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<u>CORPORATE TRAINING.</u> <u>Entrenamiento en inglés para empresas.</u>

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Reglas Universales para Hablar Inglés

Para crear oraciones afirmativas se utiliza el verbo auxiliar "AUX" después del Sujeto. Sujeto + Aux + Complemento

Para crear oraciones negativas se utiliza la partícula "NOT" después del verbo auxiliar. Sujeto + Aux "not" + Complemento

Para crear oraciones interrogativas el verbo auxiliar "AUX" se coloca antes del Sujeto. *Aux + Sujeto + Complemento?*

Tips de pronunciación:

Ch	
Sh	
Th	
Y	

- (Cuadro completado en clases)

Listado de Verbos

Español	Infinitivo	Base	Gerundio	Pasado Simple	Pasado Participio
Ser/estar	То Ве	Be-am-is-are	Being	Was-were	Been
Hacer	To Do	Do-does	Doing	Did	Done
Tener/Haber	To Have	Have-has	having	Had	Had
Comer	To Eat	Eat	Eating	Ate	Eaten
Trabajar	To Work	Work	Working	Worked	Worked

Tabla de la Manzanita

Column1	Column2		Column3	Column4
Personal	Possessive		Possessive	Object
Pronouns	Adjectives		Pronouns	Pronouns
I	My	1 0 1 0	Mine	Me
You	Your	- A	Yours	You
Не	His	\bigcirc	His	Him
She	Her		Hers	Her
lt	lts		Its	lt
We	Our		Ours	Us
They	Their		Theirs	Them

ACTION

El Verbo Get

🗖 Obtain 7 UU Obtain Buy Become Buy Receive Receive 🗆 Arrive Earn GET Reach Arrive Persuade Bring Reach Have Bring Have Cuando trabajamos con Persuade adjetivos, podemos usar el Earn verbo GET + Adjective para Become crear un verbo que indica la acción relacionada a ese

Puede tener diferentes significados: Obtener, comprar, recibir, llegar, convertirse, etc.

adjetivo.

Para esto se usa el verbo GET con el significado del verbo "Become" (convertirse, volverse, tornarse y nuestro chileno "ponerse") y podemos usar la siguiente fórmula para transformar cualquier adjetivo en verbo.

GET + Adjective = Verb

Examples:		
I always get nervous before	It just got interesting!	Why do you get so crazy
a presentation		about it?
She gets angry	She doesn't get angry	Does she get angry ?
My nephew got so big .		When she spoke, the room
		got very quiet.

Listado de Herramientas Lingüísticas

- 1. Introducing
- 2. To Point at Things
- 3. Present Continuous Past Continuous
- 4. Imperatives
- 5. Simple Present Simple Past
- 6. Connectors and Prepositions
- 7. Abilities Present, Past and Future
- 8. Future
- 9. Quantities (How much, how many)
- 10. Conditionals
- 11. Comparative and Superlative Form
- 12. Present Perfect y Present Perfect Continuous Past Perfect y Past Perfect

Continuous.

- 13. Phrasal Verbs
- 14. Passive Voice

1.- Introducing:

Sirve para **pedir y dar información personal** (nombre, teléfono, profesión, etc.) también para presentarse y/o presentar a otra persona, **dar descripciones físicas** y **psicológicas**. También para indicar **la ubicación** de algo o alguien **y estados de ánimo**.

Aux: To Be Present: Am, Is, Are Past: Was - Were I – am / was You – are / were He – is / was She – is / was It – is / was We – are / were They – Are / were

I am Mark, I am a lawyer	She is Jessica, she is an	He is Peter, he is American.
and my telephone number	accountant. Jessica is my	Peter is my neighbor and he
is 5557869.	sister and she is single.	is very intelligent.

I am not a dentist and my	Jessica is not my cousin, she	Peter is not Chilean and his
last name is not Robinson.	is my sister. She's not	address is not 2245,
It is Anderson.	married.	Vespucio Avenue.

Question: What is your	What is her name?	What is his name?
name?	Her name is Jessica.	His name is Peter.
Answer: My name is Mark		

What is your profession?	What is her profession?	What is his profession?
I am a lawyer.	She is an accountant.	He is a policeman.

Mark, are you single?	Is Jessica single?	Are Jessica and Peter
Yes, I am.	Yes, she is.	married?
Are you Italian?	Is she a teacher?	No, they are not. She is my
No, I am not. I am Canadian	No, she's not. She is an	sister and Peter is my
	accountant	neighbor. They are single.

2. - To Point at Things

Sirve para señalar objetos o personas que estén cerca o lejos. También se introducirá el concepto de **Adjetivos** para indicar las características de los objetos señalados.

	Near	Far
Singular	This	That
Plural	These	Those

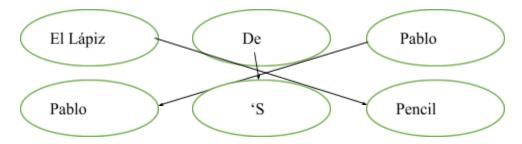
Aux: To Be Present: Am, Is, Are Past: Was - Were I – am / was You – are / were He – is / was She – is /was It – is /was We – are /were

They – are /were

Los adjetivos en español se ubican después del sustantivo, por ejemplo (la casa grande, una niña bonita). Pero en inglés, los adjetivos se colocan antes del sustantivo (the big

house, a pretty girl). El pronombre relativo **Whose** se utiliza para preguntar a quién le pertenece dicho objeto **Whose** (siempre se debe usar esta estructura y orden de palabras), **por ejemplo: Whose house is that? Whose keys are these?**

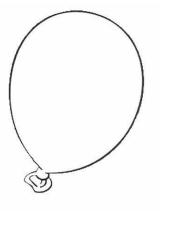
El uso del genitivo para indicar pertenencia es de la siguiente manera:

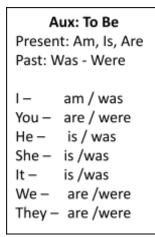


This is a house.	That is a big house.	Those are 3 houses.
This is Pablo's house.	That is mark's apple.	These are my pencils.
This is not my house, my house is the white one.	Those are not your keys, they are Pablo's keys	These are not his bags, Pablo's bags are those.
Pablo, is this your credit card? Yes, it is.	Pablo, where are your keys? They are on that suitcase.	Are those your cars Mary?
Peter, whose computer is this? It is Pablo's computer.	Whose brother are you? I am Mark's brother.	If this is your car, then, whose car is that? I don't know.
This is not my cellphone, that one is mine.	Peter, is this yours? Yes, it is	These are not mine, so, whose are they?

3. – Present Continuous

Sirve para decir e indicar lo que está ocurriendo ahora en este momento.





Examples:		
What are you doing?	What is Paula drinking?	What are we doing here?
I am eating an apple.	She is drinking juice.	We are waiting for my
		sister.
Are you studying English?	Is she reading a book?	Where are you working?
Yes, I am.	No, she isn't. She is reading	I am working in that office
	a magazine.	around the corner.
Where are you listening to	Where are they cooking?	Is she sending the email?
music? I am listening to	They are cooking at home.	Yes, she is.
music in my bedroom.		
What are you wearing?	Why are you talking to him?	I am thinking about quitting
I am wearing a shirt and my	Because we are planning	my job.
new jeans.	her birthday.	
The students are using their	Is she using her sister's car?	Am I interrupting you?
cellphones.	I think she is.	Not at all.
Are you using the	Are you sure she is looking	Why is he carrying that
ingredients I told you	for me? Yes, I am.	box? Because he is quitting
yesterday? Yes, I am.		his job.

4. – Imperatives

Sirve para dar instrucciones u órdenes. Se usa el verbo en su forma base y el imperativo en negativo se construye anteponiendo **Donot** o **Don't** y el verbo.

Si el hablante desea incluirse en la acción debe utilizar la construcción **Let's** (let's speak – hablemos, let's go - vamos)

Aux: To Do

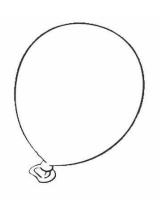
Do not (Don't)

Go away	Don't go.	Girl, don't go away mad.
		Just go away.
Tell me your name.	Please, tell me her name.	Speak slowly please.
Read chapter 1.	Don't open that drawer.	Don't eat that in my car.
Tell her that I am looking for her.	Pass me the salt please.	Don't do that here.
Go to the supermarket and	Don't buy that one because	Send me the e-mail
buy some chocolate.	it is not the right color.	tomorrow.
Let's go to the supermarket.	Let's not speak about that.	Don't send the report until
		tomorrow.

5. – Simple Present

Sirve para hablar de lo que sucede habitualmente, rutinas diarias y la frecuencia de dichas acciones. Lo que sucede, hago, tengo o que me

gustan.



Aux: To Do Present: Do, Does Past: Did

You – do / did He – does / did She – does / did It – does / did We – do / did They – do / did

Examples:		
I work every day.	I don't work on Saturday.	Do you work here?
I play the guitar.	I don't play the piano.	Do you play any
		instrument?
She eats healthy food.	She doesn't eat meat.	Does she eat at home?
I have 5 years of	I don't know how to start a	Do you live nearby?
experience.	car.	
Why do you like this song?	Does she like sushi? No, she	We don't know this song.
Because it is romantic.	doesn't. She hates it.	Do you?
I like to play chess.	I don't like to watch	She loves to read books.
	football.	
I like singing their songs.	She doesn't like eating at	Why do you like sitting so
	restaurants.	far away?
Do you have breakfast at	Does Jennifer work here?	I love going out with
home? Yes, I do.	Yes, she does.	friends, but I prefer to stay
		home.
How often do you go out	How often does she visit	Do you generally exercise
with friends? I never go out.	her family? She always visits	alone? Yes, I do.
	them.	
Do you want me to come	I need you to understand	I want you to learn fast.
tomorrow?	how important this is.	

6. – Connectors, Prepositions and useful words

Cada conector o conjunción tiene la finalidad de unir dos o más palabras, frases u oraciones. Los conectores pueden ser usados con cualquiera de nuestras **Herramienta** Lingüísticas.

And: Une palabras, frases u oraciones - I like pizza and sushi But: Indica contraste entre dos oraciones - Today I have a party but I will not drink anything

So: Indica el resultado de algo - Yesterday, it was my day off so I decided to go shopping Because: Indica el motivo de algo - I am having lunch at the mall because it is my day off While: Indica dos situaciones que están ocurriendo al mismo tiempo - The kids are playing videogames while their mother is Reading a magazine

PLACE Continents, Countries, Centuries, Decades, Years, IN Neighborhoods. Months Any place where in has the idea of Periods of time being inside. (Including parts of the day, except night) Streets, Avenues, Paths, Drives, Islands Days and Dates ON Vehicles where you can stand up and walk. Or any form which includes the word "day" (Buses, Trains, Boats, Ships, Plane, etc. but not cars) -Addresses Specific places Specific time (At home, at the airport, at school, at the hospital, at the beach, etc.)

Prepositions (In, On, At)

7. – Abilities

Sirve para indicar lo que puedo o no puedo hacer, también se introducirá su forma pasada y futura.

Aux: Can Could To Be Able To

Past	Present	Future
COULD	CAN	N/A
To be able to (was - were)	To be Able to (am – is - are)	Will be able to

I can speak English	I can't speak French	She can cook very well
Can you play any	Can she speak any	Can we go to another
instrument?	languages?	place?
Yes, I can.	Yes. She can speak German	
I am sorry. I couldn't send	Could you go to the party	My sister could not come
you the e-mail yesterday	last week?	this time.
I am able to speak 3	She is not able to drive a	Are we able to do this?
languages.	car.	
When I was a child, I was	They were not able to take	Were you able to play the
able to run very fast	this trip with us.	piano as a child?
With your help, I will be	I will not be able to go	Will you be able to come to
able to speak English	shopping with you today	my birthday party?

8. – Future

Sirve para hablar acerca del futuro, lo que haré o lo que sucederá. Existen 4 estructuras para expresar el futuro.

1. Will:

I will eat a sandwich

2. To be + Going to :

I am going to eat a sandwich

3. **Present continuous + time phrase in the future :**

I am eating a sandwich tomorrow

4. Future continuous

I will be eating a sandwich (by the time you get home)

	-	
I will <u>study</u> English this	I am going to <u>study</u> English	I am <u>studying</u> English this
weekend.	this weekend.	weekend.
I will <u>go</u> to the supermarket.	I am going to <u>go</u> to the	I am <u>going</u> to the
	supermarket.	supermarket.
Mark will have lunch in 30	Mark is going to have lunch	Mark is having lunch in 30
min.	in 30 min.	min.
We will work on this	We are going to work on	We are working on this
project.	this project.	project.
I will not let you do this.	I am not going to let you do	I am not letting you do this.
	this.	
They won't allow animals	They are not going to allow	They are not allowing
there.	animals there.	animals there.
What will you do this	What are you going to do	What are you doing this
weekend?	this weekend?	weekend?
What time will you <u>go</u> to	What time are you going to	What time are you going to
the party?	<u>go</u> to the party?	the party?
Will she be here early?	Is she going to be here	She is not coming today.
	early?	
By the time you get home I	By the time you get home I	When the plane arrives I
will be sleeping.	am going to be sleeping.	will be waiting for her.

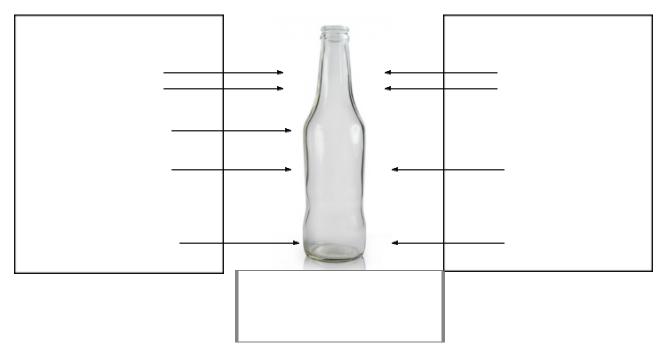
Will To be (am, is, are)

9. – Quantities (How much, how many)

Sirve para indicar la cantidad de algo. Utilizamos sustantivos y estos son contables o incontables.

Cuando la palabra es contable usamos **there is** para el singular **are** para el plural (*there are 2 cars*).

Cuando la palabra es incontable usamos there is (there is a little water)



There is a snake in my boot.	There is not (isn't) any	Is there any food left?
	space here.	
There are many things to	How much is this book?	Is there anything I can do
say.		for you?
How many siblings do you	How much money does the	Hurry up! There is no time!
have?	company make?	

AUX There is – there are There Was – There Were

10. – Conditionals

Los condicionales están compuestos por dos oraciones principales.

First Conditional: Sirve para indicar una acción probable y su resultado en el futuro. If (simple present), Will + base form – *If I practice English every day, I will improve rapidly.*

Second Conditional: Sirve para indicar una acción poco probable y su resultado hipotético.

If (simple past), would + base form – If I won the lottery, I would buy a big house.

Third Conditional: Sirve para indicar una condición en el pasado y su resultado hipotético en el pasado.

If (past perfect), would have + Past participle – If I had taken the other job, I would have bought a house nearby.

Zero Conditional: Sirve para indicar situaciones constantes y también para dar instrucciones.

If (simple present), (simple present) – If you heat water, It boils – If you receive the email, let me know as soon as possible.

If I eat too much, I will get	If you don't study, you will	What will you do if It is
fat.	fail the test.	true?
If I were the president, I	If I didn't have a car, I	What would you do if you
would take care of old	would use public	saw a UFO?
people.	transportation.	
If I had known that you	If I had studied	If I hadn't stayed up all
were coming, I would have	engineering, I would have	night, I wouldn't have been
cleaned up my house.	been really good at it.	so tired the next day
If you don't believe me, go	You can take it off if you	If you are in town, give me
and see it for yourself.	like.	a call

11. – Comparative and Superlative Form

To Be (am – is - are) (was - were)

Al usar adjetivos podemos crear comparaciones entre dos elementos o usar la forma superlativa que expresa la característica en su grado máximo.

	Comparative form	Superlative form	
Todos los Adjetivos de 1 silaba	Adjective + er than	The Adjective + est	Todos los Adjetivos de 2 sílabas que terminen en y, le, et, ow.
Todos los Adjetivos de 3 sílabas	More Adjective than	The Most Adjective	Todos los Adjetivos de 2 sílabas que no terminen en y, le, et, ow.

Adjetivos irregulares

	Comparative form	Superlative form
Good	Better than	The best
Bad	Worse than	The worst
Many / Much	More than	The most
Little / A few	Less than	The least

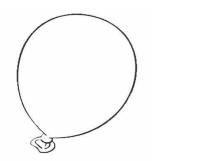
También contamos con la construcción comparativa **as adjective as** – *she is as tall as her mother; they are not as bad as I thought.*

Robert is taller than his	I think she is younger than	Russia is the biggest country.
brother.	me.	
Julia is more intelligent.	Mark is more handsome than	The Titanic was the greatest
	George.	ship ever built.
I like the other dress but that	This is the fastest computer	This machine is more reliable.
one is cheaper		

12. – Present Perfect – Present Perfect Continuous

El Presente Perfecto sirve para indicar experiencias de vida, una acción que se "ha" realizado.

El Presente Perfecto Continuo sirve para indicar acciones que han estado sucediendo "últimamente" (lately)



Past: Had have / had I – You – have / had He – has / had She – has / had lt – has / had We - have / had They - have / had

Present: Have, Has

Example

I have done this many	I haven't been abroad	Have you ever seen the
times		rain?
She has written 2 books so	We haven't received any	Have you ever been in jail?
far	notification	
She has seen the movie	He hasn't seen the movie	Have you finished already?
twice	yet	
How long have you been	We have been friends for	It has been raining since
waiting for me?	20 years	this morning

5

13. – Phrasal Verbs

Los Verbos Frasales o Phrasal Verbs son verbos compuestos de un verbo más un adverbio o una preposición y que juntos producen un significado diferente.

Ejemplos:

Look after (someone or something) significa CUIDAR de alguien, de algún animal o cosa. *I have to look after my grandmother*.

Look for (someone or something) significa BUSCAR o Tratar de encontrar algo o alguien. *I am looking for a red dress for the party*.

Find out – significa descubrir, averiguar. *I just found out about the situation*.

FILLUSULVELDS		
Take care	Cuidar	Please, take care when you go out
Pick up	Pasar a buscar	What time do you want me to pick you up?
·		

Phrasal verbs

14. – Passive Voice

La voz pasiva se forma con el verbo "to be" (ser, estar) y el verbo en pasado participio.

La voz pasiva se suele utilizar cuando se desconoce o no interesa mencionar quién o qué hace la acción. Es más normal encontrar en español formas con 'se', por ejemplo: 'se habla', 'se alquila' o verbos en plural como 'venden', 'compran'.

	To be	Verb in past	
		participle form	
Simple present			
The house	is	cleaned	Every day.
Present continuous			
The house	is being	cleaned	At the moment.
Simple past			
The house	was	cleaned	Yesterday.
Past continuous			
The house	was being	cleaned	Last week.
Present perfect			
The house	has been	cleaned	Since you left.
Past perfect			
The house	had been	cleaned	Before they arrived.
Future			
The house	will be	cleaned	Next week.
Future continuous			
The house	will be being	cleaned	Tomorrow.
2 nd Conditional			
The house	would be	cleaned	If they had visitors.
3 rd Conditional			
The house	would have	cleaned	If it had been dirty.
	been		
Modal verbs			
The house	must be	cleaned	Before we arrive.
The house	should be	cleaned	Before we arrive.
The house	Has to be	cleaned	Before we arrive.