Technik administracji

Semestr II

Język angielski w administracji

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Blok zajęć obejmujący 3 godziny lekcyjne (3x45 minut)

**1. Opracowywane tematy:**

* 2/6: Travel Preparations
* 2/7: Filing Equipment
* 2/8: Filing Systems

**2. Opracowanie poszczególnych tematów:**

* 2/6: Travel Preparations

Słownictwo:

airline ticket – bilet lotniczy

confirmation number – numer potwierdzenia

destination - cel podróży

e-ticket – e-bilet

flight reservation – rezerwacja lotu

foreign language dictionary – słownik języka obcego

itinerary – plan podróży

map - mapa

passport - paszport

travel visa – wiza podróżna

Pytania:

**1 Why do people travel for business?**

**2 What do people need to take with them to the airport?**

1 People travel for business to attend meetings or conferences, to inspect foreign branches of a company or to meet suppliers, distributors or clients abroad.

2 Important things to take to the airport include your documents, such as a passport, visa and driving license, your flight ticket or booking confirmation number, a map and the addresses and names of where you are going, a phrase book and some currency.

* 2/7 Filing Equipment

Słownictwo:

box file – pudło na dokumenty

CD-R disc – płyta CD

CD storage box – pudełko na płyty CD

clear pocket – przeźroczysta okładka

erase – usunąć dane

insert – wkładka

ring binder - segregator

storage - pojemnik

suspension file – teczka wisząca

tab - zakładka

Pytania:

**1 Where do people store their papers?**

**2 How do people keep things organized?**

1 People usually store their papers inside files or folders, which are usually kept inside filing cabinets, cupboards or on shelves.

2 People keep things organized by keeping important information filed away in one place, for example in a folder or filing cabinet, and organizing it clearly and logically, for example by date or subject. Some information can also be stored electronically, or on CDs or DVDs.

* 2/8 Filing Systems

Słownictwo:

alphabetical – alfabetyczny

chronological – chronologiczny

correspondence – korespondencja

desktop – pulpit

digital – w formie elektronicznej

filing system – system dokumentacji/ewidencji

geographically - geograficznie

numerical – numeryczny

subject – temat

Pytania:

**1 Where do people record their friends' addresses, emails and phone numbers?**

**2 How do people organize their important papers?**

1 People record their friends' addresses and phone numbers in address books, diaries, email accounts, social networking sites, or in their cell phones.

2 People organize their important papers by filing them alphabetically, numerically, by subject, by date (chronologically) or geographically.

**3. Treści do przeczytania:**

1. Artykuł na stronie 53 dokumentu w formacie .pdf przesłanego na skrzynkę mailową grupy.

2. Artykuł na stronie 55 dokumentu w formacie .pdf przesłanego na skrzynkę mailową grupy.

3. Artykuł na stronie 57 dokumentu w formacie .pdf przesłanego na skrzynkę mailową grupy.

**4. Zadania do samodzielnego opracowania:**

1. Zadanie 2 na stronie 53 dokumentu w formacie .pdf przesłanego na skrzynkę mailową grupy.

2. Zadanie 2 na stronie 55 dokumentu w formacie .pdf przesłanego na skrzynkę mailową grupy.

3. Zadanie 2 na stronie 57 dokumentu w formacie .pdf przesłanego na skrzynkę mailową grupy.

**5. Test sprawdzający + odpowiedzi:**

**Zad 1. Read the sentence pairs. Choose where the words best fit the blanks.**

1 destination / map

A. Carry a \_\_\_\_ to avoid getting lost.

B. Call when you arrive at your \_\_\_\_

2 flight reservation / airline ticket

A. Have your \_\_\_\_\_\_\_\_\_\_ in your hand before getting on the plane.

B. What is the confirmation number for your \_\_\_\_\_\_\_\_\_\_ ?

3 passport / confirmation number

A. Print a copy of the \_\_\_\_\_\_\_\_ for your flight reservation.

B. \_\_\_\_\_\_\_\_\_\_ is accepted as identification at check-in.

**Zad 2. Choose the word that is closest in meaning to the underlined part.**

1 Put these files in a folder with two metal rings.

A. ring binder B. suspension file C. tab

2 This office needs more space for keeping items that are not in use.

A. inserts B. storage C. legal

3 Put that document into the grey large. rectangular container.

A. clear pocket B. box file C. ring binder

4 Put that picture inside a plastic envelope.

A. storage box B. clear pocket C. tab

**Zad 3. Choose the correct word pairs to fill the blanks.**

1 There is a(n) \_\_\_\_copy of all the documents in the 'Clients' \_\_\_\_.

A subject - desktop B digital - folder C alphabetical - correspondence .

2 File all \_\_\_\_\_\_ in this drawer, and organize it according to \_\_\_\_\_\_\_ .

A folders - geographically. B correspondence - subject. C desktops - alphabetical order.

3 I arrange all the folders on my computer \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_ order.

A correspondence - numerical B subject - filing system C desktop - alphabetical

Odpowiedzi:

Zad 1.

1 map/destination

2 airline ticket/flight reservation

3 confirmation number/passport

Zad. 2

1 A

2 B

3 B

4 B

Zad. 3

1 B

2 B

3 C