

Vocabulario del trabajo y los oficios: 32 palabras con do, make y apply FOR

Ficha 4 de 4 · do o make, segunda tanda, y el inglés del CV y la carta

LA REGLA

En el inglés del trabajo no se falla en las palabras sueltas, sino en lo que va con ellas: se dice make a mistake pero do overtime, un puesto se solicita con apply FOR, se dimite con resign FROM, y del sueldo se dice I earn. Aprende la palabra dentro de su frase, no en una columna.

¡Ojo! — el fallo típico. Dos trampas del español. To attend es asistir a una reunión; atender a un cliente es to serve, nunca to attend. Y del sueldo se dice I earn 1,800 euros a month: to win es ganar un premio o un partido, no dinero por trabajar.

1

In Britain you can also a car for the weekend and give it back on Monday.
☐ hire ☐ fire ☐ employ ☐ apply

2

The builders are paid a weekly in cash.
☐ wage ☐ salary ☐ career ☐ shift

3

I'm: I have four clients and I pay my own taxes.

4

Could you the customers at the counter while I finish this?
☐ serve ☐ attend ☐ assist to ☐ attend at

5 Seis colocaciones más. ¿Van con do o con make?

an appointment · an effort · business · progress · research · your best

do	make
.....	
.....	
.....	
.....	

6 Hay un falso amigo. Escribe la frase bien.

I finished my career in engineering last June.

7 Los dos verbos están mal. Escribe la frase bien.

I did a mistake in the invoice and the client did a complaint.

8

Which line would you write at the top of a covering letter?
☐ I am writing to apply for the post of trainee engineer.
☐ I am writing to apply the post of trainee engineer.
☐ I am writing for apply to the post of trainee engineer.
☐ I am writing to apply at the post of trainee engineer.

9

Please find my attached, with my qualifications and my last three jobs.

10

The advert asks for good communication and two years' experience.

11

It takes me fifty minutes to to the office every morning.

12

The company took on twelve last summer, all straight from university.
☐ trainees ☐ trainee ☐ trainers ☐ training

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Soluciones · ficha 4 de 4

Recorta o dobla esta página antes de dar la ficha.

- 1 In Britain you can also hire a car for the weekend and give it back on Monday.
- 2 The builders are paid a weekly wage in cash.
- 3 I'm self-employed: I have four clients and I pay my own taxes.
- 4 Could you serve the customers at the counter while I finish this?
- 5 do: business, your best, research · make: an appointment, progress, an effort
- 6 I finished my career in engineering last June. → I finished my degree in engineering last June.
- 7 I did a mistake in the invoice and the client did a complaint.
→ I made a mistake in the invoice and the client made a complaint.
- 8 Which line would you write at the top of a covering letter?
→ I am writing to apply for the post of trainee engineer.
- 9 Please find my CV attached, with my qualifications and my last three jobs.
- 10 The advert asks for good communication skills and two years' experience.
- 11 It takes me fifty minutes to commute to the office every morning.
- 12 The company took on twelve trainees last summer, all straight from university.