

## A presentation card

**Class objective:** To learn how to apply for the job and explain about your education in Spanish.

### Concept A: UNA CARTA DE PRESENTACIÓN

Mira este anuncio de trabajo y la carta que ha enviado Lucía Jiménez. ¿Cuáles crees que son sus puntos fuertes y sus puntos débiles como candidata al puesto?

**Oferta de empleo**  
**SE NECESITA**  
**SECRETARIO/-A**  
**DE DIRECCIÓN**  
**(para empresa en**  
**Tenerife)**

**Requisitos:**

- Titulado/-a universitario/-a
- Excelente nivel oral y escrito de inglés y de francés
- Experiencia mínima de dos años en un cargo similar
- Incorporación inmediata
- Se valorarán conocimientos de otros idiomas

Apreciados señores:

Les escribo con relación al anuncio publicado por *El País* con fecha de domingo 21 de septiembre para solicitar el puesto de secretaria de dirección en su empresa.

Como pueden ver en mi C.V., en 2007 me licencié en Filología francesa. Inmediatamente después hice unas prácticas en París en Impocafé, una empresa de oración importación de café. Al acabar las prácticas, conseguí un puesto como secretaria en las oficinas de la Unión Europea en Estrasburgo. Trabajé en el Departamento de traducción español > francés durante dos años. Hace unos meses, debido al traslado de mi pareja a la filial española de la empresa en la que trabaja, volví a Málaga, donde resido actualmente.

**QUESTION 1**

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1. Selfish
- 2. Humble
- 3. Empathetic

**QUESTION 2**

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

**QUESTION 3**

- 1. A leader should be someone who is always honest and never dishonest.

**QUESTION 4**

Which of the following is NOT a characteristic of a good leader?

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**ANSWER**

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**QUESTION 5**

**QUESTION 1**

Which of the following is NOT a characteristic of a good leader?

**ANSWER**

- 1. Visionary
- 2. Empathetic
- 3. Authoritative

**QUESTION 2**

- 1. A leader should be someone who is naturally charismatic and confident.
- 2. A leader should be someone who is naturally outgoing and sociable.
- 3. A leader should be someone who is naturally organized and detail-oriented.

**ANSWER**

- 1. A leader should be someone who is naturally organized and detail-oriented.

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