CAPACITARTE

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EJERCITACIÓN MÓDULO 4 – Clase 7

1. Jobs in ICT

1.1 What jobs are being offered in these advertisements? Based on the information given above, describe the main features of the jobs.

Job A   **Job B**

We are seeking a person to operate peripheral computer equipment, and perform report distribution duties and backup procedures on our servers.

Major Responsibilities

- operating printers and unloading reports from the printer and distributing them through the internal mail system
- performing backups on various operating systems
- analyzing and troubleshooting problems in the Data Centre reported by Help Desks or IT support associates.

The successful candidate will be responsible for maintaining logical and physical database models as well as managing the database

Job requirements

- Bachelor's degree in Computer Science, a related field or equivalent experience
- Analytical skills and a proficiency in developing structured logic

2. Curriculum Vitae

2. 1 Look at the use of for since, ago and until, explained above, and then complete the following cover letter

Dear Mr. Scott,

I am writing to apply for the position of Senior Programmer, which was advertised on 28th March in The Times
I graduated in May 2002 and did a work placement with British Gas as part of my degree.
before taking my present job I worked for a year with NCR. I stayed in this job (1) _____ March 2004.

(2) _____ the last three years I have been working as a software engineer for Intelligent software. I have designed four programs in COBOL for commercial use, and (3) _____ January I have been writing programs in C for use in large retail chains. These have been very successful and we have won several new contracts In the UK and Europe on the strength of my team's success.

Two years (4) _____ I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae. I will be available for an interview at any time.

I look forward to hearing from you.

Yours sincerely,

Mary Jones.

2.2 Look at the job advertisement for a webmaster at eJupiter. Maria Perez is interested in applying. Use her CV given in "A Model CV" to write a letter of application. Follow the steps detailed in "Cover Letter/Letter of Application"

Vacancies at eJupiter.co.uk

WEBMASTER

We are seeking a Webmaster for eJupiter.co.uk, a company dedicated to e-commerce.

the successful candidate will manage our website. You will bre responsible for making sure the web server runs properly, monitoring the traffic through the site, and designing and updating our web pages, and designing and updating our web pages.

experience of using HTML and Java is essential. Experience of Adobe PDF and Photoshop is an advantage. The successful candidate will also have knowledge of web editors – MS frontpage or equivalent.

Send your CV and a covering letter to James Taylor, eJupiter Computers, 37 Oak Street, London SW10 6XY

3. Job Interviews

3.1 Look at the Language Reference above and then put the verbs in brackets into the correct verb tense (Pres. perfect simple or continuous, or simple past)

1. He (like) _____Maths

2. They (work) _____ on the project all day.

3. John (use) _____ the computer for hours – he looks really tired.

4. How many emails (you/write) _____ today?

5. She (write) _____ this essay since 9 o'clock.

6. They (interview) _____ five candidates today.

7. She (be) _____ a software engineer since 2004.

8. After graduation I (work) _____ for a year with NCR.

9. (you/ever/work) _____ as an IT consultant?

10. I (lose) _____ my PDA.

11. I (send) _____ my CV last Monday. Have you received it yet?

1. Jobs in ICT

1.1 What jobs are being offered in these advertisements? Based on the information given above, describe the main features of the jobs.

Job A

Job B

We are seeking a person to operate peripheral computer equipment, and perform report distribution duties and backup procedures on our servers.

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- performing backups on various operating systems
- analyzing and troubleshooting problems in the Data Centre reported by Help Desks or IT support associates.

The successful candidate will be responsible for maintaining logical and physical database models as well as managing the database

Job requirements

- Bachelor's degree in Computer Science, a related field or equivalent experience
- Analytical skills and a proficiency in developing structured logic

Job A. Computer operator: The candidate will operate printers and unload reports from printers and distribute them through internal email. He/she must perform backups on operating systems. He/she should provide support to help desks and IT support associates by analyzing and troubleshooting problems reported in the Data Centre.

Job B. Database analyst: The candidate will be in charge of maintaining and managing logical and physical database models. He/She must hold a bachelor's degree in Computer Science or related field, or equivalent experience. He/She should have analytical skills and be proficient in developing structured logic.

2. Curriculum Vitae

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I graduated in May 2002 and did a work placement with British Gas as part of my degree. before taking my present job I worked for a year with NCR. I stayed in this job (1) *until* March 2004.
(2) *For* the last three years I have been working as a software engineer for Intelligent software. I have designed four programs in COBOL for commercial use, and (3) *since* January I have been writing programs in C for use in large retail chains. These have been very successful and we have won several new contracts In the UK and Europe on the strength of my team's success.
Two years (4) *ago* I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work, and would welcome the opportunity to learn about a new industry.
I enclose my curriculum vitae. I will be available for an interview at any time.
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Yours sincerely,

Mary Jones.

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Possible answer

James Taylor
eJupiter Computers
37 Oak Street
London SW10 6XY
3rd May 2008

Dear Mr Taylor,

I am writing to apply for the position of Webmaster, which was advertised on monster.com on April 21st.

I graduated in 2004 with a degree in Computer Science and Engineering from the University of Madrid. After I left university, I did a course in computer hardware and networking at the Cybernetics College, London. In 2005, I completed a course in web design, where I learnt to use HTML, Java and Macromedia Dreamweaver. I also have a diploma in web-based technology for business.

For the last three years, I have worked part-time at keo.es, where I have been responsible for updating the website regularly. I have also been using Adobe Flash to create media animation. Before taking my present job, I worked as an IT consultant t Media Market, a company specializing in e-commerce and IT strategies.

I studied languages at school and have the Cambridge CAE certificate in English. When I was a teenager I spent several years in Morocco so I also have a fluent level of Arabic. I have knowledge of most computer platforms (Windows, Mac and Linux) and good communication skills. In my spare time I like listening to music and travelling.

I now feel ready to take the next step in my career and would welcome the opportunity to work for a company like eJupiter. I enclose my curriculum vitae and I look forward to hearing from you. I will be available for an interview at any time from Monday.

Yours sincerely,

María Pérez.

3. Job Interviews

3.1 Look at the Language Reference above and then put the verbs in brackets into the correct verb tense (Pres. perfect simple or continuous, or simple past)

1. He has liked Maths

2. They have been working on the project all day.

3. John has been using the computer for hours – he looks really tired.

4. How many emails have you written today?

5. She has been writing this essay since 9 o'clock.

6. They have interviewed five candidates today.

7. She has been a software engineer since 2004.

8. After graduation I worked for a year with NCR.

9. Have you ever worked as an IT consultant?

10. I have lost my PDA.

11. I sent my CV last Monday. Have you received it yet?