**English Worksheet.**

**Unit I – My First Job.**

**Instrucciones – Instructions:**

**- Evite los borrones y el uso de corrector.**

**\* Avoid smudges or stains and the use of correction pen.**

**- Responda utilizando los espacios destinados dentro de la guía.**

**\* Use the suitable area to complete each activity.**

**- Utilice solo lápiz de pasta (azul/negro) o grafito.**

**\* Use pen (blue/black) o pencil.**

**HABILIDADES – SKILLS:**

**- Diseñar escritos en “Word” sobre temas entregados por el docente.**

**\* Design written documents using “Word” about topics given by the Teacher.**

**- Leer información, resumirla y desarrollar documentos escritos.**

**\* Read info, summarize it and create written documents.**

**STUDENT : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**GRADE: 3RD GRADE \_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**MISTER JUAN CARLOS JARA R. Score: \_\_\_\_\_\_\_\_\_\_ Mark: \_\_\_\_\_\_\_\_\_\_\_\_**

**1.- Imagine you are older, you have finished your studies or simply you are looking for a new job. Now you have to write an “application letter” and a “CV” or “Resume”. Include all the information studied on the “reading comprehension worksheet” about the topics mentioned before. Remember, just include the exact information, and follow the recommendations.**

**2.- Evaluation Guide. These items are going to be evaluated.**

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| --- | --- |
| **Format (parts of the Document)**Formato (partes del documento) | **5 pts** |
| **Order (parts in order, margins, grammar)2 points each topic.**Orden (partes en orden, márgenes, gramática) 2 puntos cada tema. | **6 pts** |
| **Spelling (2 mistakes have 1 point less)**Ortografía (2 errores 1 punto menos) | **10 pts** |
| **Composition (clear ideas and order) 1 point each topic**Redacción (ideas claras y orden de ideas) 1 punto cada tema | **8 pts** |
| **TOTAL SCORE** | **29 PTS** |

NOTE: The information MUST BE CHECKED, NOT JUST COPY AND PASTE OR YOU WILL BE FAILED.