

Anexo 2

Pruebas para la obtención de títulos de Técnico y Técnico Superior

MODELO PARA LA ELABORACIÓN DE LAS PRUEBAS

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 ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. / N.I.E.	Fecha:	

Código del ciclo: COM M01	Denominación completa del título: TÉCNICO EN ACTIVIDADES COMERCIALES
Clave o código del módulo: 0156	Denominación completa del módulo profesional: INGLÉS

INSTRUCCIONES GENERALES PARA LA REALIZACIÓN DE LA PRUEBA
▪ Es necesario 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. ▪ Antes de entregar la prueba es necesario mostrar el DNI al profesor examinador. ▪ La prueba tendrá una duración máxima de una hora y treinta minutos. ▪ No utilizar recursos ni material de consulta (salvo los expresamente autorizados). ▪ Se aconseja realizar una lectura minuciosa y detallada de las cuestiones planteadas. ▪ La prueba se entrega grapada; no desgrapar. No se facilitan hojas sueltas. ▪ Las respuestas se deben escribir con tinta indeleble azul o negra. ▪ Si se ha de rectificar una respuesta, trazar un aspa o tachar con una línea horizontal. No utilizar líquido corrector (Tippex). ▪ No se resuelven dudas, cualquier consideración o interpretación se hará constar junto al enunciado. ▪ No se permite el uso de ningún tipo de dispositivo electrónico.

CRITERIOS DE CALIFICACIÓN Y VALORACIÓN
- La prueba consta de diferentes cuestiones teórico-prácticas. - La valoración de cada cuestión figura junto a su enunciado. La puntuación máxima se obtiene si: • La respuesta es correcta y completa. • El procedimiento es el adecuado y el resultado es el exacto. - La puntuación total de la prueba es de diez puntos. - La calificación mínima necesaria para considerar el ejercicio aprobado es de cinco puntos. - (1) Consígnense las denominaciones exactas y los códigos reflejados en el Anexo 3.a o 3.b de las presentes instrucciones.

CALIFICACIÓN
.....

Anexo 2

Listening Comprehension 19 (10 points). TEST 8A

1. The next train leaves at ...
 - a. 19:15
 - b. 20:30
 - c. 23:00
2. John and Pam's tickets allow them to get on ...
 - a. off-peak trains
 - b. any train
 - c. first-class trains
3. John doesn't want to use the buffet service because ...
 - a. it's too expensive
 - b. they don't serve lasagne
 - c. he doesn't like the food
4. Pam agrees to go to Luigi's because she ...
 - a. has never tried Italian food
 - b. likes a dish they serve
 - c. wants a sandwich
5. They are going to get to Luigi's ...
 - a. on foot
 - b. by taxi
 - c. by train

1. Why are John and Pam running?
.....
2. Why does Pam apologise?
.....
3. Why doesn't John want to use the trolley service?
.....
4. Why does Pam want to know how far away Luigi's is?
.....
5. What did Pam forget to bring?
.....



DATOS DEL ASPIRANTE			FIRMA
APELLIDOS: Anexo 2			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

READING (20 MARKS)

New message






To:

From:

Subject:

Dear Melanie,

We are very happy to welcome you to the Sales Department here at the Brighton office of Aldo Car Rental. You are joining us at an exciting time for the company. Next month, we will be opening our first US office, just in time for the summer season.

When you arrive on Monday, come to my office, room 224, on the second floor – it's the fourth door on the left when you come out of the lift. I'll take you to the Human Resources Department, where you'll need to fill in some forms for Human Resources before I'm authorised to give you your employee card. You'll need the card to enter and exit the premises.

Then I'll show you your new office and introduce you to Tim and Alex, who are also in the sales team. They were at the Leeds Conference when you were here for your interview with Mr Harris. The three of you will work together closely on improving our executive services.

I'm attaching our *Information for Employees* leaflet, which we send to all new employees. It contains information about our working procedures and company benefits. Make sure you look through it so that we can discuss any questions you have on Monday.

We're looking forward to working with you.

Best wishes,

John McKenzie

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

1. Read the email and decide if the statements are true or false. (2 marks each)

- 1. Melanie will soon move to the office in the US.
- 2. John shares his office with other employees.
- 3. Melanie will have to provide HR with some information on Monday.
- 4. Melanie met Tim and Alex at a Conference in Leeds.
- 5. John has sent Melanie some details about working for Aldo Car Rental.

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

2. Multiple Choice Questions (10 marks, one mark each)

1. Where will Melanie work?

- A) In the Marketing Department
- B) In the Sales Department
- C) In the HR Department
- D) In the Finance Department

2. What is happening next month at the company?

- A) They are closing an office
- B) They are hiring new managers
- C) They are opening their first US office
- D) They are moving to a new building

3. Where should Melanie go when she arrives on Monday?

- A) Reception desk
- B) Human Resources office
- C) Room 224
- D) Conference room

4. On which floor is John McKenzie's office?

- A) First floor
- B) Second floor
- C) Third floor
- D) Fourth floor

5. What must Melanie do before receiving her employee card?

- A) Attend a meeting
- B) Call HR
- C) Fill in some forms
- D) Meet Tim and Alex

Anexo 2

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

6. Why does Melanie need an employee card?

- A) To get paid
- B) To access the building
- C) To attend meetings
- D) To use the computer

7. Who will Melanie meet in her team?

- A) Mr Harris and Tim
- B) Tim and Alex
- C) Alex and John
- D) Mr Harris and Alex

8. Where did Tim and Alex meet Melanie before?

- A) At the Brighton office
- B) At the US office
- C) At the Leeds Conference
- D) At the HR department

9. What will Melanie and her team work on?

- A) Marketing strategies
- B) Customer support
- C) Improving executive services
- D) Hiring new staff

10. What is included in the attached leaflet?

- A) Travel information
- B) Company history
- C) Working procedures and benefits
- D) Office maps

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

R. A 3 .SKILLS (20 MARKS)

1. Complete the conversation using the words and phrases given. There are two spare ones. (10 marks)

could I speak to	hold	you're through	This is
put me through			
dialled the wrong number	can I leave a message	engaged	
can I take a message	hang on	bad line	call me back

A: Sales Department. Can I help you?

B: Oh! I must have a)..... Can you b)..... to Customer Services, please?

A: I'm sorry, it's c)..... . Did you say Customer Services?

B: Yes, that's right.

A: Just one moment. I'm sorry, but the line is d)..... Do you want to e)..... ?

B: All right.

A: f) now.

B: Hello g)..... the department manager, please?

C: I'm afraid he's not in the office this morning h)..... ?

B: Yes, please. i).....George Smith. Could you ask him to j)..... ?

C: Yes, of course. Goodbye.

B: Bye.

Anexo 2

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

Put this conversation into the correct order. The first sentence is H and the last is C. (10 marks, 1 mark each)

- a) So, that's 0131 899 0210
- b) Can I have your number?
- c) Goodbye
- d) Hello. Can I speak to Ms Trevor please?
- e) I'll give her the message, Mr Bradman
- f) I'm sorry, she's not here at the moment. Who's calling please?
- g) It's 0131 899 0210
- h) Mary Trevor's office. May I help you?
- i) Thank you very much. Goodbye
- j) That's it
- k) My name's Ray Bradman. Can I leave a message? It's very urgent.
- l) Can you ask Ms Trevor to call me back tomorrow morning?
- m) Yes, of course

Anexo 2

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

R.A. 4 WRITING (20 marks).

Writing skills practice: A more formal email – writing practice

Read the exam question and write your email below.

Exam question

You are interested in doing some volunteer work during your school holidays. Read the advertisement (right) which you saw on the internet and some notes you have made in red. Write an email to Caroline Robinson using all the notes. You should write approximately 150 words.

Looking for something fun to do during the school holidays?

Ever thought about volunteering? Come and join one of our volunteer projects! First-time volunteers welcome – no experience required.

- Provided, or should I bring my own?

For further information email volunteer coordinator
Caroline Robinson: caroline@volunteer.org

8:31

Cancel

New Message

Send

To: caroline@volunteer.org

Subject:



DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Anexo 2			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

R.A 5. VOCABULARY AND GRAMMAR (20 MARKS)

VOCABULARY. Choose the best words to complete the text.

(8 marks, one mark each)

Tania has just graduated from university and she's about to start climbing the career (1)(path / ladder). Her degree is in accountancy. Last week, she had an interview for an entry-level accounting job in the (2)(head office / warehouse) of a multinational pharmaceuticals company. The company is a manufacturer and (3)(retailer / wholesaler), which means it sells its products to distributors who then sell them on to shops. The company has expanded quickly since its researchers (4)(made / met) a breakthrough and created an effective new treatment for cancer.

She's also had an interview with an advertising (5)(campaign / agency). That company is much smaller than the pharmaceutical giant and the job would have more responsibility for preparing (6)(budgets / deadlines) and managing company finances.

Tania always wanted to work in some kind of business environment but work-life (7)(quality / balance) is important to her. That's why she chose to study accountancy. Also, the (8)(unemployment rate / balance of trade) is high in her country, which means jobs are hard to find. An advisor at her university said that even in hard times, businesses need accountants.

Anexo 2

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

LANGUAGE

A Choose the best option to complete the sentences. (6 marks, 1 mark each)

- 1 _____ you like a cup of coffee?
a) Can b) Could c) Would
- 2 You _____ attend the meeting but it would be a good idea if you did.
a) don't have to b) should c) mustn't
- 3 I _____ be late for this meeting. If I'm late, I'll lose my job.
a) don't need to b) should c) mustn't
- 4 Roman waited _____ the end of the meeting and then he announced the promotions.
a) when b) as soon as c) until
- 5 _____ we've reached our sales targets, we can relax a bit. But not before!
a) While b) When c) Until
- 6 _____ the South-east Asia sales results come in yet?
a) Are b) Have c) Is

Anexo 2

DATOS DEL ASPIRANTE			FIRMA
APELLIDOS:			
Nombre:	D.N.I. N.I.E. o Pasaporte:	Fecha:	

A Complete the texts using the correct form of the verbs in brackets. (6 marks, 1 mark each)

Our latest model (1)_____ (launch) last month at the Berlin Motor Show. Right now, it (2)_____ (sell) well in all of our key markets. If sales (3)_____ (increase), we'll be in a very strong position to begin work on the next new model. That's what we expect. However, if sales (4)_____ (decrease), we would be in serious trouble.

I saw Roald yesterday. He said that sales in Scandinavia were very good. However, he also said we (5)_____ (need) to be very careful about delays in shipment. No one wants to order a new car and have it arrive six months later. So I (6)_____ (meet) the production manager next week to make sure we can avoid any problems.



**Comunidad
de Madrid**

