area, will be opening a new store soon. Please read the enclosed brochure for all the details.

We know you will enjoy shopping at our fine new store and will appreciate the great values. Thanks to volume sales, we provide high-quality furniture at quite reasonable prices.

Plan to come to our grand opening. We look forward to seeing you.

Sincerely yours,

10. Asignación para entregar:

- a. Practicar el vocabulario que se repasó o se discutió hoy, además del que les ofrezca mayor dificultad de otras lecciones.
- b. Practicar las **abreviaturas** o palabras cortas de las lecciones cubiertas.
- c. Hacer ejercicio **L11-Workbook**.