

UNIT **12** *Read and Write*



En esta unidad vas a:

- leer un artículo de una revista sobre una empresa de telecomunicaciones
- aprender qué palabras se escriben con mayúscula en inglés.



AJtel Telecommunications

John Harper runs a small telecommunications company in Manchester with his business partner, Alan. The name of the company is AJtel. They've got eight employees including two secretaries and six technicians.

AJtel does two types of work: telephone repairs and installations. Their main customer is the National Health Service and they visit a lot of health centres in villages. If they can't repair the equipment they install a new system.

The repairs can take from five minutes to more than three hours. The installations usually take about five hours in the evening after the health centre closes. Some installations can take days or weeks if they are very big.

However, the Health Service is not AJtel's only customer. They also receive calls from builders, hotels, restaurants and offices. The telephone system is very important for all of these customers. If there is a fault one of the technicians goes to repair it as soon as they can.

At the moment two of the technicians are repairing the telephone system in a health centre near Manchester with John. The other four are driving to Birmingham with Alan to install a new telephone system in a big conference centre. The secretaries are preparing the bills to send to the customers because it's the end of the month.

1 Elige la respuesta correcta.

- 1 Alan is John's **employer / business partner / brother**.
- 2 **Six / Eight / Ten** people work for AJtel Telecommunications.
- 3 The technicians repair the telephone equipment in **health / sports / shopping** centres.
- 4 The technicians usually install new equipment in the **morning / afternoon / evening**.
- 5 Right now two of the technicians are in Manchester **with John / with Alan / alone**.
- 6 The other four technicians are with Alan **in a conference centre / in Birmingham / in a car**.
- 7 The secretaries are **in a health centre / in Birmingham / in the office**.

2 Completa las frases utilizando la información del texto.



John Harper works in **telecommunications**.

- 1 John and Alan have _____ employees.
- 2 AJtel repairs and _____ telephone equipment.
- 3 AJtel's main customer is the National _____ Service.
- 4 AJtel installs _____ equipment when they can't repair the fault.
- 5 Other customers of AJtel include _____, hotels, restaurants and offices.
- 6 At the moment two of the technicians are in a _____ with John.
- 7 Four technicians are driving to a big _____ in Birmingham.
- 8 The secretaries are preparing the _____.

3 Completa el diálogo utilizando la información del texto.



- Secretary AJtel. Can I help you?
 Caller Yes, can I speak to John, please?
 Secretary I'm sorry, but he isn't here right now.
 Caller Oh. Where is he?
 Secretary He's in a **1** _____ near Manchester.
 Caller What's he doing?
 Secretary He's **2** _____ the telephone system.
 Caller Well, is Alan there then?
 Secretary No, sorry. Alan's **3** _____ to Birmingham.
 Caller What's he doing in Birmingham?
 Secretary He's **4** _____ a new telephone system. Can I help you?
 Caller I don't know. How many technicians have you got?
 Secretary **5** _____ .
 Caller Good. Tell John or Alan to call me in the morning, OK? It's George. I've got some work for you.
 Secretary OK, George. Goodbye.

Words to remember

4 Relaciona los verbos del texto con los objetos.

- | | |
|------------------|---------------|
| 1 run | customers |
| 2 repair | a phone call |
| 3 install | a company |
| 4 visit | three hours |
| 5 take | a new machine |
| 6 receive | a fault |

Using capital letters

En inglés, las siguientes palabras siempre empiezan con mayúscula:

- los nombres de ciudades, regiones, provincias y países
AJtel Telecommunications is in Manchester in England.
 La empresa AJtel Telecommunications está en Manchester, Inglaterra.
- las nacionalidades y otros gentilicios
I work with American, French and Swedish multinational companies.
 Trabajo con multinacionales estadounidenses, francesas y suecas.
- los idiomas
All the employees speak English.
 Todos los empleados hablan inglés.
- los días de la semana y los meses del año
The meeting is on Monday the thirteenth of March.
 La reunión es el lunes, 13 de marzo.
- las festividades
They work at Christmas and New Year.
 Trabajan en Navidad y Año Nuevo.

1 Responde a las preguntas con las respuestas del recuadro. Usa mayúsculas cuando sea necesario.

we always go to menorca. it's on 15th september.
 i live in the centre of edinburgh.
 i go to english class on friday evenings.
 we visit them at christmas. i'm from australia.
 we speak french. he's canadian.
 we go in august.

Where do you live?
I live in the centre of Edinburgh.

- Where are you from?

- When do you study English?

- When do you usually go on holiday?

- What language do you speak at home?

- Where do you usually go on holiday?

- What nationality is he?

- When's your birthday?

- When do you visit your family?

2 Corrige los nueve errores en el uso de mayúsculas.

Simon

Dear ~~simon~~,

How are you? I'm fine and I'm very happy about my new job. I start next monday and I'm very excited about it.

After christmas I'm going to london for two weeks. I'm staying in a hotel in chelsea, so maybe we can meet for a drink in january.

I'm a bit nervous because everyone speaks two or three languages in my new company. My boss is swiss, but she lives in britain now. I hope I can remember my german from school!

Hope to see you soon.

Best wishes,

kate