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Guía n°8 NOVIEMBRE – sistema mixto

Asignatura/Módulo	**Inglés**
Docente	**Guillermo Órdenes**
Nombre estudiante	
Curso	**Tercero medio ______ CONTABILIDAD**
Fecha de entrega	**26 de NOVIEMBRE**
OA	**Oa3: Utilizar su conocimiento del inglés en la comprensión y producción de textos orales y escritos breves y claros, con el fin de construir una postura personal crítica en contextos relacionados con sus intereses e inquietudes.**

My company and responsabilities

My name is Mary and I work at Deloitte, a multinational company that has an office in Santiago, Chile. As you can see, the computer program that we use creates simple balance sheets that are easy to understand and include all the necessary information (Figure 1). Our Management and Administration departments always use it. It is used to manage accounts payable and accounts receivable. That means that all the company's debts like employees' salaries and expenses must appear in the accounts payable balance sheet and all the money received like sales, cheques, and payments to our company must appear in the accounts receivable balance sheet. Liabilities and legal responsibility for accidents and other situations must be reported immediately to the company management and accounting department. Company assets should always appear on the left of the balance sheets, some reports and the weekly and monthly balance sheets. A typical day for me is checking, approving, and recording movements in the company journal, the journal is to help have a day to day control of the ins and outs of the company. It has 100 workers, but only 85 are contracted and 15 are external help. We like to use online banking to pay services and expenses like rent, office stock, and debts. It is very helpful because it saves us time.

TEDDY FAB INC BALANCE SHEET. DECEMBER 31, 2100			
ASSETS		**LIABILITIES AND SHAREHOLDERS' EQUITY**	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash and cash equivalents Accounts receivable Inventory Prepaid expense Investments	100.000 20.000 15.000 4.000 10.000	Accounts payable Notes payable Accrued expenses Deferred revenue	30.000 10.000 5.000 2.000
TOTAL CURRENT ASSETS	149.000	TOTAL LIABILITIES	247000
PROPERTY AND EQUIPMENT		SHAREHOLDERS' EQUITY	
Land Buildings and improvements Equipment Less accumulated depreciation	24.300 250.000 50.000 (5.000)	Common stock Additional paid-in capital Retained earnings Treasury stock	10.000 20.000 197100 (2.000)
OTHER ASSETS			
Intangible assets Less accumulated amortization	4.000 (200)		
TOTAL ASSETS	472100	TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY	472100

I Item: True or false. Verdadero o falso.

1. TRUE ____ FALSE _____. Is Deloitte a national company?
2. TRUE ____ FALSE _____. Does the company have more than 110 workers
3. TRUE ____ FALSE _____. The company employs an old computer program.
4. TRUE ____ FALSE _____. Only Management and Administration use the program.
5. TRUE ____ FALSE _____. Deloitte uses online banking
6. TRUE ____ FALSE _____. Mary only works in payroll

II Item: Matching vocabulary! Selecciona una palabra para cada definición, según corresponda.

(a) balance sheet - (b) liquid asset - (c) liability - (d) net income **(e) property - (f) payroll - (g) journal - (h) expense**

1. _______ is a list of employees and how much they earn a month.
2. _______ is a record where all business transactions are entered by an accountant.
3. _______ money that is spent to purchase goods or services provided by someone else.
4. _______ a detailed summary of a person's or a company's financial condition.
   something that is legally owned by a person or company.
5. _______ an obligation to settle a debt; money owed to someone.
6. _______ cash or something that is easily convertible into cash.
7. _______ money remaining after all expenses and taxes have been paid

III Item: Complete the missing gap! Completa los espacios en blanco con los conceptos del recuadro de arriba.

1. All the office supplies, rent, and furniture are part of the company's _________________.
2. Microsoft's ______________ was more than 3,1 billion dollars in 2018.
3. The company sold all the _______________ after six months.
4. Everyone must register their _______________at the Conservador de Bienes Raíces.
5. The office manager needs to see the July ______________ before the monthly meeting.
6. The person in charge of ________________ forgot to pay my extra hours from last month.
7. Ford Motors will pay $10 million in ________________ to the victim's family.
8. My client needs a copy of his personal accounts and _______________.

ESCALA DE APRECIACIÓN: AUTOEVALUACIÓN 3° TRIMESTRE INGLES

Dimensión	Indicadores	4	3	2	1	0
Actitud y compromiso	Realicé las actividades con compromiso hacia mi aprendizaje					
	Cumplí con la entrega de guías en los plazos establecidos					
	Mantuve contacto con mi profesor/a las veces que necesité ayuda					
Desempeño	Desarrollé cada guía cuidando que el trabajo fuera bien desarrollado					
	Comprendí los conceptos abordados en las guías que realicé					
Clases virtuales o presenciales	Participé realizando comentarios o preguntas.					
	Cuando el profesor hizo preguntas, respondí o hice algún aporte a la clase.					
No uso del celular.	NO utilicé el celular dentro de la sala de clases. Si alguna vez lo utilicé, lo guardé a penas el profesor me lo indicó.					
Puntaje total 32 puntos	**Puntaje obtenido**					

4: Logrado completamente/ 3: Logrado mayoritariamente/ 2: Parcialmente logrado/ 1: Escasamente logrado/ 0: No demostrado