

Seminar 17: Let's talk...



Work!

+

Present Perfect vs Past Simple



OVERVIEW:

1. **Relevante Expressions, Verbs & Vocabulary (REVV!)**
2. **Important Grammar: Present Perfect vs Past Simple**
3. **Precise Pronunciation: work, word, world, worse, were**
4. **F.A.C.E. = False Friends & Avoiding Common Errors!**
5. **Most common questions – Can you answer them?**

Work

Work



Work



Work

Work



Work

Work





Work

“Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle. As with all matters of the heart, you’ll know when you find it.”

— Steve Jobs

Tu trabajo ocupará gran parte de tu vida y la única manera de estar verdaderamente satisfecho es haciendo lo que crees que es un gran trabajo. Y la única manera de hacer un gran trabajo es amar lo que haces. Si aún no lo has encontrado, sigue buscando. No te conformes. Como ocurre con todos los asuntos del corazón, sabrás cuando lo encuentres.

Work

**Do you live to work
or
work to live?**

Work

**"Work is a necessity for man. Man
invented the alarm clock."**

— Pablo Picasso

***El trabajo es una necesidad para el hombre. El hombre inventó el
despertador.***



REVV

TIME:



**Relevant
Expressions,
Verbs
&
Vocabulary**

Work





Work

"Nothing will work unless you do."

— Maya Angelou

Nada funcionará a menos que tú lo hagas.

Nada funcionará a menos que tu trabajes.

Work

TYPES of work

Healthcare: Doctors, nurses, pharmacists, medical technicians.

Education: Teachers, professors, educational administrators.

Technology: Software developers, IT specialists, system analysts.

Construction: Builders, electricians, plumbers, architects.

Service Industry: Waiters, chefs, hotel staff, customer service representatives.

Finance: Accountants, financial analysts, bankers, auditors.

Manufacturing: Factory workers, machinists, quality control inspectors.

Retail: Sales associates, cashiers, store managers.

Agricultural: Farmers, agricultural technicians, horticulturists.

Creative Industry: Artists, writers, musicians, designers.

Transportation: Drivers, pilots, logistics coordinators.

Work

TYPES of work

Atención sanitaria: Médicos, enfermeras, farmacéuticos, técnicos médicos.

Educación: Maestros, catedráticos, administradores educativos.

Tecnología: Desarrolladores de software, especialistas en TI, analistas de sistemas.

Construcción: Constructores, electricistas, fontaneros, arquitectos.

Industria de Servicios: Camareros, chefs, personal de hotel, representantes de atención al cliente.

Finanzas: Contadores, analistas financieros, banqueros, auditores.

Fabricación: Trabajadores de fábrica, maquinistas, inspectores de control de calidad.

Comercio minorista: asociados de ventas, cajeros, gerentes de tienda.

Agrícolas: Agricultores, técnicos agrícolas, horticultores.

Industria Creativa: Artistas, escritores, músicos, diseñadores.

Transporte: Conductores, pilotos, coordinadores de logística.

Work

PEOPLE who work

Employer	Empleado
Employee / worker	Empleador / trabajador
Full-Time Employees	Empleados a tiempo completo
Part-Time Employees	Empleados a tiempo parcial
Freelancers/Contractors	Autónomos/Contratistas
Temporary workers	Trabajadores temporales:
Interns/Trainees	Becarios/aprendices
Staff	Personal/plantilla
Management staff	Personal directivo
Administrative staff	Personal administrativo
Technical staff	Personal técnico
Support staff	Personal de apoyo



Work

PEOPLE who work



Boss/Supervisor	Jefe/Supervisor
Director	Director
Manager	Gerente
Superior	Superior
Colleague	Colega



Co-worker (US)	Compañero de trabajo
Workmate (UK)	Compañero de trabajo

White-collar workers (office-based jobs)	Trabajadores administrativos (trabajos de oficina)
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Blue-collar workers (manual-labour jobs)	Trabajadores manuales (trabajos manuales)
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Union workers	Trabajadores sindicalizados
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Private business owner	Propietarios de empresa privada
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Entrepreneurs	Emprendedores
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Work

"You can't have a million-dollar dream with a minimum wage work ethic."

—Zig Ziglar

No se puede tener un sueño de un millón de dólares con una ética de trabajo con salario mínimo.

Work

MONEY for your work



	Wage	salario
	Minimum wage	salario mínimo
	Salary (monthly, annually)	salario (mensual, anual)
Benefits (dental insurance, food allowance/stipend)		beneficios (seguro dental, tickets de restaurante)
	Overtime	horas extras
	Pay check (U.S.) / pay packet (UK)	nomina
	Pay	pago
	Direct deposit	deposito directo
	To get paid	recibir el pago
To get a pay raise (US) / pay rise (UK)		recibir un aumento de sueldo
	To pay taxes	pagar impuestos
	Social security	seguridad Social
	Tax withheld	retención
To live from pay check to pay check		vivir mes a mes
	To make ends meet	llegar a fin de mes

Work

**"People who never do any more than they
get paid for, never get paid for any more
than they do."**

— Elbert Hubbard

***Las personas que nunca hacen más de lo que les pagan, nunca les
pagan más de lo que hacen.***

Work

RESPONSIBLE FOR you work

VERBS: To...



be responsible for

ser responsable de

be in charge of

estar a cargo de

be the head/chief of

ser el jefe de

head

llevar cargo

lead

liderar

run

gestionar

report to (someone)

reportar a

serve under

servir bajo

promote

ascender

be promoted to a higher position

ser ascendido a un puesto superior

Work

Do your JOB

VERBS: To...

fulfil your responsibilities

cumplir con tus responsabilidades

fulfil your duties

cumplir con tus deberes

do your tasks

hacer tus tareas

do your job

hacer tu trabajo

do projects

hacer proyectos

do/write reports

hacer/escribir informes

manage your schedule

gestionar tu agenda

manage your work

gestionar tu trabajo

evaluate the situation

evaluar la situación

identify solutions

identificar soluciones

designate resources

designar recursos

delegate people

delegar personas

create a strategy

crear una estrategia

make policy

hacer política

carry out a plan

llevar a cabo un plan



Work

PHRASAL VERBS *with work*

VERB

+

Preposition:

=

Work on (tasks, projects) Trabajar en (tareas, proyectos)

Work out (a way to solve the problem) Encontrar una manera de solucionar el problema

Work out (exercise) Hacer ejercicio

Work for (a company, an end) Trabajar para (una empresa, un fin)

Work together (with other people) Trabajar juntos (con otras personas)

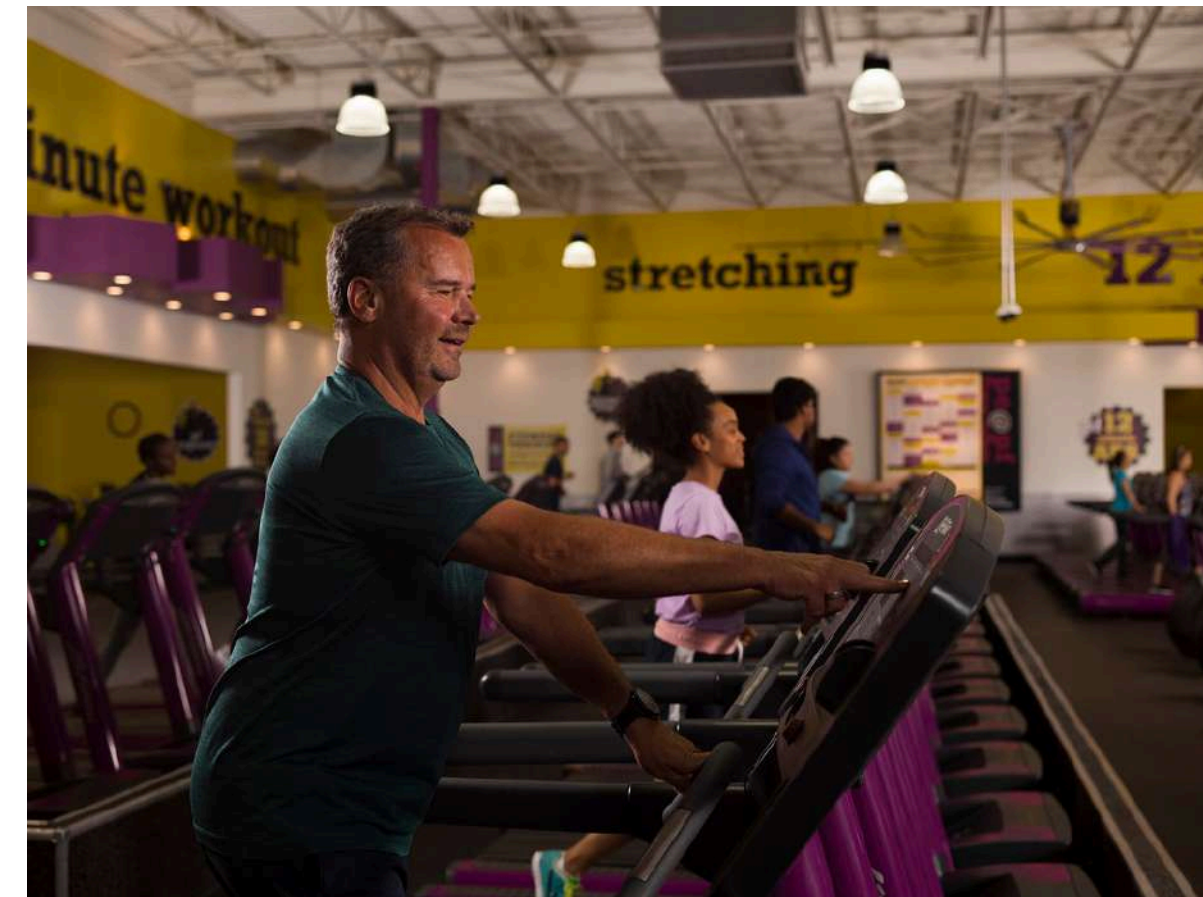
Work with (people, inspiration) Trabajar con (personas, inspiración)

Work towards (the objective/goal) Trabajar hacia (el objetivo/meta)

Work



Work out



Work

WHEN you DON'T work

What time do you finish work?

I finish at 6pm.

¿A que hora terminas de trabajar?

Termino a las 6 de la tarde.

What time do you leave work?

I usually leave at 6pm.

¿A que horas sales de tu trabajo?

Normalmente salgo a las 6 de la tarde.

What time do you get off work?

I get off at 6pm.

¿A que hora sales del trabajo?

Salgo a las 6 de la tarde.

What time does your workday end?

My day ends at 6pm.

¿A qué hora termina tu jornada laboral?

Mi día termina a las 6 de la tarde.

NOT
go out of work

Work

WHEN you DON'T work

Take/have time off of work	Tomarse/tener un día libre en el trabajo (librar)
A day off	Un día libre
Personal days /personal time off (PTO)	Días personales/tiempo libre personal
Paid time off (PTO)	Tiempo libre remunerado
Sick days	Días de baja
Vacation days	Días de vacaciones
Holiday (i.e. Christmas, St. Patricks Day)	Día festivo (Navidad, Día de San Patricio)
Bank holiday (Christmas, 12th of October)	Día festivo (Navidad, 12 de octubre)



Work

WHERE we work (PREPOSITIONS!)

Estar...

en el trabajo

en la oficina (ubicación general)

en la oficina (adentro)

en mi escritorio

en tu área de trabajo/espacio de trabajo

en la sala de conferencias

Trabajar...

en un equipo

en un proyecto

en casa (desde casa) (trabajo remoto)

Work

WHERE we work (PREPOSITIONS!)

To be...



At work

At the office (general location)

In the office (inside)

At my desk - (NOT on my desk / NOT my seat)

At your Work area / work space

In the conference room

To work...

On a team

On a project

From home (remotely) NOT telework

Work



NOT Sitting **ON** your desk

Work

**“The best way to appreciate your job is to
imagine yourself without one.”**

—Oscar Wilde

La mejor manera de apreciar tu trabajo es imaginarte sin uno.

Work

STATUS of work

VERBS: To...

be employed ser empleado

be unemployed (between jobs) estar desempleado (entre trabajos)

apply for a job solicitar un empleo

be interviewed for a job ser entrevistado para un trabajo

be considered for a job ser considerado para un trabajo

be selected for a job ser seleccionado para un trabajo

be hired for a job ser contratado para un trabajo.

be contracted for a job (short-term) ser contratado para un trabajo.

get a job conseguir un trabajo

Work



I WILL WRITE & EDIT
EXECUTIVE RESUME
FEDERAL RESUME
USA JOBS
ATS RESUME
GOVERNMENT RESUME
RESUME / CV
COVER LETTER
Linkedin **OPTIMIZATION**

Work

HIRE & FIRE those who work

HIRE = CONTRATAR

VERBS: To...

hire / be hired

employ / be employed

recruit / be recruited

appoint / be appointed

contract / be contracted
(temporary)

HIRED



Contratar / ser contratado

Emplear / ser empleado

Reclutar / ser reclutado

Designar / ser designado

Contratar / ser contratado
(temporalmente)

Work

HIRE & FIRE those who work

FIRE = DESPEDIR

VERBS: To...

Dismiss:

"The employee was dismissed for misconduct."

Make redundant:

"After only working with the company for a year he was made redundant due to poor performance."

Release:

"The company released him from his duties last week."

Let go:

"The firm decided to let go of some staff members."

Lay off:

"The company had to lay off several workers due to budget cuts."

Terminate:

"His contract was terminated due to poor performance."

Sack (UK) / Fire (US):

"He was sacked/fired for not following the rules."



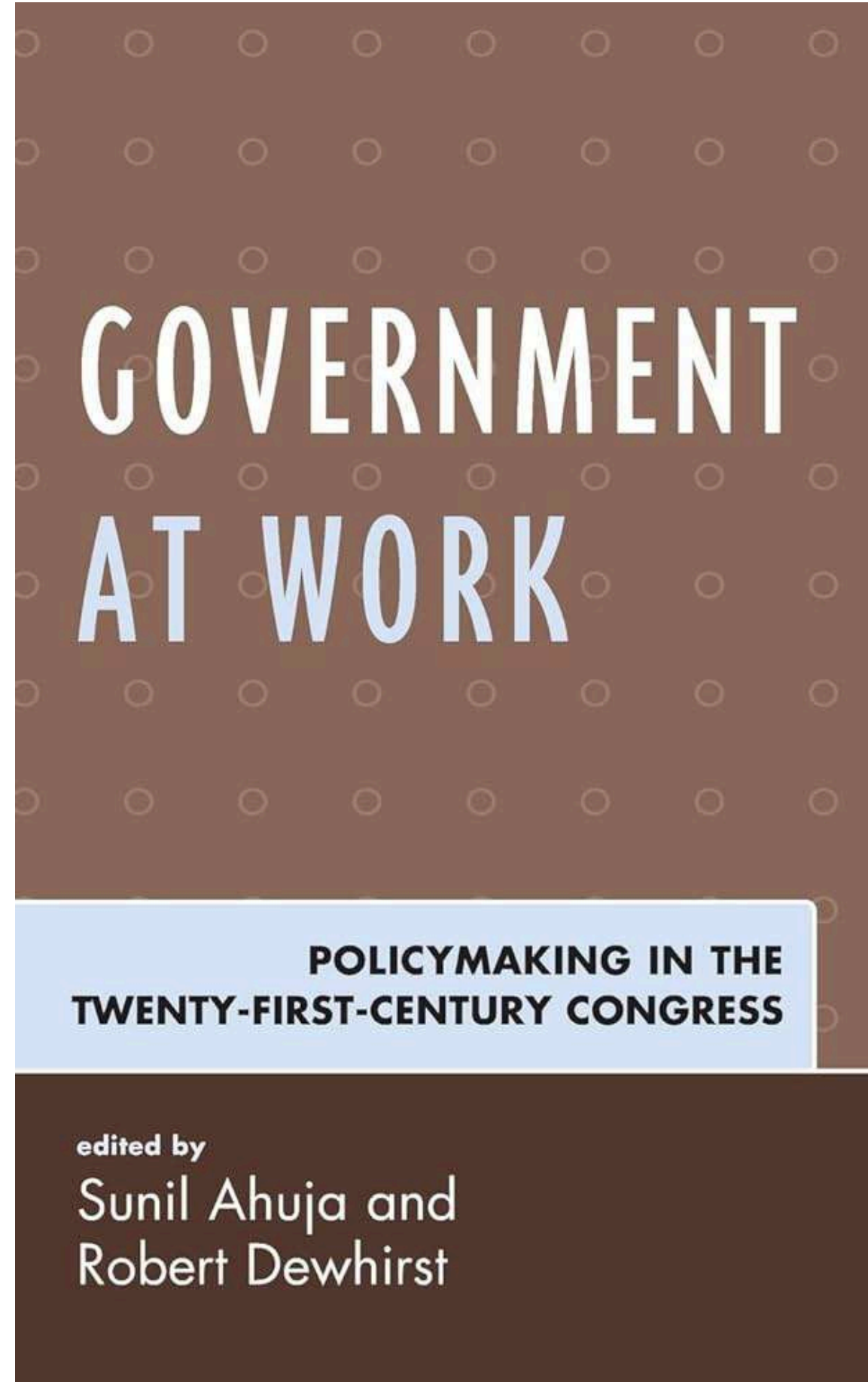
Work

QUITTING work VOLUNTARILY

VERBS:	To...	quit one's job	dejar el trabajo
		resign (Sanchez)	dimitir (Sánchez)
		be forced to resign (Rajoy)	que le obliguen a dimitir (Rajoy)
		step down	renunciar
		vacate the position	dejar el puesto
		retire	jubilarse



Work



Work

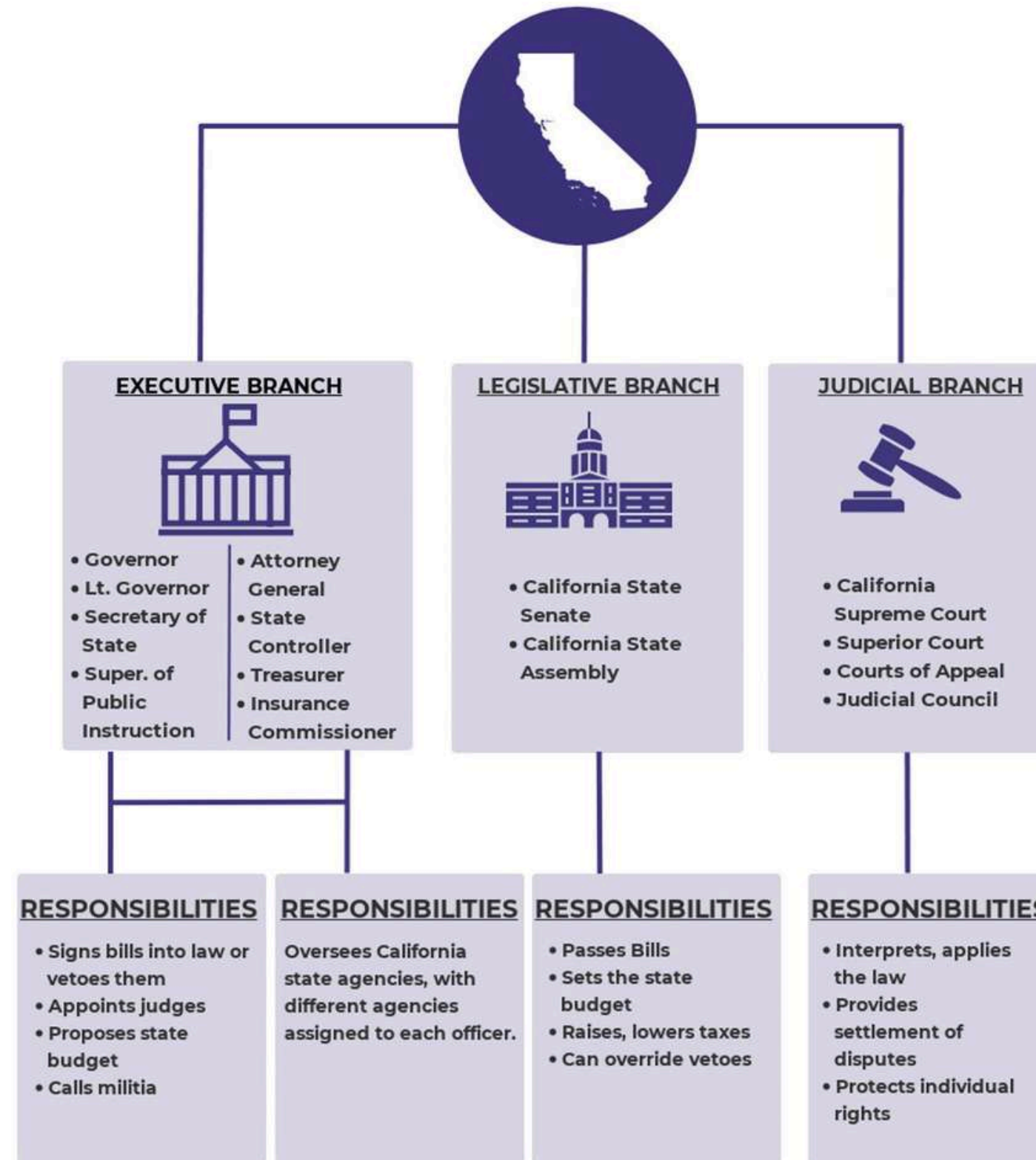
GOVERNMENT at work

Government/state/city representative	representativo publico
Public employee	empleado publico
Civil servant	funcionario
City/town council (people)	municipio (personas)
Town hall (place)	ayuntamiento (lugar)
The government	la administración
The administration	el gobierno



Work

HOW CALIFORNIA GOVERNMENT WORKS



Work



Work



Work



What is Public Works?



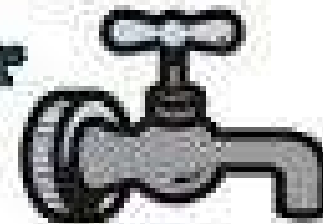
Street Signs



Road Work



Drinking Water



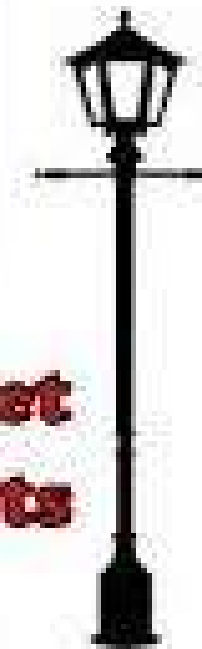
Waste Water



Traffic Signs



Street Lights



Storm Water



Snow Removal



Garbage





POLL TIME!



Work

Poll time

1. Which is the highest paid profession in Spain?
 - a. IT DevOps
 - b. Industrial Operations Manager
 - c. Specialized Doctor
 - d. Engineering Production Manager

Work

Poll time

1. Which is the highest paid profession in Spain?
 - a. IT DevOps €50-80,000 depending on the company.
 - b. Industrial Operations Manager €70,000 – €130,000 Annual base salary (SBA) + bonus**
 - c. Specialized Doctor €56,000 - €100,000 SBA.
 - d. Engineering Production Manager €50,000 SBA (+ bonus).

Work

Poll time

2. Which of the following is not one of the CURRENT job market trends?

- a. Automation and AI**
- b. Gig Economy and freelancing**
- c. Remote work**
- d. Sustainability and green jobs**
- e. Artistic interpretation**

Work

Poll time

2. Which of the following is not one of the CURRENT job market trends?

- a. Automation and AI**
- b. Gig Economy and freelancing**
- c. Remote work**
- d. Sustainability and green jobs**
- e. Artistic interpretation**

Work

CURRENT job market trends

Technological Advancements:

Automation and AI: Automation, artificial intelligence (AI), and machine learning are transforming many industries, creating demand for tech workers while more than some traditional roles.

Digital Skills: There's a high demand for skills in software development, data analysis, cybersecurity, and digital marketing.

Gig Economy and Freelancing:

More young people are participating in the gig economy, finding work as freelancers or independent contractors. Platforms like Upwork, Fiverr, and Uber offer flexible work opportunities but often lack stability and benefits.

Remote Work:

The COVID-19 pandemic accelerated the adoption of remote work. Many companies are now offering flexible working arrangements, which can provide more opportunities for young people, particularly those who prefer or need to work from home.

**Source: Chat GPT inquiry*

Work

CURRENT job market trends

Sustainability and Green Jobs:

There is growing demand in sectors related to sustainability, renewable energy, and environmental conservation. Young people with skills in these areas are likely to find increasing job opportunities.

Healthcare and Biotech:

- The aging population and ongoing health crises (like the COVID-19 pandemic) have spurred growth in the healthcare and biotechnology sectors, creating numerous job opportunities.

**Source: Chat GPT inquiry*

Work

Gig Economy

['gig i-'kă-nə-mē]

A segment of the service economy based on flexible, temporary, or freelance jobs, often involving connecting clients and customers through an online platform.



 Investopedia

Work

Poll time

3. Which of the following is not one of the FUTURE job market trends in the next 10-15 years?

- a. Managing AI systems**
- b. Quantum computing**
- c. Astronomic orienteering and mining**
- d. STEM jobs (science, technology, engineering, mathematics)**
- e. Creative human-centric roles**

Work

Poll time

3. Which of the following is not one of the FUTURE job market trends in the next 10-15 years?

- a. Managing AI systems**
- b. Quantum computing**
- c. Astronomic orienteering and mining**
- d. STEM jobs (science, technology, engineering, mathematics)**
- e. Creative human-centric roles**

Work

FUTURE job market trends

in the next 10-15 years...

Continued Technological Evolution:

AI and Machine Learning: These fields will continue to grow, leading to more specialized roles in developing and managing AI systems.

Quantum Computing: As this technology matures, new job categories will emerge.

Shift in Job Types:

STEM Jobs: Science, technology, engineering, and mathematics (STEM) fields will remain crucial. Roles in data science, software engineering, and biotech are expected to be in high demand.

Creative and Human-centric Roles: Jobs requiring creativity, critical thinking, and human interaction, such as design, counseling, and social work, may see growth as these are harder to automate.

Lifelong Learning and Skill Development:

Continuous learning will be essential. Young people will need to adapt by regularly updating their skills through online courses, certifications, and higher education.

**Source: Chat GPT inquiry*

Work

FUTURE job market trends

in the next 10-15 years...

Demographic Changes:

The global population is aging, especially in developed countries, which will increase demand for healthcare services and related professions.

Globalization and Cross-Cultural Competence:

The ability to work in diverse and global teams will be increasingly valuable. Understanding different cultures and languages can provide a competitive edge.

Climate Change and Environmental Focus:

As the world grapples with climate change, jobs related to sustainability, environmental protection, and green technology will become more prominent.

**Source: Chat GPT inquiry*

Work

Poll time

4. What do you think is the most important professional skill?
- a. Communication
 - b. Problem-solving
 - c. Time management
 - d. Digital literacy
 - e. Organizational skills

Work

20 of the most important skills

that employers look for:

1. Communication: Clear and effective communication is crucial in almost every job.
2. Teamwork: The ability to work well with others and contribute to a team.
3. Problem-solving: Identifying and solving issues efficiently.
4. Leadership: Leading and managing teams effectively.
5. Adaptability: Flexibility and the ability to adapt to changing situations.
6. Time Management: Managing one's time effectively to meet deadlines.
7. Critical Thinking: Analyzing and evaluating information to make informed decisions.
8. Customer Service: Providing excellent service to clients or customers.
- 9- Project Management: Planning, executing, and completing projects on time and within budget.
10. Digital Literacy: Proficiency with digital tools and technologies.

**According to CV Maker & Zety*

Work

20 of the most important skills

that employers look for:

11. Data Analysis: Interpreting and analyzing data to make informed decisions.
12. Creativity: Generating new ideas and innovative solutions.
13. Interpersonal Skills: Building and maintaining positive relationships with others.
14. Attention to Detail: Precision and accuracy in tasks.
15. Negotiation: Effectively negotiating terms and conditions.
16. Conflict Resolution: Resolving disagreements and conflicts constructively.
17. Technical Skills: Job-specific technical abilities.
18. Organizational Skills: Structuring and organizing tasks and responsibilities.
19. Sales and Marketing: Skills related to selling products and marketing them effectively.
20. Strategic Thinking: Planning and thinking long-term to achieve goals.

**According to CV Maker & Zety*

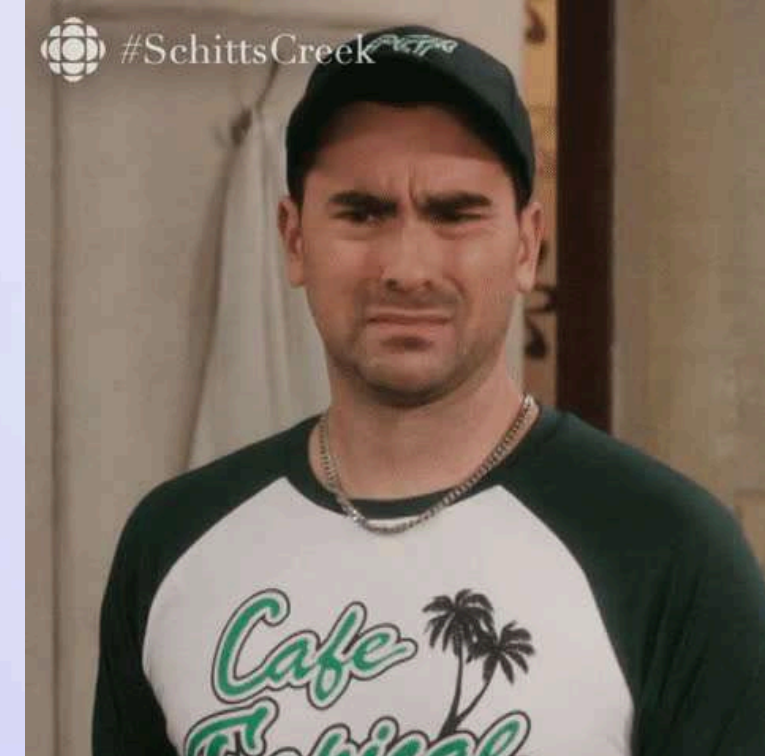
Work

Poll time

5. Do you feel you are in the right job (are you satisfied)?

- a. Yes**
- b. No**
- c. Not sure**

COMMON ERRORS & CONFUSION !!



BE CAREFUL!!!

Common Errors with work-related language



Last month I worked **in** a project right now to provide more assistance to large families.

I'm **working ON a project** right now to provide more assistance large families.



I was **on** my desk when he called.

I was **AT my desk** when he called.

BE CAREFUL!!!

Common Errors with work-related language



I usually **go out of** the office at 5 o'clock. Yesterday I **went out** at 6:30pm.

go out = socially (for a movie, for a meal, to a bar)

I usually **leave the office** at 5 o'clock. Yesterday I **left** at 6:30pm.



She is **the** responsible **of** event planning.

She is **responsible for** event planning. / She is **in charge of** event planning.

BE CAREFUL!!!

Common Errors with work-related language



Tomorrow I am on holiday^s. (only for one day)

holiday vs. bank holiday vs. a day off

Tomorrow I have the **day off**. / Tomorrow I am on holiday. (only for one day)

Tomorrow I'm going on **holidays/vacation**. (for **many days**)



Carlos promoted last month.

an employee is promoted by the company

Carlos **was promoted** last month.

BE CAREFUL!!!

Common Errors with work-related language



She has **an** interesting **work**.

job is countable / work is uncountable

She has **an interesting job**. / She **does** interesting **work**.



They **contracted** the worker. (for a permanent job)

contract (verb) is used for short-term work

They **hired** the worker. (for a permanent job)

They **contracted** the marketing company for the sales campaign.

Work

**"Luck is a dividend
of sweat.
The more you
sweat, the luckier
you get."**

— Ray Kroc

***La suerte es un dividendo
del sudor. Cuanto más
sudás, más suerte tienes.***



Grammar

Focus:

Present Perfect
VS
Past Simple

Past Simple or Present Perfect

This week has been a complicated week and yesterday was an even more complicated day. Recently we installed a new software program that is supposed to make things easier. However, it has caused more problems and it has made work more difficult. Additionally, we have a new person in the IT department who just started in his job last week who unfortunately hasn't learned how the program works. Just yesterday that person erased an entire database with just one click. Our IT systems manager told us we can restore the data, but so far, we haven't been able to do it. I lost all my work yesterday morning and waited all day but didn't recover it. What happened yesterday was frustrating, but if the whole database is gone it will be a disaster. I got to work an hour ago and since I arrived the systems manager has talked to his director and they think they have a solution. Fingers crossed.

past tense uses = 21
past simple = 12 times
present perfect = 6 times
?? = 5

Grammar

Focus:

Present Perfect
VS
Past Simple

Past Simple

accomplished / finished

**What
did
they
do?**



**When
did
they
do
it?**

in the past

Past Simple USE

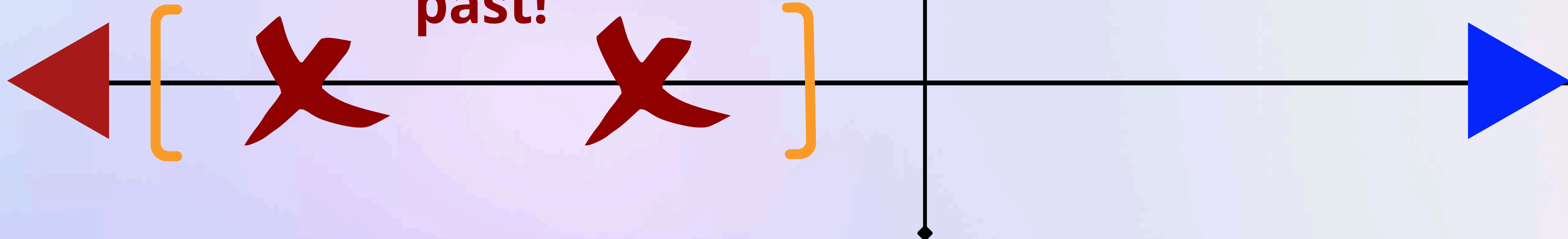
Specific

moments in the
past!

NOW

PAST

FUTURE



Last year he **went** to Munich.

I **saw** that movie last month.

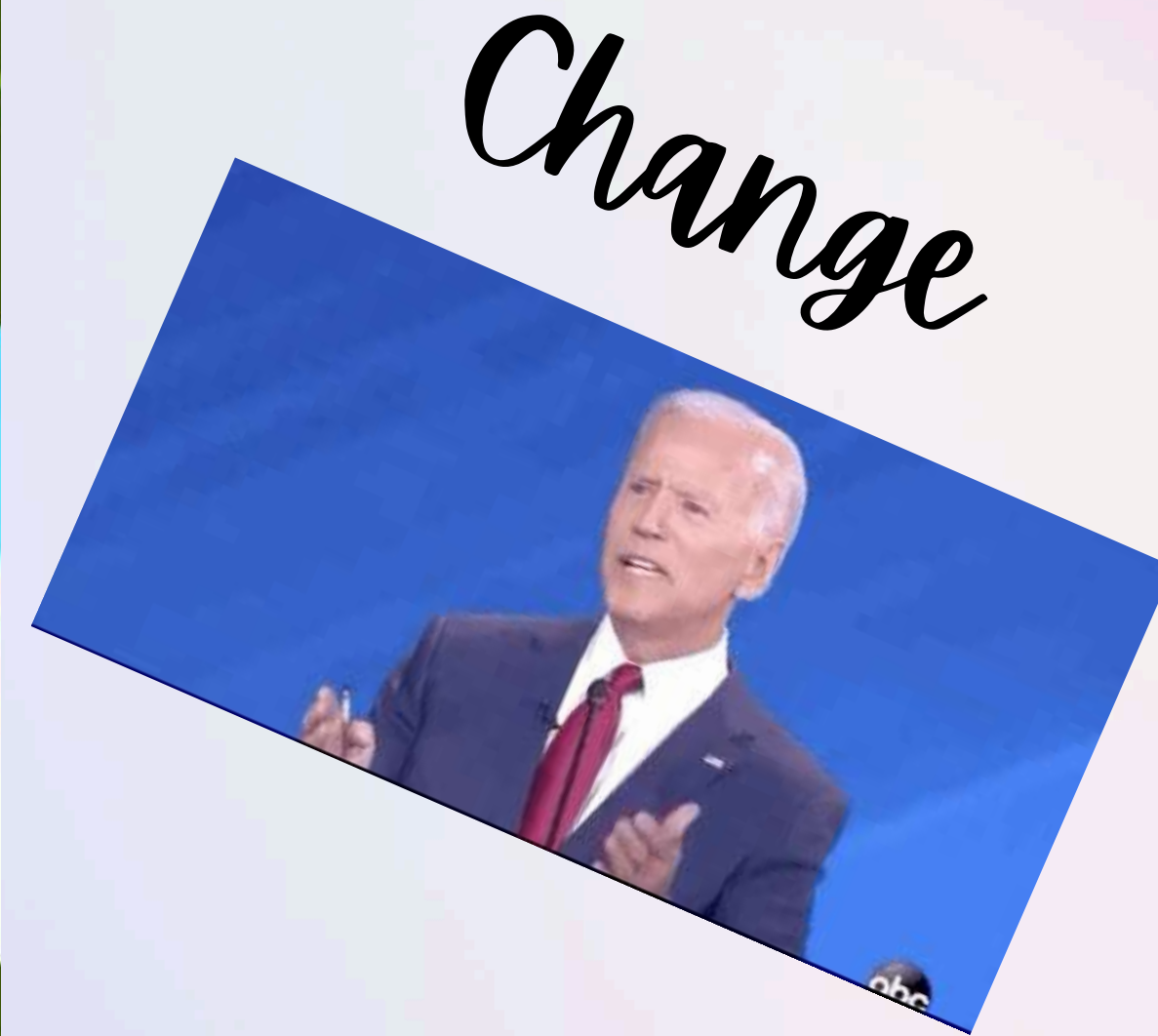
She **did** a lot yesterday.

They only **lived** there for 2 years.
(at that time)

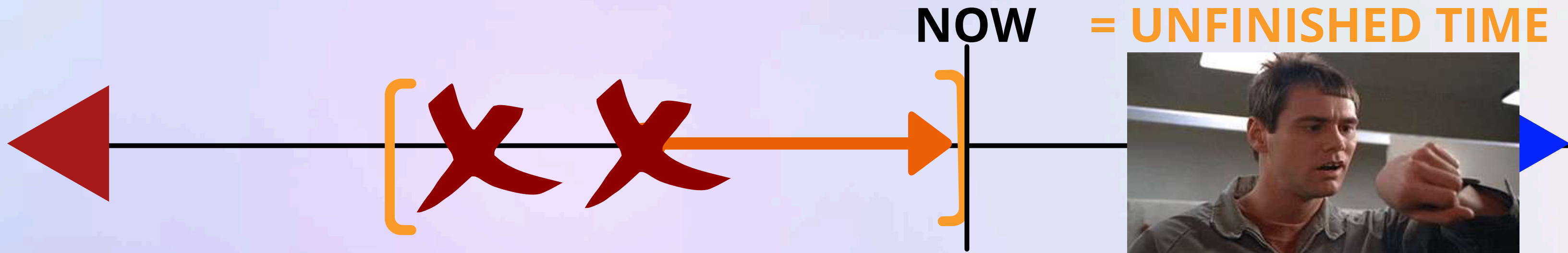
Present Perfect connected to now



Continuing
situation



Present Perfect USE



Experience: This year he **has been** to Paris twice.

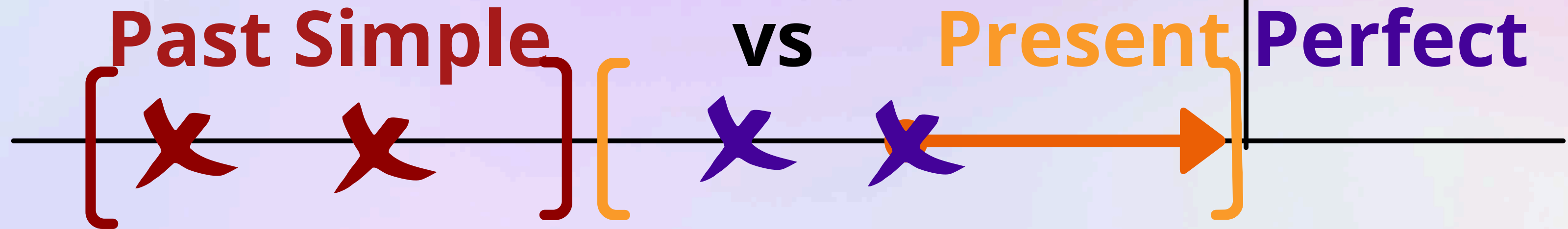
Experience: I **have seen** that series already.

Change: She **has done** a lot today.

Change: **Have** they **arrived** yet?

Continuing situation: They **have lived** there since January.

TIME FRAME ^{NOW}



Past Simple

=

**YES OR NO
at exact past moment
WHEN EXACTLY?
(When DID it happen?)**

Present Perfect

=

**YES OR NO?
EVER?
LATELY?
HOW MUCH/MANY?
(when NOT important)**

KEY WORDS

Past Simple vs Present Perfect

FINISHED time in the past

yesterday

3 days ago

in 2003

in December

when I was young

when she arrived

LAST week, month, year, summer

UNFINISHED time (Past-Present)

ever/never

already

lately

since

in the last several days

in my life

so far

THIS week, month, year, summer

KEY WORDS

Present Perfect

Time expressions for **UNFINISHED** time (Past->Present):

It's the first time (Es la primera vez que...)

ever/never (alguna vez/ nunca)

already (ya)

lately (últimamente)

since (desde)

in the last several days (en los ultimos dias)

in my life (en mi vida)

so far (hasta ahora)

this week/month/year (esta semana...)

COMMON EXPRESSIONS

Present Perfect

Have you ever...?

= Has 'hecho' alguna vez

I have been to

= he estado allí / conozco

I've never ...

= nunca he

This is the first time I've ...

= es la primera vez que lo hago

So far so good.

= hasta ahora bien

KEY VERB CHANGES

Past Simple **vs** **Present Perfect**

PAST REGULAR

answered
called
developed
finished
generated

have/has, haven't/hasn't
have/has, haven't/hasn't
have/has, haven't/hasn't
have/has, haven't/hasn't
have/has, haven't/hasn't

PAST REGULAR PARTICIPLE

answered
called
developed
finished
generated

KEY VERB CHANGES

Past Simple vs Present Perfect

PAST IRREGULAR

was /were

ate

came

knew

make

did

drank

fell

have/has, haven't/hasn't been

have/has, haven't/hasn't eaten

have/has, haven't/hasn't come

have/has, haven't/hasn't known

have/has, haven't/hasn't made

have/has, haven't/hasn't done

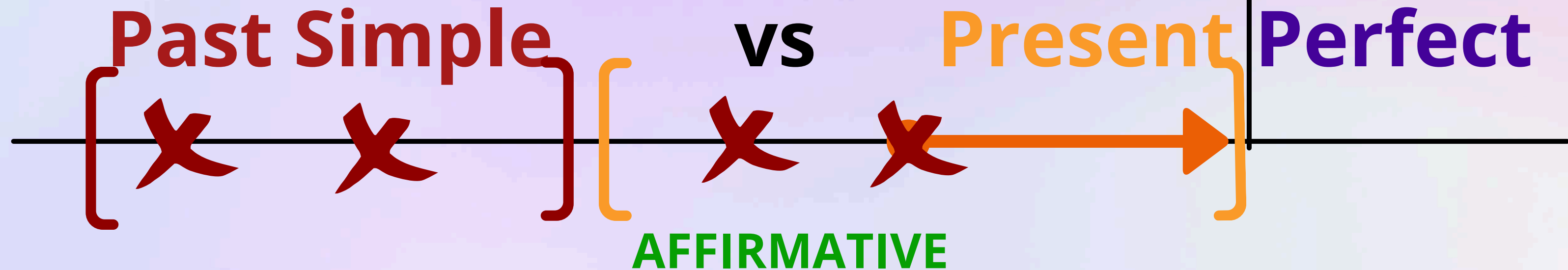
have/has, haven't/hasn't drunk

have/has, haven't/hasn't fallen

PAST IRREGULAR PARTICIPLE

FORM

NOW



Last year **he went** to Belgium once.

Yesterday **she worked** late.

It ran well the first time we used it.

This morning **we spoke** with him.

In 2018 **they gave** more money.

I went there many years ago.

You made a good decision then.

This year he **has been** to Belgium twice.

This week **she has worked** late.

It has run well since we **started** using it..

We have spoken with him already.

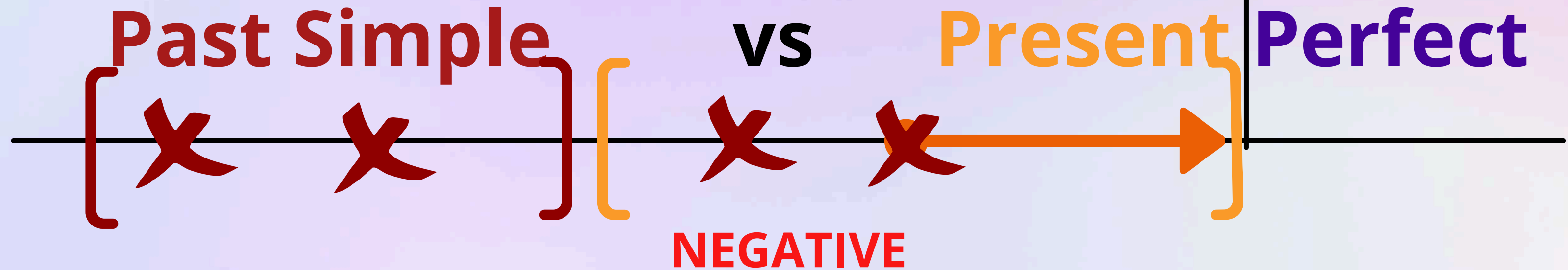
They have given more money so far.

I have been there before.

You have made good decisions lately.

FORM

NOW



Last year **he didn't go** to Belgium.

Yesterday **she didn't work** late.

It didn't run well the first time.

This morning **we didn't speak** with him.

In 2018 **theyn didn't give** more money.

I didn't go there many years ago.

You didn't make a good decision then.

This year **he hasn't been** to Belgium twice.

This week **she hasn't worked** late.

It hasn't run well since we **started**.

We haven't spoken with him yet.

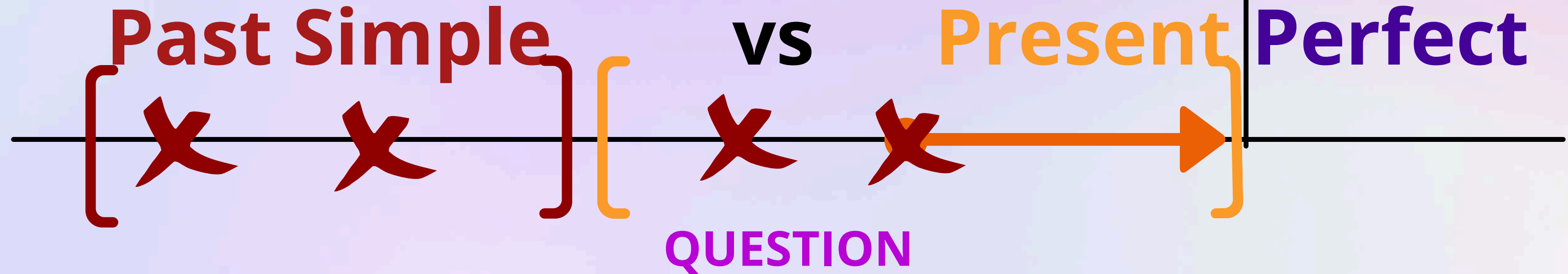
They haven't given more money so far.

I haven't been there before.

You haven't made good decisions lately.

FORM

NOW



Did he go to Belgium last year?

Did she work late yesterday?

Did it run well the first time?

Did we speak with him this morning?

Did they give more money in 2018?

Did you go there many years ago?

Did I make a good decision then?

Has he been to Belgium twice this year?

Has she worked late this week?

Has it run well since we **started**?

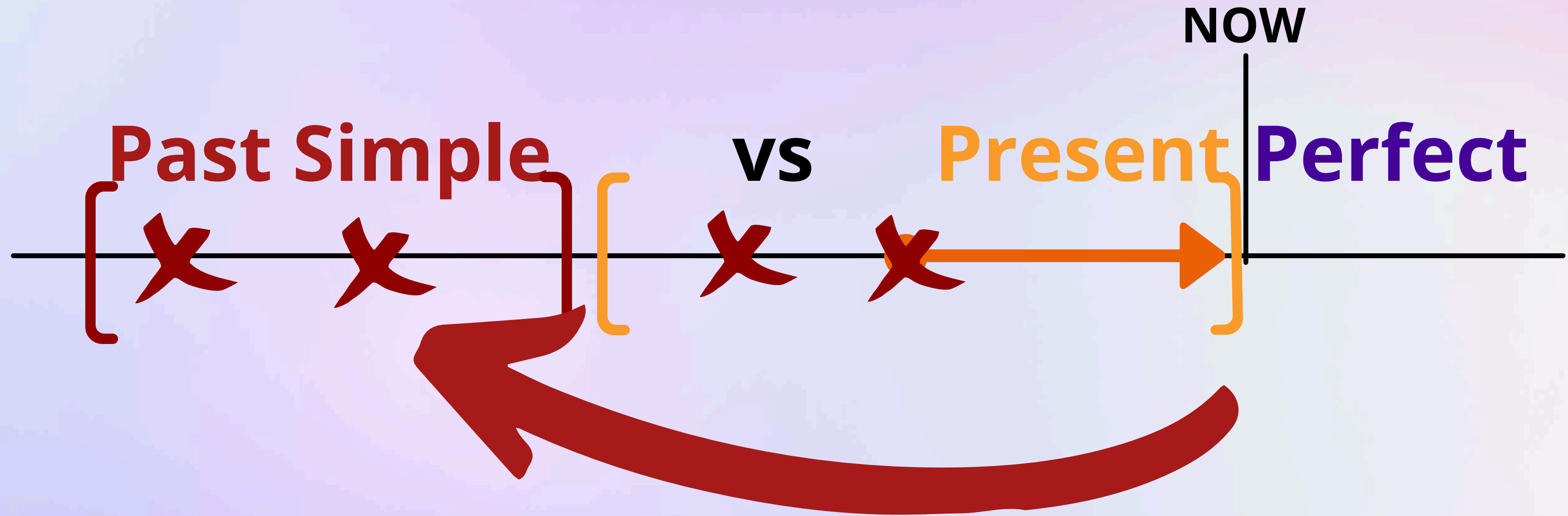
Have we spoken with him yet?

Have they given more money so far?

Have you been there before?

Have I made good decisions lately?

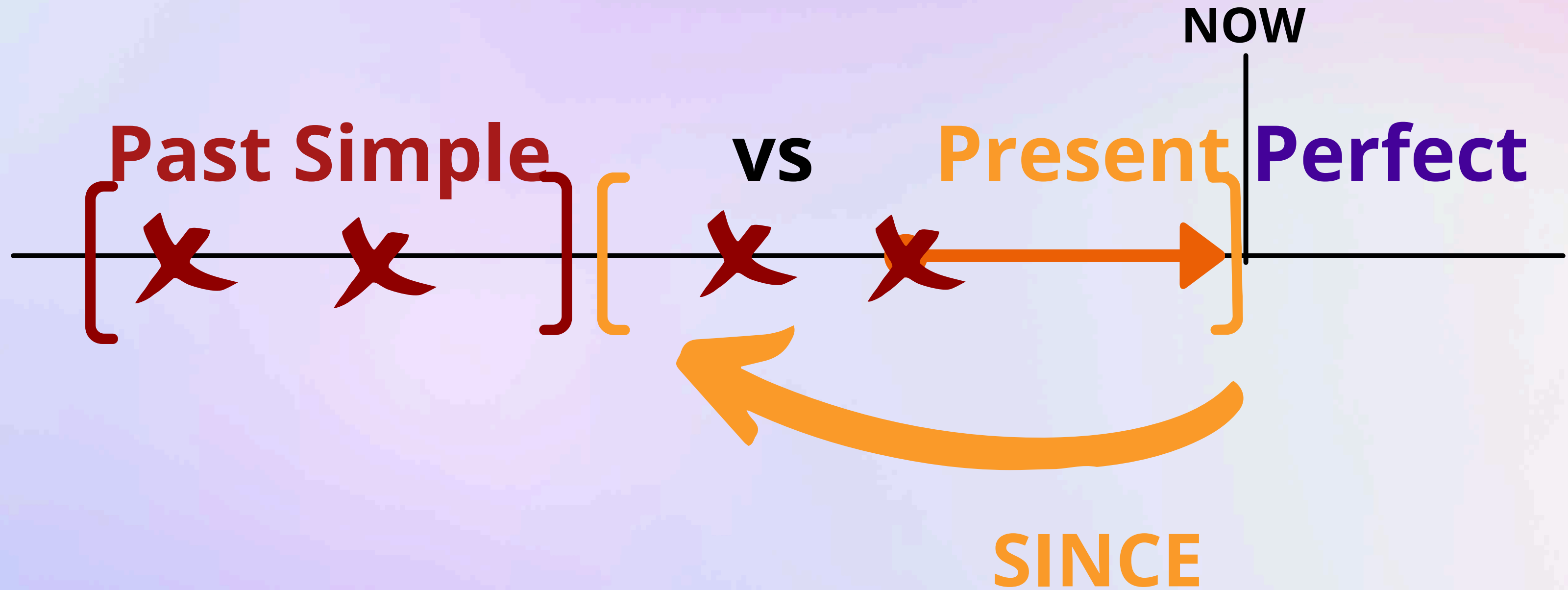
TIME FRAME



5 years; 3 days; 2 minutes
AGO

*He called me **a few minutes ago**.*

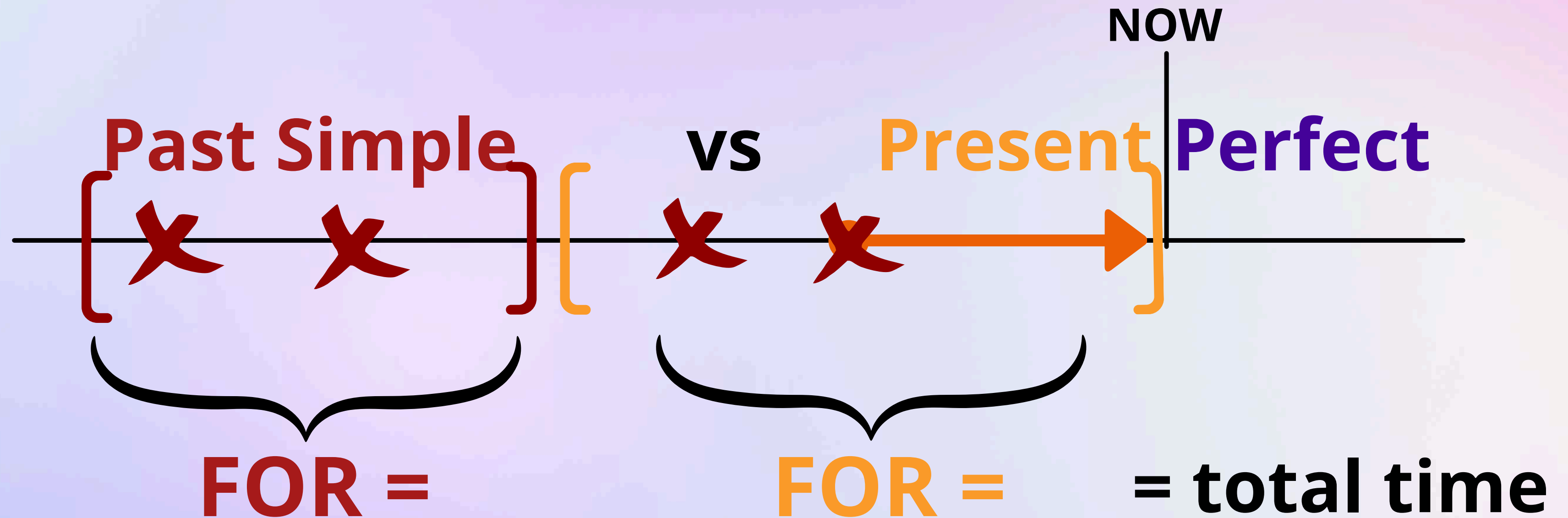
TIME FRAME



2020; January; Tuesday

*She has sent me 10 emails **since Tuesday**.*

TIME FRAME



(6 years; 2 months; a long time, a few minutes)

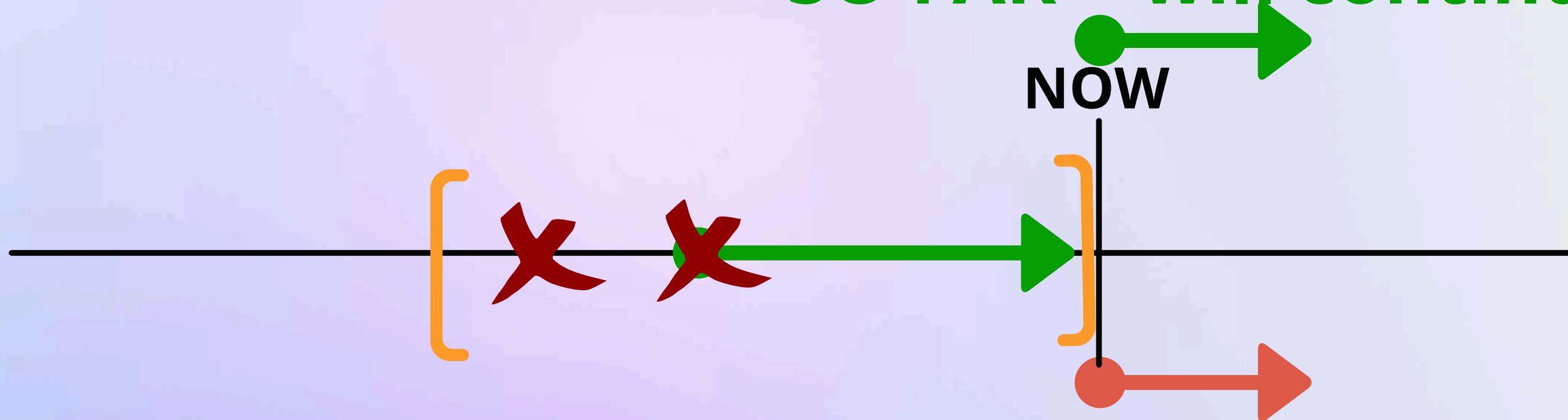
She *lived* in Valladolid *for* 6 years as a child.

She *has lived* in Madrid *for* the last 20 years.

TIME FRAME

Present Perfect

SO FAR = will continue the same



UNTIL NOW = a change from now on

TIME FRAME

Present Perfect

SO FAR = will continue the same

We have had a productive week so far.

UNTIL NOW = a change from now on

We have had a productive week until now.

We were having a productive week until now.

UK vs. US DIFFERENCES

Past Simple vs Present Perfect

When the action is more recent,
Americans use the Present Perfect less than British.

AMERICAN

BRITISH

Terry feels sick. He **ate** too much.

Terry feels ill. He's **eaten** too much.

Q: Do you know where Anne is?

A: Yeah, just **saw** her.

Q: Do you know where Anne is?

A: Yeah, I've just **seen** her.

UK vs. US DIFFERENCES

Past Simple vs Present Perfect

OTHER EXAMPLES:

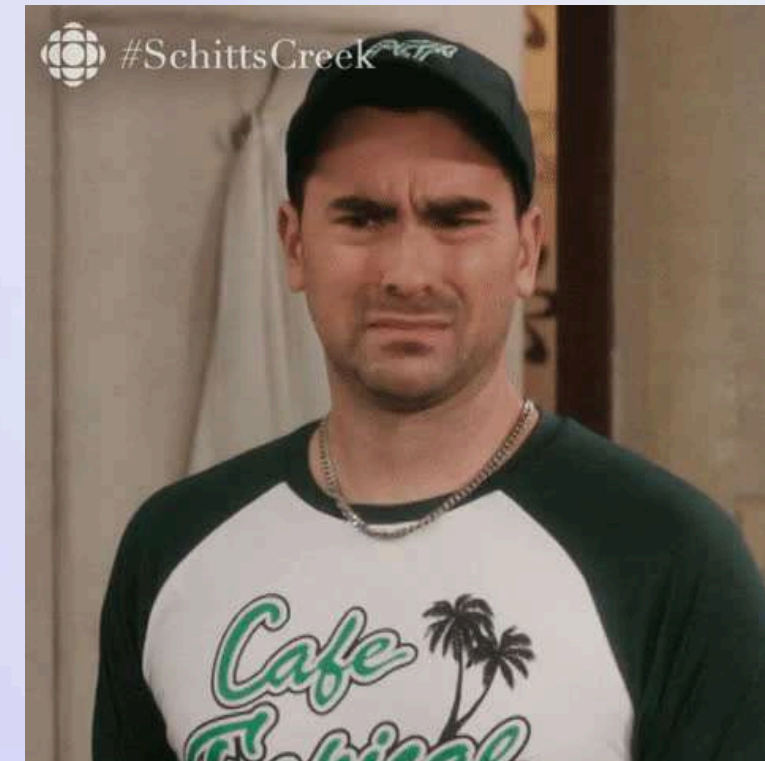
AMERICAN

Did you **read** the report?
I just **saw** that movie.
We **finished**. You can bring dessert.
Jarrod just **left**!
I **lost** my keys.

BRITISH

Have you **read** the report?
I've just **seen** that film.
We've **finished**. You can bring dessert.
Jarrod's just **left**!
I've lost my **keys**!

COMMON ERRORS & CONFUSION !!



BE CAREFUL!!!

When **Present Perfect** should be **Past Simple**

Careful with the time frame!

=Past Simple is for specific time in past=

Last night I **have** had dinner with a friend. (present perfect)

Last night I had dinner with a friend. (specific time in past)

Moments ago Ici **has** told us we could send messages to the chat. (present perfect)

Moments ago Ici told us we could send messages to the chat. (specific time in past)

BE CAREFUL!!!

When **Present Perfect** should be **Past Simple**



I just got back from Sevilla. Last week ~~has been~~ an amazing week.

(Monday AFTER Semana Santa!!)

I just got back from Sevilla. Last week **WAS** an amazing week.



We ~~have~~ spent time with my parents.

(Tuesday AFTER the weekend)

We **SPENT** time with my parents.

BE CAREFUL!!!

Tricky things with the **Present Perfect**

I have had a good time this weekend (it's Monday!)



I am married since 10 years ago.



→ I **HAD** a good time this weekend (it's Monday!)

→ I **have been** married **FOR** 10 years.

→ I **have been** married **SINCE** 2014.

→ I **GOT** married 10 years **AGO**.

BE CAREFUL!!!

Present Perfect or Past Simple?



~~I know him for 15 years.~~

I **have known** him for 15 years.



~~I have drink one coffee an hour ago.~~

I **drank** a coffee an hour ago.



~~It has been hot when we went to the beach.~~

It **was** hot when we **went** to the beach.

BE CAREFUL!!!

Present Perfect or Past Simple?



~~It's the first time I do it.~~

It's the first time I've done it.



~~Did you see this in your life?~~

Have you ever seen this?



~~I hadn't had that problem.~~

I haven't had that problem.

Past Simple vs Present Perfect



Since we have seen lots of examples,
and I have explained all the theory,
I hope we have clarified the past simple
and the present perfect
in your mind!

Past Simple or Present Perfect

This week has been a complicated week and yesterday was an even more complicated day. Recently we installed a new software program that is supposed to make things easier. However, it has caused more problems and it has made work more difficult. Additionally, we have a new person in the IT department who just started in his job last week who unfortunately hasn't learned how the program works. Just yesterday that person erased an entire database with just one click. Our IT systems manager told us we can restore the data, but so far, we haven't been able to do it. I lost all my work yesterday morning and waited all day but didn't recover it. What happened yesterday was frustrating, but if the whole database is gone it will be a disaster. I got to work an hour ago and since I arrived the systems manager has talked to his director and they think they have a solution. Fingers crossed.

past tense uses = 21
past simple = 12 times
present perfect = 6 times
?? = 5

Past Simple or Present Perfect

This week **has been** a **complicated** week and yesterday **was** an even more **complicated** day. Recently we **installed** a new software program that is **supposed** to make things easier. However, it **has caused** more problems and it **has made** work more difficult. Additionally, we have a new person in the IT department who just **started** in his job last week who unfortunately **hasn't learned** how the program works. Just yesterday that person **erased** an entire database with just one click. Our IT systems manager **told** us we can restore the data, but so far, we **haven't been** able to do it. I **lost** all my work yesterday morning and **waited** all day but **didn't recover** it. What **happened** yesterday **was** frustrating, but if the whole database is **gone** it will be a disaster. I **got** to work an hour ago and since I **arrived** the systems manager **has talked** to his director and they think they have a solution. Fingers **crossed**.

past tense uses = 21
past simple = 12 times
present perfect = 6 times
past participle = 5

Past Simple or Present Perfect

This week **has been** a **complicated** week and yesterday **was** an even more **complicated** day. Recently we **installed** a new software program that is **supposed** to make things easier. However, it **has caused** more problems and it **has made** work more difficult. Additionally, we have a new person in the IT department who just **started** in his job last week who unfortunately **hasn't learned** how the program works. Just yesterday that person **erased** an entire database with just one click. Our IT systems manager **told** us we can restore the data, but so far, we **haven't been** able to do it. I **lost** all my work yesterday morning and **waited** all day but **didn't recover** it. What **happened** yesterday **was** frustrating, but if the whole database is **gone** it will be a disaster. I **got** to work an hour ago and since I **arrived** the systems manager **has talked** to his director and they think they have a solution. Fingers **crossed**.

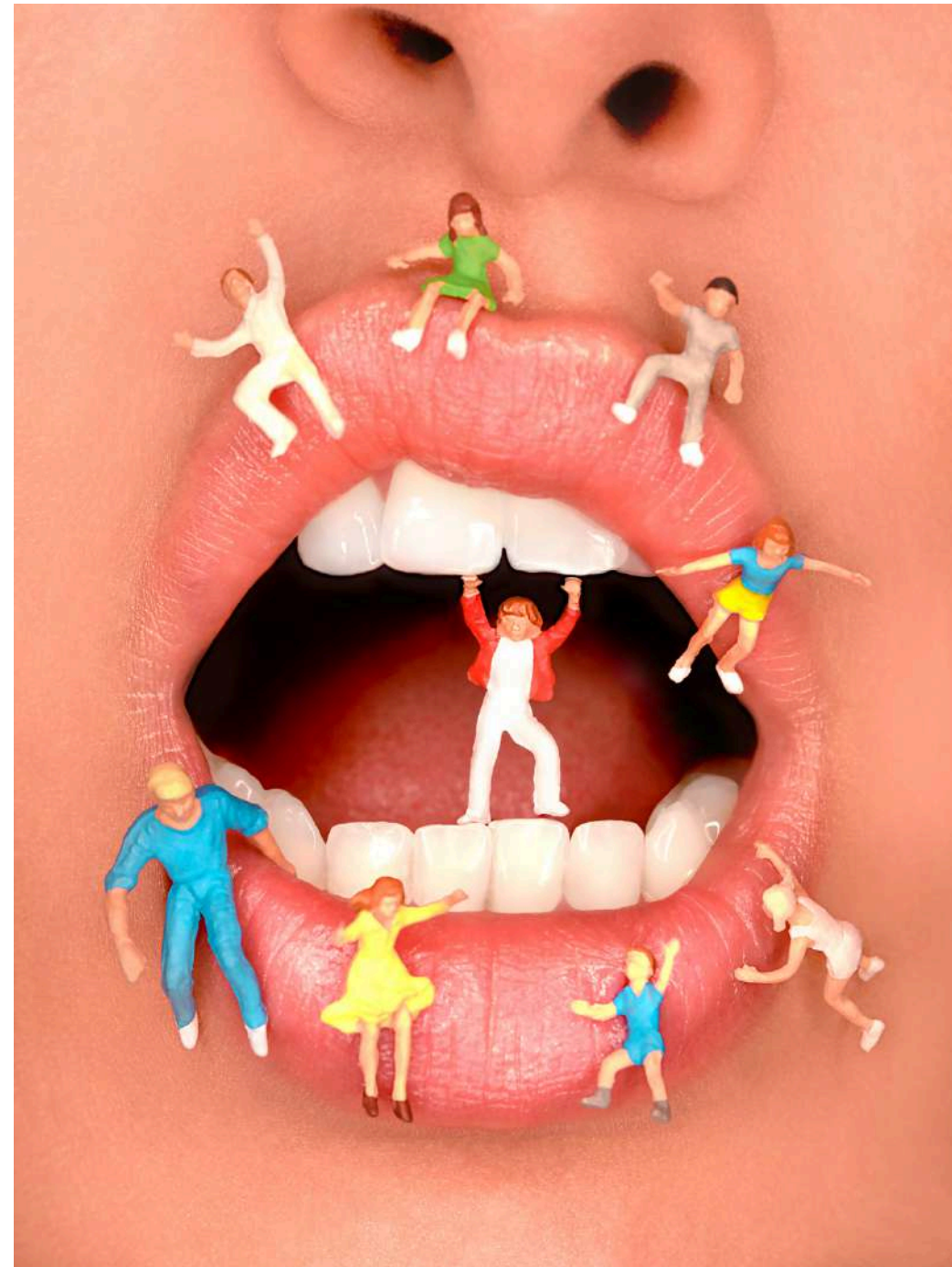
past simple
yesterday
yesterday morning
an hour ago

past participle
recently
just

past simple
this week
so far
since

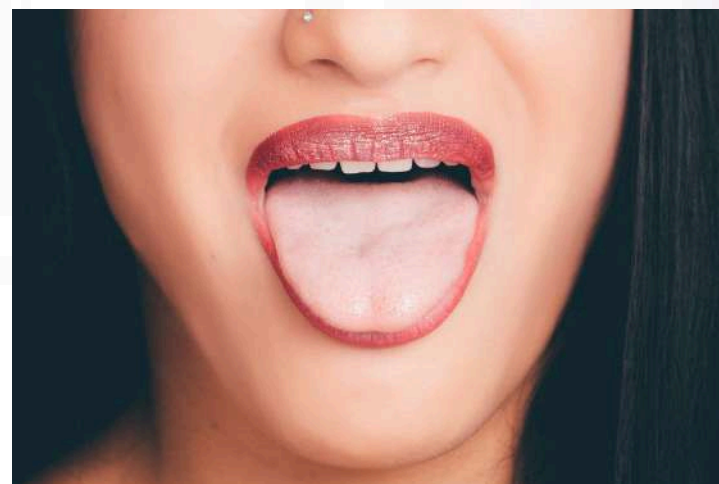
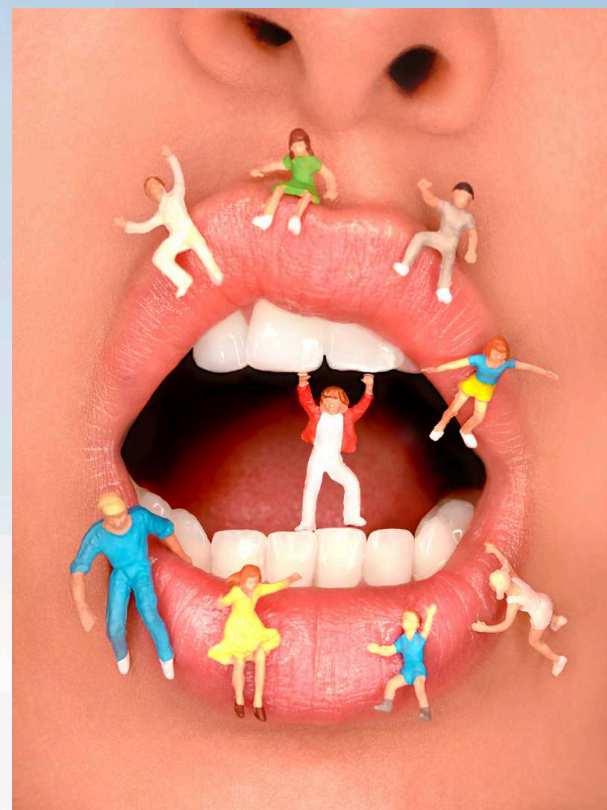
Work

It's time to...

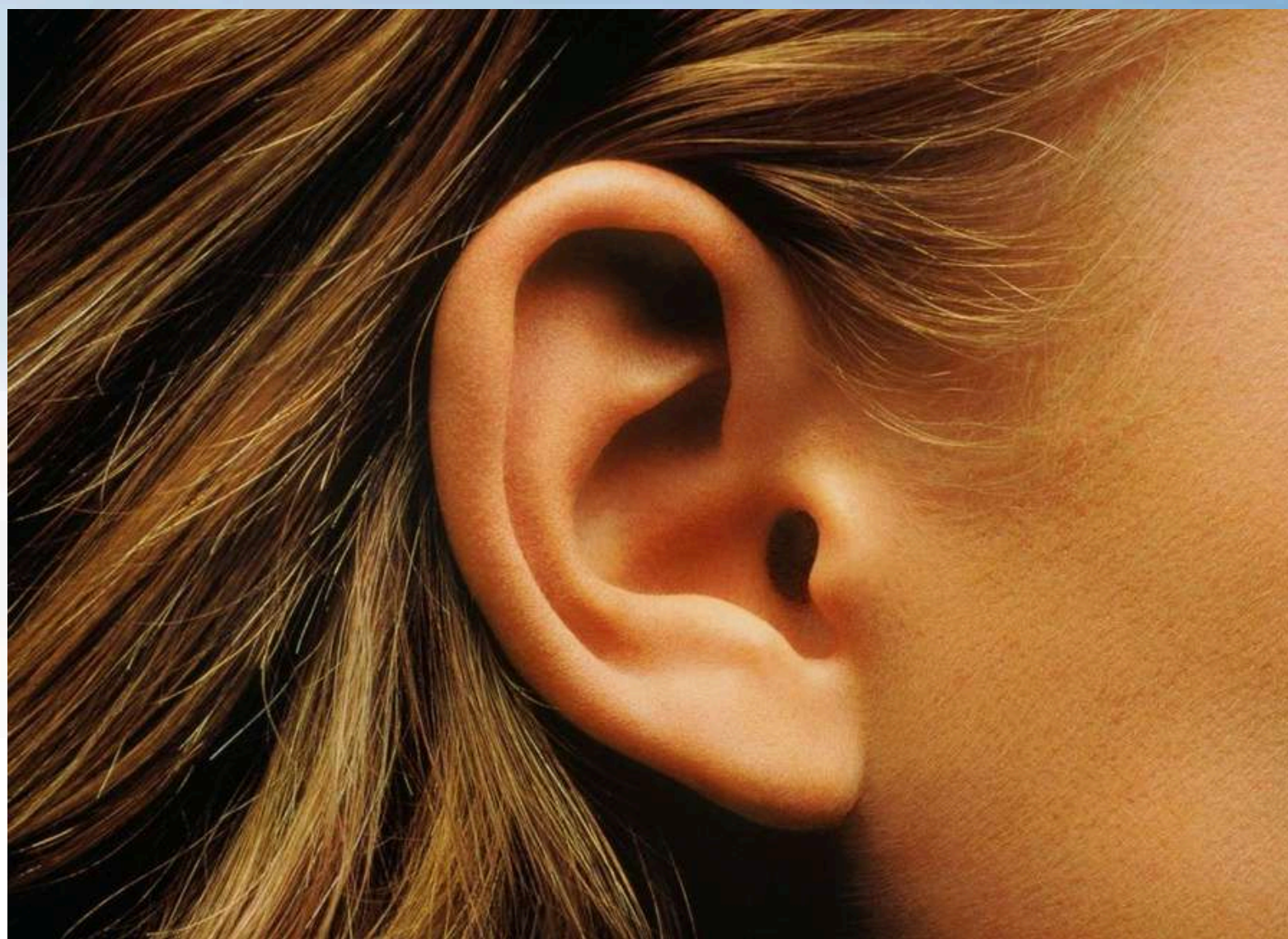


work on...

Precise Pronunciation:



Precise Pronunciation:



Precise Pronunciation:

Words with
the same or
similar
sounds:

e = er /ɜː/ /ɜ˞ː/

work

word

world

worse

worst

were

Precise Pronunciation:

Words with
the same or
similar
sounds:

work

clerk

jerk

perk

smirk

Turk

Precise Pronunciation:

Words with
the same or
similar
sounds:

w**ord**

b**ird**

h**ear**d

th**ir**d

abs**ur**d

awk**war**d

back**war**d

for**war**d

po**wer**ed

up**war**d

Precise Pronunciation:

Words with
the same or
similar
sounds:

w**orld**

c**urled**

f**urled**

p**earled**

s**wirled**

t**wirled**

w**hirled**

Precise Pronunciation:

Words with
the same or
similar
sounds:

w**orse**

c**urse**

n**urse**

p**urse**

v**erse**

adv**erse**

rev**erse**

trav**erse**

Precise Pronunciation:

Words with
the same or
similar
sounds:

w**orst**

b**urst**
c**ursed**

f**irst**
th**irst**

reh**ear**sed
rev**ers**ed
trav**ers**ed

Precise Pronunciation:

Words with
the same or
similar
sounds:

were

her
fur

sure
stir

Precise Pronunciation:

Words with
the same or
similar
sounds:

Careful!

wore

war

ward

wart

worn

Precise Pronunciation:



/ɔːr/
u = 'uer'

sure
insure
endure
unsure
measure

/ɜː/ /ʊr/
u = 'er'

sure
insure
endure
unsure
measure



Precise Pronunciation:

Reading Challenge:

The **worst** thing in the **world** was **working** with **clerks** who **were jerks**.

When she **heard** the **hurt** **bird**, she **offered** to **nurse** the **injured** **bird** with **her** **shirt**.

After the stylist **curled**, **twirled**, **swirled** and **whirled** the **girl's** hair, she was **sure** **her** hair was the **first** in the **world**.

They drove **backward**, **forward** and in **reverse**, but couldn't **traverse** the **cursed** **desert**.

The **worst** **thirst** **burns** for **sure**.

Work

**“You can control two things: your work ethic
and your attitude about anything.”**

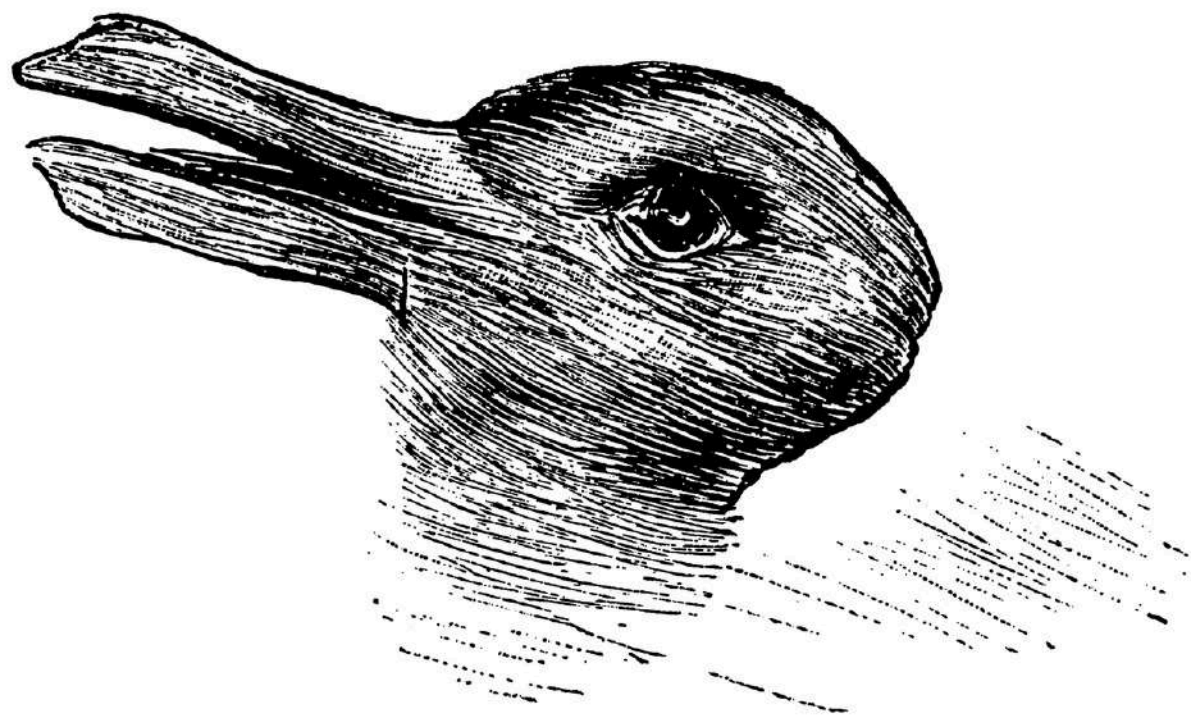
—Ali Krieger

***Puedes controlar dos cosas: tu ética de trabajo y tu actitud ante
cualquier cosa.***

False Friends



False Friends



False Friends



=

CONFUSION!!





Spanish word:

asistir

False equivalent:

assist

= ayudar; dar apoyo

Error: I cannot **assist** the
meeting tomorrow.

False Friends (1)

Correct word:

attend

Definition:

to go to or be present
at a meeting or event



I cannot **attend** the
meeting tomorrow.



Spanish word:
curriculum

False equivalent:
curriculum

= la material/tema
estudiado en el
colegio/universidad

Error: You need to send
your **curriculum** to the HR
director.

False Friends (2)

Correct word:
cv / résumé

Definition:

a short written
description of your
education, qualifications,
previous work, and
experience given when
applyin for a job



You need to send your
resume/CV to the HR
director.



Spanish word:

jornada

False equivalent:

journey

= viajar de un lugar a otro,
especialmente en un
vehículo

Error: Tomorrow I will
finish my **journey** at two
o'clock and go home early.

False Friends (3)

Correct word:

**work day / game
day (sports)**

Definition:

**period of time of
working in a
particular day**



Tomorrow I will finish my
workday at two o'clock and go
home early.



Spanish word:

beneficios (de una empresa)

False equivalent:

benefits

= cosas buenas o ventajas de algo (no es dinero necesariamente)

Error: The company made a lot of **benefits** last year.

False Friends (4)

Correct word:

profit

Definition:

a positive balance of money after subtracting expenses



The company made a lot of **profits** last year.



Spanish word:
reunión

False equivalent:
reunion

= una reunión social con miembros de un grupo de personas que no se han visto desde hace algún tiempo

Error: I have a **reunion** with the director this afternoon.

**False
Friends
(5)**

Correct word:
meeting

Definition:
an assembly of people for a particular purpose, especially for formal discussion



I have a **meeting** with the director this afternoon.



Spanish word:
formación

False equivalent:
formation

= la acción de formar
físicamente o proceso de
ser formado física

Error: The new person is in
a **formation** session this
week.

False Friends (6)

Correct word:
training

Definition:
the action of teaching a
person or animal a
particular skill or type of
behaviour



The new person is in a
training session this week.

Discussion Questions

**What will the working
world be like in the near
and distant future?**

Discussion Questions

What is your job? Describe your main responsibilities and specific duties and tasks.

What benefits are most important to you in a job?

What qualities and skills make a good co-worker or boss?

How important is teamwork in your job?

What's the importance of university studies vs. hands-on experience in order to get a job?

What skills do you think are important for the new working generation?

What new jobs do you think will exist in the future?

How is Spain preparing itself for the work of the future?

Will we work more or less hours in the future?

Discussion Questions

Can you answer these questions? ...

Work

**What is your job?
Describe your
main
responsibilities
and specific
duties and tasks.**



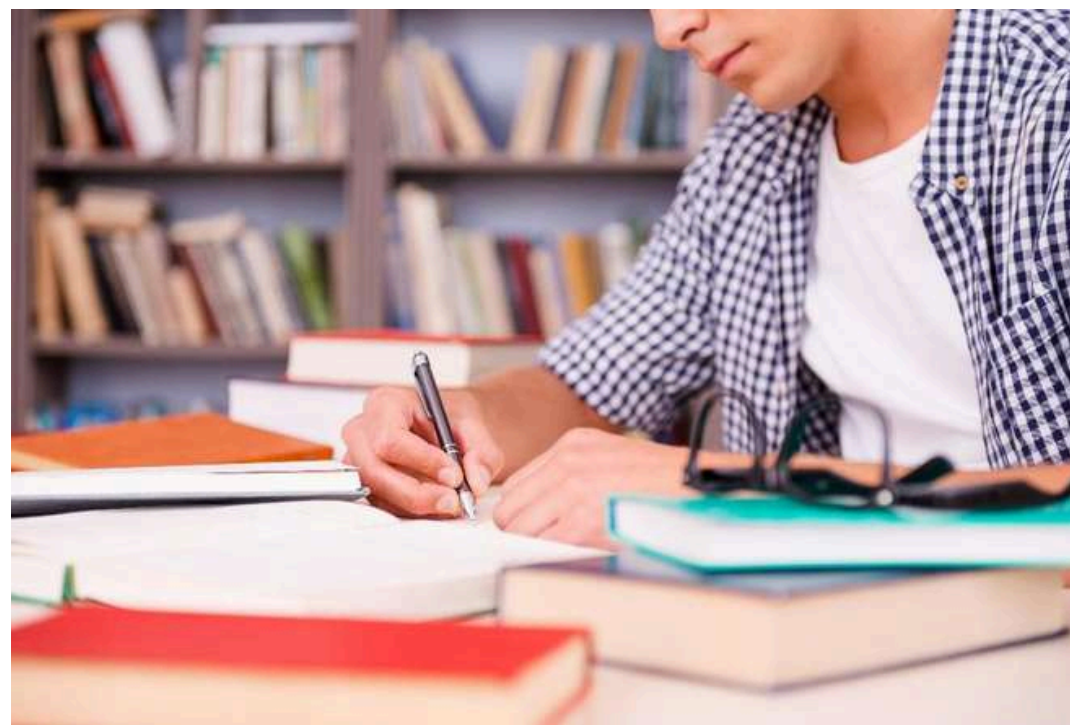
**What qualities
and skills
make a good
co-worker or
boss?**

Work

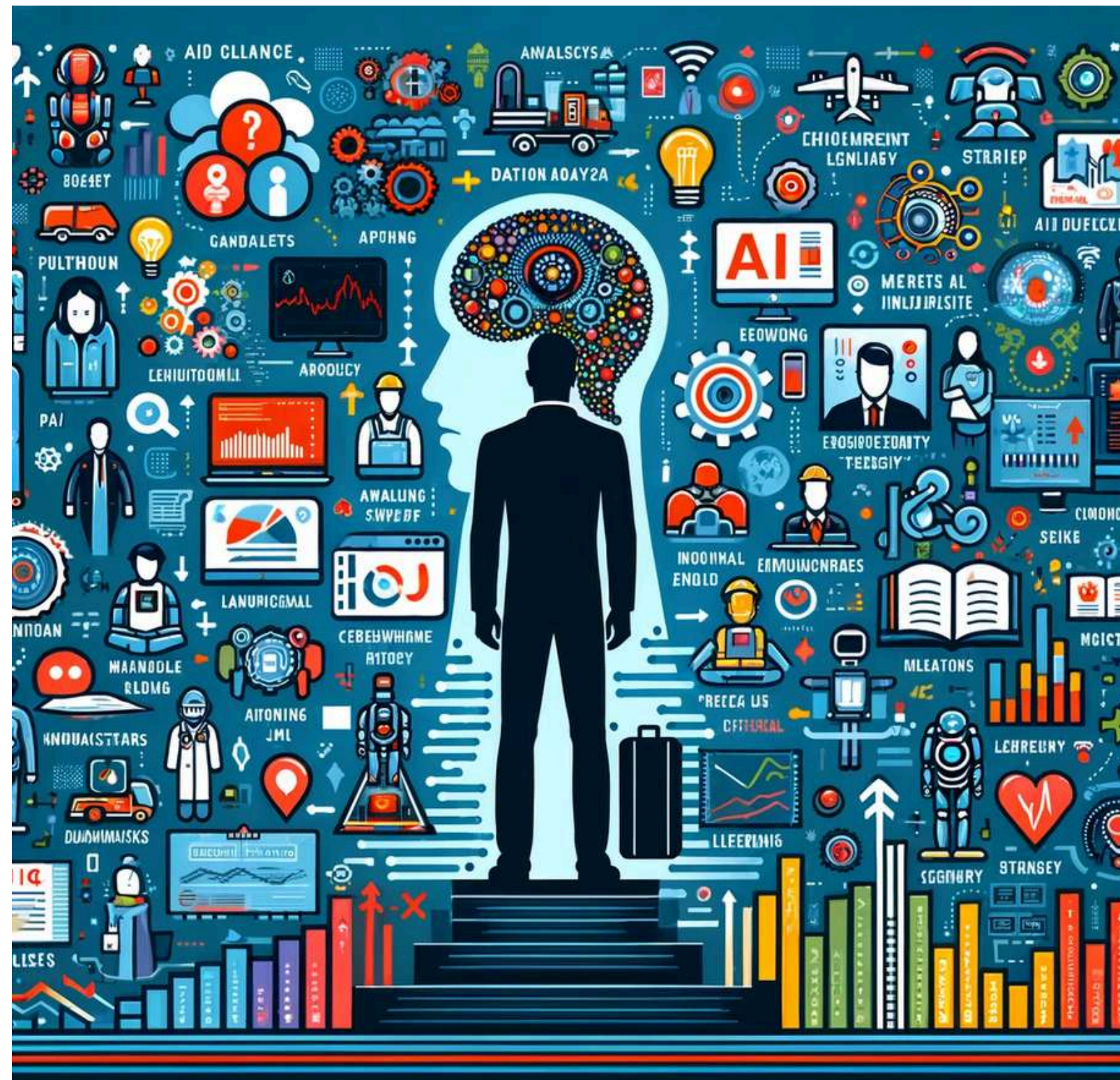


Work

**What's the
importance of
university
studies vs.
hands-on
experience in
order to get a
job?**



What skills do you think are important for the new working generation?



Work

How is Spain
preparing
itself for the
work of the
future?



Is **Spain** shaping
Europe's digital
future?

**Digital Spain's success and challenges
forward**

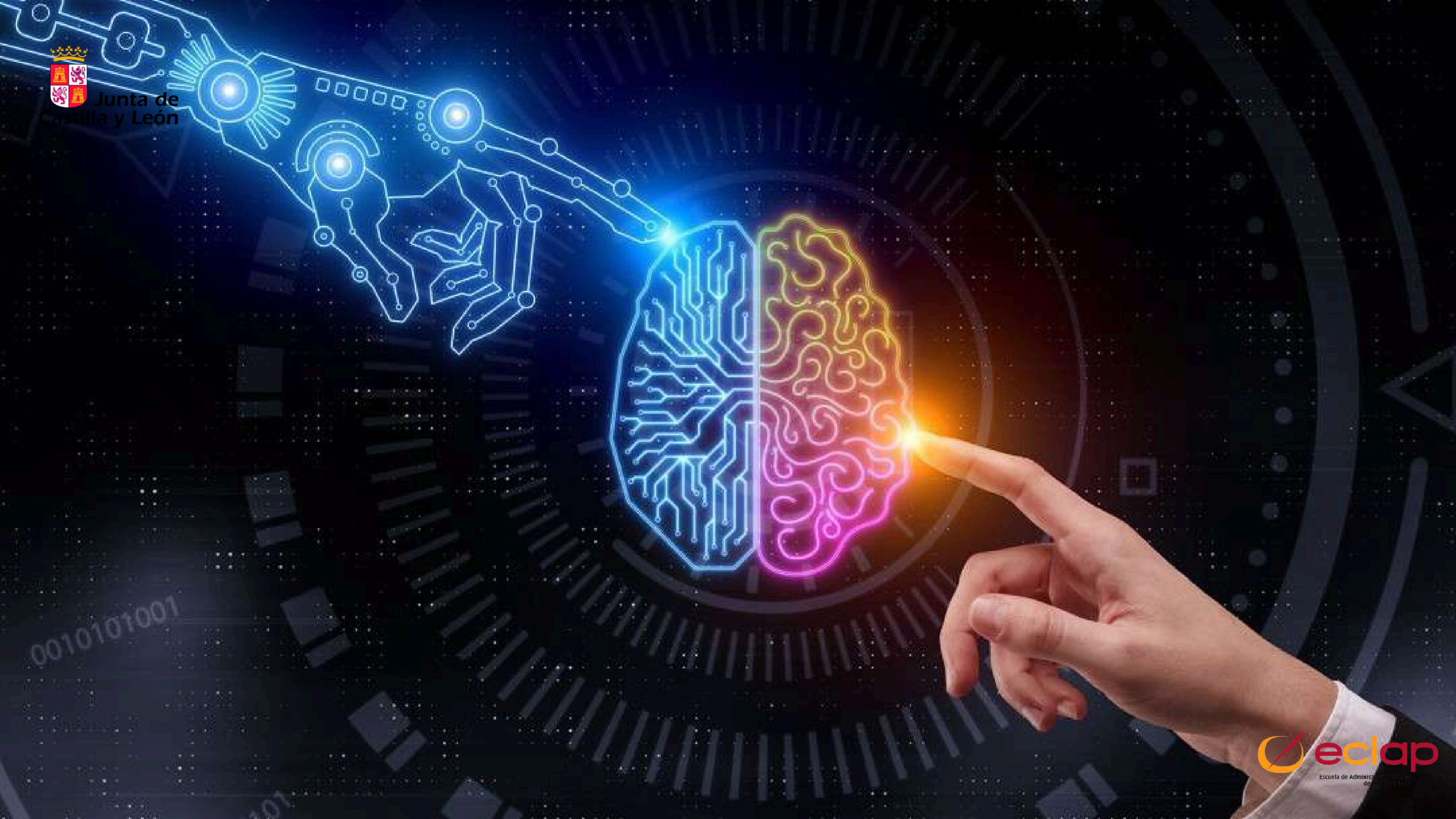
Digital Spain is becoming a reality as the Spanish government embraces e-government to streamline public services, reduce costs and make them more accessible to its citizens.

Q&A sesión









Junta de
Castilla y León



WORK HARDER

Work Smarter-

Not Harder....



Work.
Sweat.
Achieve.

**“Work hard, be kind,
and amazing things
will happen.”
– Conan O’Brien**

Dedicate time

Work hard

Practice

Focus

Have

Dedicate time

Work hard

Practice

Focus

Have



*Thank
you!*



Brian Bolles

Escuela de Administración Pública
de Castilla y León