

UNIT 9 *Read and Write*











En esta unidad vas a:

- leer un folleto informativo sobre tarjetas de crédito y seguridad
- aprender a redactar instrucciones utilizando el imperativo.



Credit card theft is a common crime: don't become the next victim! Read these top tips to find out how you can keep your credit card safe.

-  Keep your credit card in a safe place. Always keep it in the same place so you know exactly where it is and you don't lose it.
-  When you go out, don't leave your credit card in your jacket pocket on a chair. Keep it with you at all times.
-  Stay with your credit card whenever you pay for something. When you are in a restaurant, go with the waiter to pay for your meal. Don't lose sight of your card.
-  Don't give your personal details or credit card number over the phone if someone calls to ask for them. Banks and credit card companies never call you to ask for your personal details.
-  Cut up your old credit card with a pair of scissors. If your bank doesn't automatically send you a new card, call them to find out where it is.
-  Keep the receipts you get when you pay by credit card. When you receive a statement from your bank, check that all the payments are correct.
-  Sign your new credit card as soon as it arrives and put it in your wallet immediately.
-  Tell your bank and credit card company if you are going to move house. You don't want other people to see your personal details.

Remember, a credit card is more than just a piece of plastic because it opens the door to your bank account. You need to look after it carefully to stop the wrong people from getting in. Follow the tips to keep your credit card – and your money – safe.

1 Indica si las siguientes afirmaciones son verdaderas (true) o falsas (false).



- 1 You must always know where your credit card is.

- 2 You can leave your credit card on a chair when you go out. _____
- 3 You don't need to go with the waiter when you pay for your meal. _____
- 4 If someone phones you, you mustn't give them your credit card number. _____
- 5 You must always keep your old credit card.

- 6 You don't need to check your bank statement.

- 7 You must put your credit card in your wallet when it arrives. _____
- 8 You mustn't tell your credit card company if you move house. _____

2 Completa las frases con dos palabras en cada espacio.

You must keep your credit card in a **safe place**.

- 1 You mustn't leave your credit card in your
_____.
- 2 You must go with _____ if you pay for a meal by credit card.
- 3 You mustn't give your _____ to anyone over the phone.
- 4 You must call _____ if a new card doesn't arrive by post.
- 5 You must check _____ with your bank statement.
- 6 You _____ your new card as soon as it arrives.
- 7 You must tell your bank your new address if you
_____.

Words to remember

3 Busca las palabras en el texto.

A person who is affected by a crime.
victim



- 1 Breakfast, lunch or dinner.



- 2 Information about yourself.



- 3 You use these to cut things with.



- 4 A piece of paper that shows how much you paid for something.



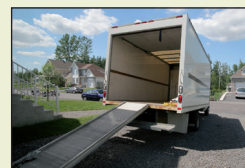
- 5 Write your name in a special way.



- 6 You carry your money and credit cards in this.



- 7 To go and live in another place.



Using imperatives

El imperativo se utiliza para dar órdenes, hacer sugerencias o animar a alguien a hacer algo. Los folletos informativos normalmente están escritos en imperativo.

Forma afirmativa

La forma afirmativa del imperativo es igual que la del infinitivo del verbo pero sin *to*. Cuando se utiliza el imperativo, el sujeto se omite y la forma es la misma para dirigirse tanto a una persona como a varias.

Keep your credit card in a safe place.

Guarda su tarjeta de crédito en un lugar seguro.

Cut up your old credit card with a pair of scissors.

Corta su antigua tarjeta de crédito con unas tijeras.

Forma negativa

Para construir la forma negativa del imperativo, se coloca *don't* delante del verbo.

Don't give anyone your personal details or credit card number over the phone.

No dé a nadie sus datos personales ni el número de su tarjeta de crédito por teléfono.

Don't leave your credit card in your jacket pocket.

No deje la tarjeta de crédito en el bolsillo de la chaqueta.

1 Completa las frases con la forma imperativa correcta de un verbo del recuadro.

be carry tell keep leave put use walk



Don't carry all your money with you when you go sightseeing.

- 1 _____ your bag with you at all times.
- 2 _____ the police immediately if you lose your documents.
- 3 _____ down dark, narrow streets.
- 4 _____ your money and your passport in the hotel safe.
- 5 _____ your phone on the table where you're sitting.
- 6 _____ careful in crowded places.
- 7 _____ a cash machine at night if you're alone.

2 Completa el folleto con la forma imperativa correcta de cada verbo.

Tips for personal safety



If you're alone at night and someone asks you the time, **don't stop** (stop). **1** _____ (continue) walking and **2** _____ (apologise) if you think it's necessary. **3** _____ (look) at a mobile phone to tell someone the time. If a thief asks you for your bag or your wallet, **4** _____ (put) it into his hand. **5** _____ (throw) it as far as you can. When he goes to get it, **6** _____ (run) in the opposite direction. **7** _____ (go) to the police immediately and tell them what happened. **8** _____ (try) to get your bag back.