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| **Asignatura: English (2° Semestre)** | **N° De La Guía: 3 *(Del 31 de agosto al 04 de septiembre)*** |
| **Título de la Guía: “READING COMPREHENSION”** | |
| **Objetivo de Aprendizaje (OA):**   **OA4** comprender con fluidez textos escritos breves y claros en situaciones comunicativas que involucren otras visiones de mundo y la propia, con el fin de interactuar y tomar conciencia de su propia identidad. | |
| **Nombre Docente: María Teresa Sanhueza C.** | |
| **Nombre Estudiante:** | **Curso: 3° Medio F T.P.** |

**I.- Read the text and translate into spanish.** Estimados alumnos, la evaluación de Septiembre será un Reading Comprehension de éste texto que entregaré en 2 partes ya que es un poco extenso, la idea es que puedan traducirlo en su cuaderno y así familiarizarse con las palabras de vocabulario.

**Business phone calls (Part 1)**

Even with today's overall focus on technology, business phone calls, or phone calls intended to discuss deals, agreements, and any other information of professional significance are important and often-utilized, as they allow experts from a number of different companies and organizations to completely understand one another. Like many other aspects of business, phone calls feature quite a few variables and elements that should be considered by those involved. Failing to consider these variables and elements can inhibit a business phone call's effects and negatively impact business relationships.

First and foremost, a caller dials and starts a business phone call, while a receiver answers a business phone call.

Starting a business phone call might appear to be as easy as dialing a phone number, but there's a bit more to the process than that. The caller should assure that the call is taking place at an appropriate time for the receiver, that there is well-defined subject matter to discuss, and that this subject matter is outlined. Well-defined subject matter could be anything from a potential deal to agreement specifics, and even an inquiry as to how a client is feeling and what he or she needs.

Outlines of important discussion points, or reminders of topics that should be talked about during conversations, help make business phone calls as meaningful and useful as possible. With that said, business phone calls can begin with some light-hearted small talk, or non-official talk that's intended to offer a break from official conversation, to build trust and emphasize a relationship, before proceeding into matters of professional concern.

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| ¿Dudas? ¿Consultas? Me pueden enviar un e-mail a [msanhueza@sanfernandocollege.cl](mailto:msanhueza@sanfernandocollege.cl) de Lunes a Viernes de 9:00 a 18:00 hrs y yo aclararé sus dudas. Qq@@@@@@qqdfggoooo  **LES RECUERDO QUE PARA LA EVALUACIÓN DE SEPTIEMBRE TENDRÁN QUE DESARROLLAR UN READING COMPREHENSION ACTIVITIES DE ÉSTE TEXTO ASI QUE ES NECESARIO QUE LEAN Y ESTUDIEN ÉSTA GUÍA Y LA SIGUIENTE.** |