

Pruebas para la obtención de los títulos de Técnico y Técnico Superior de Formación Profesional

Convocatoria correspondiente al curso 2025-2026

(Resolución de 12 de diciembre de 2025, de la Dirección General de Educación Secundaria, Formación Profesional y Régimen Especial)

DATOS DEL ALUMNO			FIRMA
APELLIDOS:			
Nombre:	D.N.I./ N.I.E.	Fecha:	

Código del ciclo: ADGS02	Denominación completa del título: C.F.G.S. DE ADMINISTRACIÓN Y FINANZAS
Clave o código del módulo: 0179	Denominación completa del módulo profesional: INGLÉS

INSTRUCCIONES GENERALES PARA LA REALIZACIÓN DE LA PRUEBA
Indíquese cuantas instrucciones sean necesarias para la realización de la prueba, materiales necesarios, duración y cualesquiera otros aspectos relevantes que se consideren oportunos como, entre otros, los siguientes: - Cumplimentar los datos del aspirante antes del examen y firmar en todas las hojas que se entreguen. - Tener disponible el DNI o documento identificativo equivalente en la mesa. - Señalar y escribir con tinta indeleble azul o negra las respuestas y su desarrollo. - Si se ha de rectificar una respuesta, trazar un aspa o tachar con una línea horizontal. No utilizar líquido corrector (Tippex). - Utilizar solamente el papel facilitado por el examinador (con el sello y formato correspondiente). - No utilizar material de consulta (salvo aquél que se autorice expresamente).
CRITERIOS DE CALIFICACIÓN Y VALORACIÓN
- La prueba se evaluará sobre un total de 10. No obstante, para hacer la media, se deberán aprobar todas las partes. Se considera aprobado a partir del 5. Las faltas de ortografía restarán 0,1 puntos.

CALIFICACIÓN

DATOS DEL ALUMNO			FIRMA
APELLIDOS:			
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PART 1 - LISTENING

1. COMPLETE THE SENTENCES WITH WORDS FROM THE RECORDING. You must write one or two words in each gap. (5 points)

We needed to create a bottle which appeals to that _____.

I'd like to talk you through the following three points: the key _____, sizing and our timeline for production.

And, it looks like a flask you might use when hiking _____.

You've probably heard that we're _____, in two months.

In summary, the bottle's been designed for men who like adventure and _____.

2. ANSWER IF THE FOLLOWING STATEMENTS ARE TRUE OR FALSE ACCORDING TO THE AUDIO: (6 points)

1. They have redesigned an old product. True - False
2. The product is aimed at men and women aged 18–40. True – False
3. The bottle is made of black metal to make it more durable for hiking. True - False
4. The new design means you don't need two hands to use it. True - False
5. There's only one size now. Another one will follow in a few months. True - False
6. They will make a Gantt chart for the project next month. True - False
7. He finished the presentation reminding the public of an online survey. True - False

PART 2 - READING

Redefining the Workspace in the modern era

The Rise of Remote Work The shift to remote work has changed how people view their jobs. With technology enabling virtual meetings and cloud-based collaboration, many employees now work from home. For some, this offers freedom; for others, it presents challenges.

Mark, a software developer, enjoys the flexibility. "I can work when I'm most productive," he says. However, he admits it's easy to feel isolated. "I miss casual chats with colleagues," he adds. To stay connected, his company organizes online social events.

Remote work also saves time. Employees avoid long commutes, which can improve work-life balance. Yet, distractions at home, like family or chores, can make focusing difficult. Companies are addressing this by offering training on time management.

Despite challenges, many prefer remote work. Surveys show most employees want to continue working from home at least part-time. For Mark, the benefits outweigh the drawbacks, but he hopes for more in-person team meetings in the future.

Ultimately, the evolution of the workplace suggests that the future isn't a choice between two extremes, but rather a sustainable middle ground. As companies and employees like Mark navigate this new landscape, the focus is shifting toward hybrid models that prioritize both the efficiency of digital tools and the irreplaceable value of human connection. By fostering environments that value results over physical presence, the modern workforce is redefining what it means to be "at work," ensuring that flexibility and community can finally coexist.

1. Read the article and answer the questions. (6 points)

1. What has enabled the rise of remote work?

- A) Better office spaces.
- B) Advances in technology.
- C) Increased job demands.
- D) New government policies.

2. What does Mark like about remote work?

- A) Meeting new colleagues.
- B) Working at his own pace.
- C) Avoiding online meetings.
- D) Spending time with family.

3. What downside of remote work does Mark mention?

- | | |
|--|--------------------------------|
| A) Feeling disconnected from colleagues. | B) Having too many meetings. |
| C) Needing better equipment. | D) Spending more on utilities. |

4. How do employees benefit from remote work?

- | | |
|---------------------------------|----------------------------------|
| A) They earn higher salaries. | B) They have shorter work hours. |
| C) They save time on commuting. | D) They get more vacation days. |

5. What challenge do some remote workers face?

- | | |
|-------------------------------|---------------------------|
| A) Lack of training programs. | B) Distractions at home. |
| C) Unreliable internet. | D) Limited career growth. |

6. What does Mark want in the future?

- | | |
|-----------------------------|----------------------------------|
| A) To work fully from home. | B) More face-to-face meetings. |
| C) A new job role. | D) Better home office equipment. |

2. Answer these questions with your own words. (4 points)

a) Based on the text, how are organizations attempting to bridge the gap between the benefits and drawbacks of remote work for their employees?

b) According to the text, why is working from home considered a significant improvement for an employee's work-life balance?

PART 3 - WRITING

1. Imagine you are applying for the job in the advert. Write your cover letter in 200-250 words. (12 points)

Experienced Part-time

Accounts/Admin Assistant

required for small company near Newbury.
3 days pw/flexible hours.
Knowledge of financial management/statutory
accounts/Excel/Windows/Word essential.
Ability to work on own initiative.
Own transport, driving licence/references essential.
Salary to be discussed.

Fiona Hills: 01635 524440
Fiona.hills@hamsteadpark.com

PART 4 - COMMUNICATIVE SITUATIONS

1. Read the following text and answer the questions.

Good Manners and Respect in International Workplaces.

Having good manners is vital in any professional environment, especially in the UK, where people value politeness and "fitting in" with the team. Colleagues expect you to be punctual and to behave respectfully at all times. Even small actions, like holding the door open or saying "sorry" if you get in someone's way, are very important for keeping the office atmosphere friendly.

In British offices, speaking directly can sometimes seem a bit too bossy or rude. To avoid this, people often use "soft" language to make requests. Instead of saying "Do this," you might hear: "I was wondering if you could help me with...?", "Would you mind taking a look at this?" or "Cheers for your help!" (using "cheers" as a common British way to say thank you).

Interrupting someone while they are talking is generally seen as quite rude. It is much better to wait for them to finish or use a polite phrase to join the conversation, such as: "I'm sorry to jump in, but could I just add something here?"

Since many UK workplaces are very diverse, it is important to be aware of different cultures. Asking questions politely, listening carefully, and being open to feedback shows that you respect your colleagues. Using the right language to show respect is the best way to build strong professional relationships and succeed in your career.

1. Answer the questions based on the text. (12 points)

1. Why are good manners important at work?

2. Give one example of polite behaviour mentioned in the text.



3. How should an employee properly contribute to a conversation if they have an urgent point to add while someone else is speaking?

4. What does "fitting in" look like in a UK workplace?

NOTES

LISTENING:

market – features – outdoors – launching - technology

T – F – F - T – F – F - F

READING:

Answer Key with Justifications: B-B-A-C-B-B

- *B – The text mentions “technology enabling virtual meetings and cloud-based collaboration” as enabling remote work. A, C, and D are not referenced.*
- *B – Mark enjoys flexibility to “work when I’m most productive,” meaning at his own pace. A, C, and D are not mentioned.*
- *A – Mark admits feeling isolated and missing “casual chats,” indicating disconnection. B, C, and D are not supported.*
- *C – The text states remote work “saves time” by avoiding commutes. A, B, and D are not mentioned.*
- *B – Distractions at home like “family or chores” are noted as a challenge. A, C, and D are not referenced.*
- *B – Mark hopes for “more in-person team meetings,” matching B. A, C, and D are not his stated desires.*

2 a) distractions at home, like family or chores, can make focusing difficult. Companies are addressing this by offering training on time management.

2 b) Answer: It primarily improves work-life balance by eliminating the need for long daily commutes. This allows employees to save time and gives them the flexibility to work during their most productive hours.