

ADOF 208

Transcripción en Inglés

PLAN DIARIO 11

Fecha _____

1. Firmar hoja de asistencia.
2. Recoger la práctica y la asignación. Firmar la asignación y discutirla.
3. Devolver ejercicios/pruebas transcritas.
4. Datos importantes:
 - a. Referirlas a los enlaces electrónicos:
<http://bit.ly/1mb8jQY> www.edufind.com
www.diccionarios.com www.englishplus.com/grammar
<http://www.wordreference.com/> <http://english-grammar-lessons.com/>
http://www.grammarbook.com/english_rules.asp <http://beta.englishgrammar101.com/>
<http://grammar.about.com/> <http://www.servicescape.com/article.asp>
 - b. Seguir las instrucciones en los trabajos.
 - c. Enviar un solo email; incluir siempre la línea de asunto **208-asunto**.
5. Repasar las abreviaturas especiales de las lecciones dictándolas.

Special Abbreviations:

Lesson 1		Lesson 2		Lesson 3		Lesson 4		Lesson 5	
you, your	<i>u</i>	are, or, our	<i>r</i>	at, it, to	<i>l</i>	we	<i>e</i>	the	<i>t</i>
will	<i>l</i>	can	<i>c</i>	has, have	<i>h</i>	which	<i>C</i>	and, in	<i>n</i>
as, is	<i>s</i>	for	<i>f</i>	very	<i>v</i>	soon	<i>sn</i>		
				do	<i>d</i>				
Lesson 6		Lesson 7		Lesson 8		Lesson 9			
am, more	<i>m</i>	from	<i>fm</i>	after	<i>aft</i>	was, were, with			<i>w</i>
be, been, by	<i>b</i>	of	<i>o</i>	business	<i>bus</i>	department			<i>depl</i>
month	<i>mo</i>	year	<i>yr</i>	company	<i>co</i>	importance, important			<i>imp</i>
		let	<i>le</i>	responsible	<i>rsp</i>	employ			<i>mpl</i>
						week, work			<i>wk</i>
Lesson 10		Lesson 11		Lesson 12		Lesson 13*			
how	<i>hw</i>	appreciate	<i>ap</i>	ever, every	<i>ev</i>	include			<i>incl</i>
out	<i>ol</i>	please	<i>pl</i>	about	<i>abl</i>	information			<i>info</i>
require	<i>rqr</i>	enclose	<i>enc</i>	complete	<i>cmp</i>	program			<i>pgm</i>
they	<i>ty</i>	thank	<i>tk</i>	interest	<i>int</i>	consider, consideration			<i>cns</i>
		provide	<i>prd</i>						

6. Practicar y dictar vocabulario de la L11:

Principle: For, Fore, Fur (A)

Lesson 11

forget	<i>fgl</i>	foremost	<i>fmost</i>	further	<i>ftv</i>
forgive	<i>fgv</i>	forecast	<i>fcsl</i>	furnace	<i>fnc</i>
form	<i>fm</i>	forego	<i>fgo</i>	furniture	<i>fnlr</i>
formerly	<i>fmrl</i>				

7. Repasar la Lección 12:

Word ending: ful (A) Word beginning: inter (M) Word beginning: inter (M)

Lesson 12

grateful	<i>gralf</i>	interview	<i>Nvu</i>	enter	<i>N</i>
helpful	<i>hlpf</i>	interfere	<i>Nfer</i>	enterprise	<i>Npris</i>
careful	<i>crf</i>	interpret	<i>Nprel</i>	entertain	<i>Nlan</i>
wonderful	<i>wndrf</i>			entertainment	<i>Nlanm</i>

Compound words:

Lesson 12

cannot	<i>cnl</i>
however	<i>hwv</i>
without	<i>wol</i>

8. Presentar principios de la Lección 13:

Word Beginning Un-

- The word beginning **un-** as in unless is written **u**.

Read	Spell	SuperWrite
unless	u-l-s	<i>uls</i>
until	u-t-l	<i>ull</i>
unlike	u-l-i-k	<i>ulik</i>

Word Beginning Pre-

- The word beginning **pre-** as in preview and prefer is written **p-r**.

Read	Spell	SuperWrite
preview	p-r-v-u	<i>prvu</i>
prefer	p-r-f-r	<i>prfr</i>
precise	p-r-c-i-s	<i>pcris</i>

Word Beginning Pro-

- The word beginning **pro-** as in profile and profit is also written **p-r**.

Read	Spell	SuperWrite
profile	p-r-f-i-l	<i>prfil</i>
profit	p-r-f-t	<i>prft</i>
produce	p-r-d-u-c	<i>prduc</i>

Abbreviations

Words	Abbreviations
include (A)	<i>incl</i>
information (A)	<i>info</i>
program (A)	<i>pgm</i>
consider, consideration (A)	<i>cns</i>

Letter 13

Mr. George White
79 Mercer Road
Princeton, NJ 08622-1431

d Mr W:

e w v hpy l gl t prlmnry
anouncem o t data pces q cnfrnc C
s hld anull l u clq. u cnfrnc s cnsa
1 o t bst n t cntry. e r gv q cns l
snd q svrl o r mples l t cnfrnc.

l u pl snd cmp info cnerng t
cnfrnc, incl q t cst f el prsn. if t
pgm h b prprd, e wd also lik l h
a cpy, incl q info abl el spekr.

e l wal l lak ftr acs ull e her
fm u.

c u

Mr. George White Dear Mr. White:

We were very happy to get the preliminary announcement of the data processing conference which is held annually at your college. Your conference is considered one of the best in the country. We are giving consideration to sending several of our employees to the conference.

Will you please send complete information concerning the conference, including the cost for each person. If the program has been prepared, we would also like to have a copy, including information about each speaker.

We will wait to take further action until we hear from you. Cordially yours,

9. Asignación:

- 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 **L13-Workbook**.