

ADOF 208

Transcripción en Inglés

PLAN DIARIO 12

Fecha _____

1. Pasar hoja de asistencia.
2. Recoger la práctica y la asignación. Firmar la asignación y discutirla.
3. Devolver ejercicios/pruebas transcritas.
4. Reglas del juego:

a. Referirlas a los enlaces electrónicos:

<http://bit.ly/1mb8iQY>

www.diccionarios.com

<http://www.wordreference.com/>

http://www.grammarbook.com/english_rules.asp

<http://grammar.about.com/>

www.edufind.com

www.englishplus.com/grammar

<http://english-grammar-lessons.com/>

<http://beta.englishgrammar101.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 6

am, more

m

be, been, by

b

month

mo

Lesson 7

from

fm

of

o

year

yr

let

le

Lesson 8

after

aft

business

bus

company

co

responsible

rsp

Lesson 9

was, were, with

w

department

depl

importance, important

imp

employ

mpl

week, work

wk

Lesson 10

how

hw

out

ol

require

rqr

they

ty

Lesson 11

appreciate

ap

please

pl

enclose

enc

thank

tk

provide

prd

Lesson 12

ever, every

ev

about

abl

complete

cmp

interest

int

Lesson 13*

Include

incl

information

info

program

pgm

consider,

consideration

cns

Lesson 14

any *ny*
 executive *exec*
 insurance *ins*
 hour *hr*
 present *pr*

Lesson 15

suggest, suggestion *sg*
 manager *mgr*
 management *mgt*
 report *rpt*

6. Dar prueba corta de abreviaturas especiales.
7. Repasar la Lección 12 y 13:

Word ending: ful (*f*) Word beginning: inter (*N*) Word beginning: enter (*N*)

Lesson 12

grateful	<i>gratf</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 *cnl*
 however *hwerv*
 without *wol*

Vocabulario de la Lección 13:

Lesson 13

Word Beginning Un (<i>u</i>)	Word Beginning Pre (<i>pr</i>)	Word Beginning Pro (<i>pr</i>)
unless <i>uls</i>	preview <i>prvu</i>	profile <i>prfil</i>
until <i>ull</i>	prefer <i>prfr</i>	profit <i>prfl</i>
unlike <i>ulik</i>	precise <i>prcis</i>	produce <i>prduc</i>

8. Principios de L14:

Word Beginning Ex-

- The word beginning **ex-** as in extra is written **x**.

Read	Spell	SuperWrite
extra	x-t-r-a	xtra
expert	x-p-r-t	xprt
expire	x-p-i-r	xpir
explain	x-p-l-a-n	xplan

Abbreviations

Words	Abbreviations
any (A)	ny
executive (A)	exec
insurance (A)	ins
hour (A)	hr
present (A)	pr
time (A)	tm

9. Principios de L15:

Abbreviations

Words	Abbreviations
suggest, suggestion (A)	sg
manager (A)	mgr
management (A)	mgt
report (A)	rpt

Word Beginning Over-

● The word beginning **over-** as in overdue and the word over are written capital O.

Read	Spell	SuperWrite
over	over	O
overdue	over-d-u	Odu
overtime (A+)	over-time	Otm
overturn	over-t-r-n	Orn

Word Beginning Trans-

● The word beginning **trans-** as in translate is written capital T.

Read	Spell	SuperWrite
translate	trans-l-a-t	Tlat
transmit	trans-m-t	Tml
transfer	trans-f-r	Tfr
transportation	trans-p-r-t-a-tion	Tprtas

Letter 14

Mr. Alvin Keaton
1809 Capitol Drive
St. Paul, MN 55123-4223

d Mr K:

most bus execs blev ty h enf
ins l prcl tr fmls. n fcl, mny
d ml.

d u prl h sfl ins l prcl u fml,
Mr K? wd u fml h enf mny l pvd
f tra xpns if u w l di?

if u d ml h sfl ins, r if u wd
jst like l rru u ins pgm, slp b r
ofcs mylm blwen t hrs 0 9 n 6. e
l b hpy l se u.

cu

Letter 15

I dept hds:

I wnt l tk t mgrs o eC dept f wkq
Otm lst wk l fns t bgl f t cmq ryr.
eC o u mad mny vlub sgs.

I m hpy l rpt tl t exec mgt cmle
h aprvd t incres n t Tprlax n
Manm bgl. t otr ilms sd b aprvd
w minr Cngs sn.

s svrl o u sqd, e l bgn wkq on
t bgl mC snr ntl ryr l avoid Otm
wk.

Mr. Alvin Keaton Dear Mr. Keaton:

Most business executives believe they have enough insurance to protect their families. In fact, many do not.

Do you presently have sufficient insurance to protect your family, Mr. Keaton? Would your family have enough money to provide for extra expenses if you were to die?

If you do not have sufficient insurance, or if you would just like to review your insurance program, stop by our offices anytime between the hours of nine and six. We will be happy to see you. Cordially yours,

To Department Heads:

I want to thank the managers of each department for working overtime last week to finish the budget for the coming year. Each of you made many valuable suggestions.

I am happy to report that the executive management committee has approved the increase in the transportation and entertainment budgets. The other items should be approved with minor changes soon.

As several of you suggested, we will begin working on the budget much sooner next year to avoid overtime work.

10. 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 ejercicios **L14-Workbook** y **L15-Workbook**.