

QCF Qualifications in Languages

Spanish

Level 2



For teaching from September 2012



Task: Going Out with a Friend from Zamora

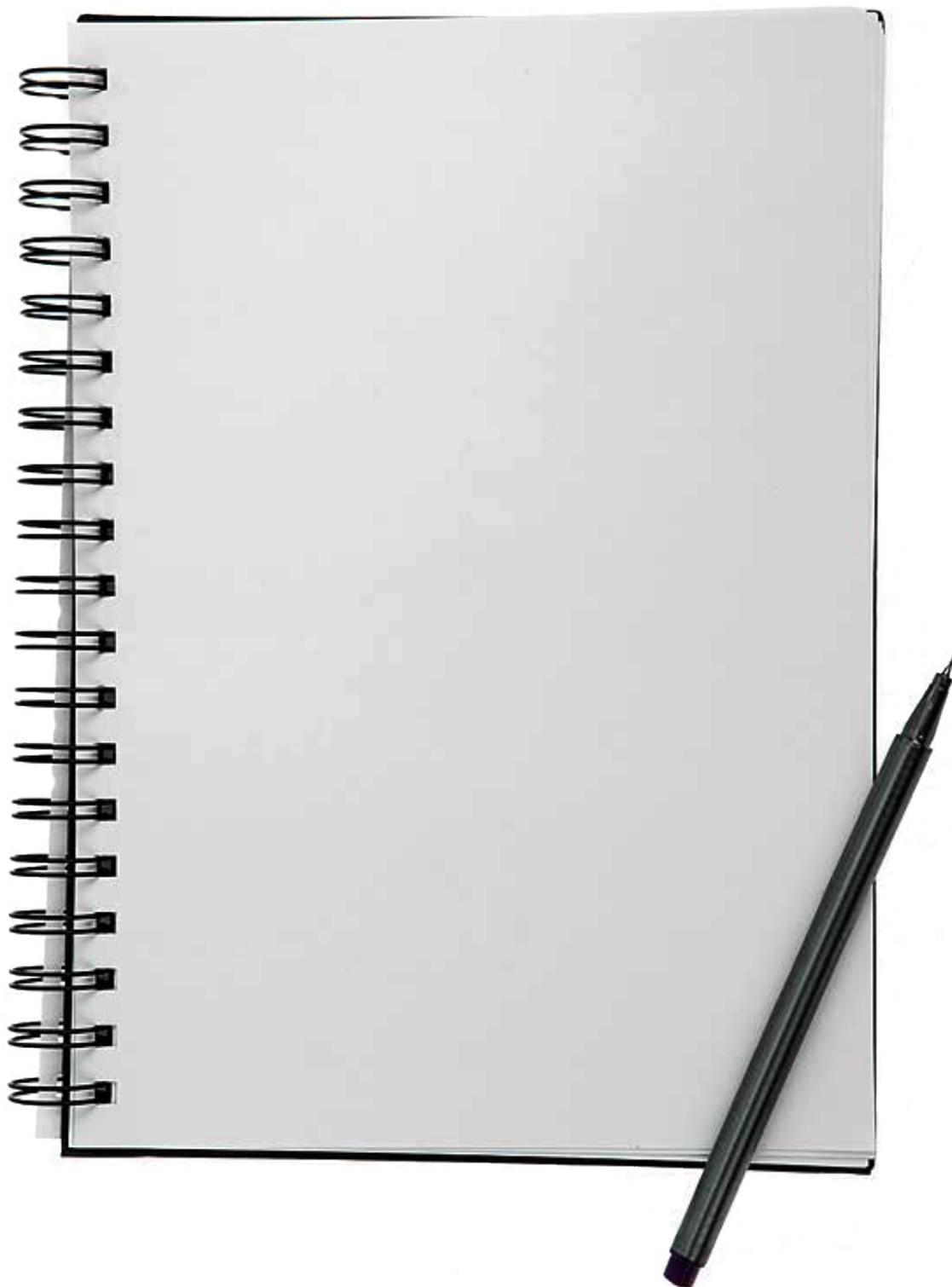


CC-BY-SA 2010 Drini

You are going out with a new friend from Zamora.

You want to know more about each other.

- Ask them questions to find out details about **any** of the following:
 - Their home town.
 - Their interests.
 - Their future plans.
 - Their holidays (past or future).
 - Their family and friends.
- Answer his / her questions giving details about yourself and aspects of your life.
- You may want to prepare a list of questions to ask prior to your meeting.
- Note down the information you receive on the note pad on the next page.



Candidate name Date of task

Assessor name Date assessed

Task: Job Interview

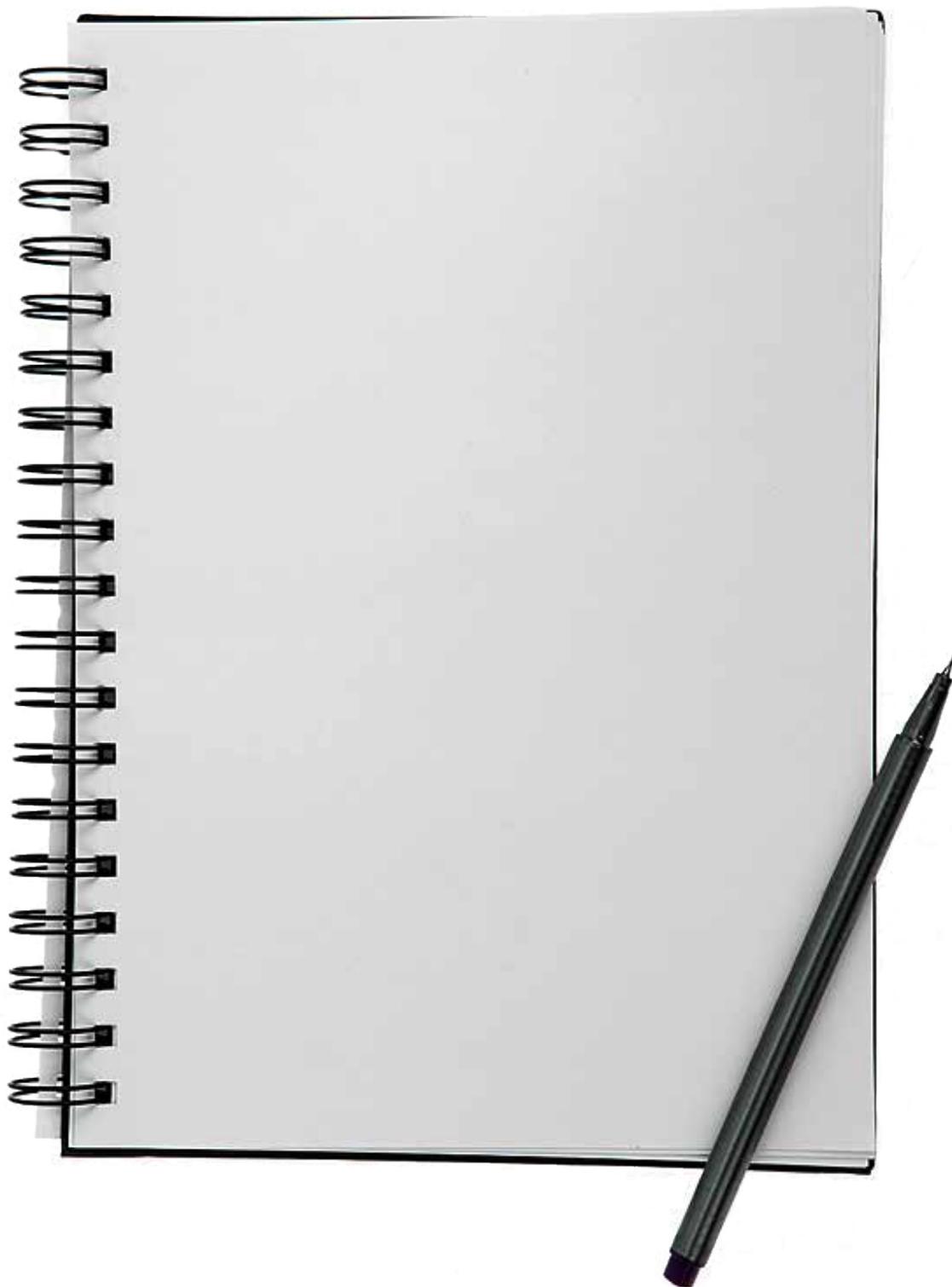


CC-BY-SA 2011 Jordiferrer

You have applied for a job at a theme park in Salou, Spain.

Your application has been successful. You are now having an interview!

- Make sure you have some knowledge of the park before your interview (research online to find a suitable theme park and position).
- Introduce yourself appropriately.
- Answer the questions asked by the employer
- You will be expected to give details about the following aspects:
 - Your qualifications.
 - Your experience.
 - Your personal qualities.
 - Your reasons for applying for the job.
- You will also have the opportunity to ask some questions.
- You can prepare one or two questions beforehand. Write them down on the note pad on the next page.



Candidate name Date of task

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Task: Writing an Email to a New Friend from Tenerife

CC-BY-SA 2009 WelcomeInSpain

You have recently met a new friend on Facebook, who comes from Santa Cruz de Tenerife, Tenerife, Spain. You would like to know more about him / her. Luckily, you have managed to get his / her email address.

- You are writing your first email to this new friend.
- You may want to give some information about yourself such as:
 - your interests.
 - your everyday life.
 - your area / country.
 - your family / friends.
 - your future plans (studies / work / holidays).
- Don't forget to ask a few questions as well!
- You can prepare your email before sending it.
- Write your final draft on the next page.

Write your email here in Spanish:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there is a vertical scrollbar with a small icon at the top and a downward arrow at the bottom.

Candidate name Date of task

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Task: Writing a Job Application Letter

Empresa española de medios de comunicación

Busca joven sin experiencia para un puesto de diseñador/a de páginas web.
La empresa se encargará de la formación de la persona elegida.



La persona ideal será:

- motivado/a
- inteligente
- independiente
- abierto/a
- competente
- con conocimientos de informática

Manda tu solicitud de empleo a la directora de Recursos Humanos.

You have seen the job advertisement above, for a trainee Junior Web Designer at a media company in Valladolid, Spain and decide to apply:

- To apply for the position you have to write a letter of application **in Spanish**, stating:
 - Your personal details.
 - Why you wish to apply.
 - Your Personal attributes.
 - Your interests.
 - Future aspirations.
 - Any other information you feel is appropriate.
- Write your letter in the form of an email on the next page.

Write your email here in Spanish:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there is a vertical scrollbar with a small icon at the top and a downward arrow at the bottom.

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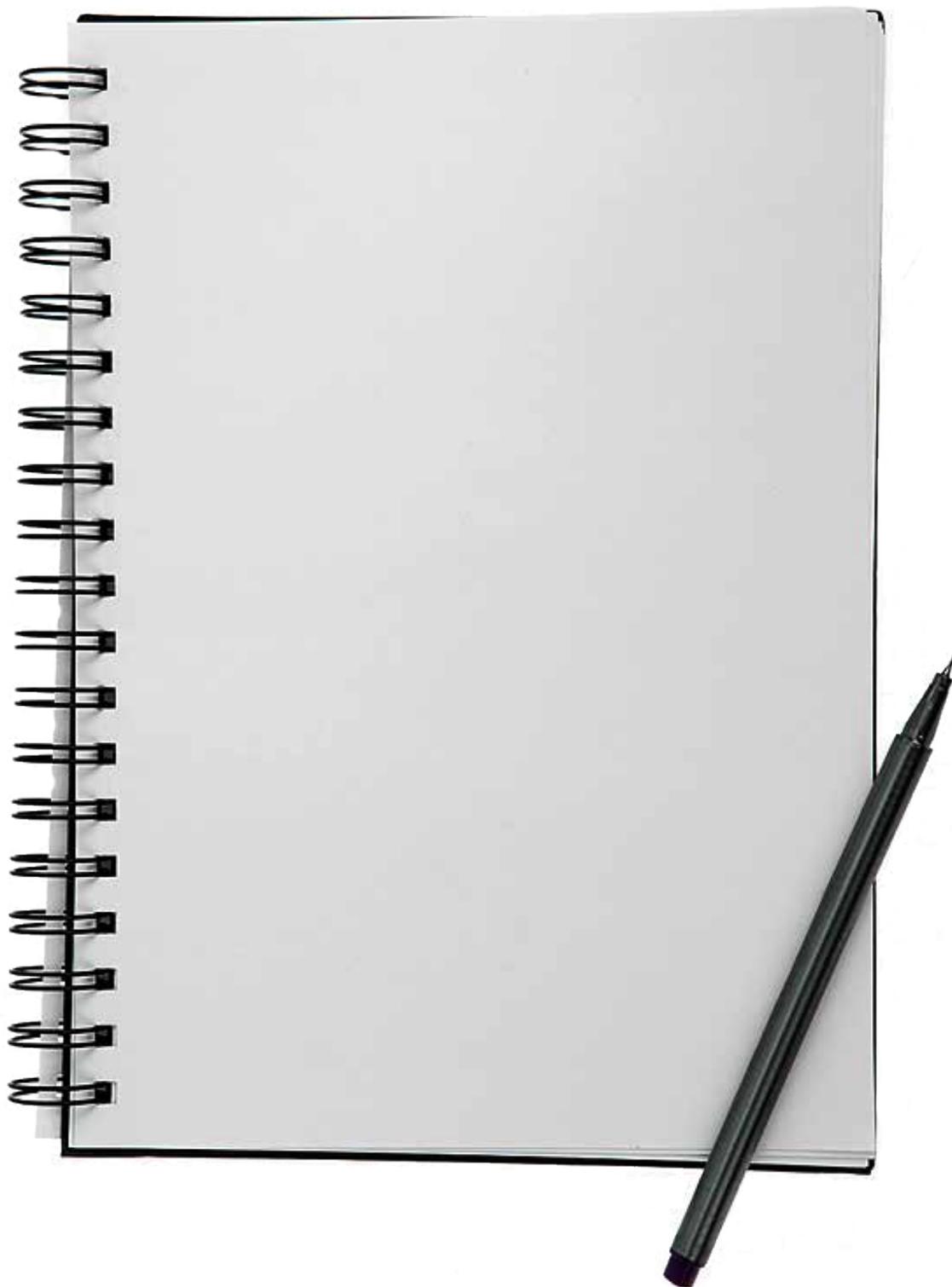
Task: Finding Business Contacts



You have been sent by your company to a reception held for a Spanish business delegation hosted by the local Chamber of Commerce.

You wish to find out more about the Spanish employees.

- Ask them their names and company positions.
- Ask the name of the company they work for and details of its location.
- Ask them for details of their office / company working hours.
- Enquire what staff facilities are available to them.
- Ask for a description of their products / services.
- Ask them about their future plans.
- Ask for any other information you require.
- You may use the note pad on the next page to prepare your phrases **in Spanish**.
- You may also use the note pad to record your Spanish colleagues' responses **in English**.



Candidate name Date of task

Assessor name Date assessed

Task: Applying for a Job



CC-BY-SA 2011 Jordiferrer

You are looking for a job in Spain to help develop your language skills and to increase your experience of working with the general public.

You see an advertisement for a job at a theme park.

You telephone the Head of Human Resources at the theme park.

- State your name and your age.
- Give details of your previous work experience.
- Mention your personal qualities.
- Explain why you want the job.
- Speak about some of your future aspirations.
- You may use the note pad on the next page to prepare your phrases **in Spanish**
- You may also use the note pad to record the Head's responses **in English**.



Candidate name Date of task

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Task: Employee Exchange



CC-BY-SA 2008 SanchoPanzaXXI

Your company has nominated you to be considered for an employee exchange with a similar company in Spain. The scheme is organised through the Bilbao Chamber of Commerce.

Research online to find a relevant company and position.

As part of the selection process you have been asked to write about yourself, **in Spanish**, to support your application.

- Include your name and company position.
- State the name of your company and its location.
- Provide a description of the products / services you offer.
- Write about why you like your job / the company you work for.
- Give details of your future career aspirations.
- Provide any other information you feel may improve your chance of being accepted on the scheme.
- Write your message in the space provided on the next page.

Write your email here in Spanish:

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Candidate name Date of task

Assessor name Date assessed

Task: Applying for a Job



CC-BY-SA 2011 Jordiferrer

You are looking for a job in Spain to help develop your language skills and to increase your experience of working with the general public. You see an advertisement for a job at a theme park. Following a telephone conversation with the Head of Human Resources at the theme park, you write an email to apply for the position.

- Include your personal details and mention some of your qualities.
- State details of your studies and qualifications.
- Give information regarding any past work experience.
- Include any other relevant information to support your application.
- Give details of your future career aspirations.
- Write your email in the space provided on the next page.

Write your email here in Spanish:

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Task: At the Theme Park

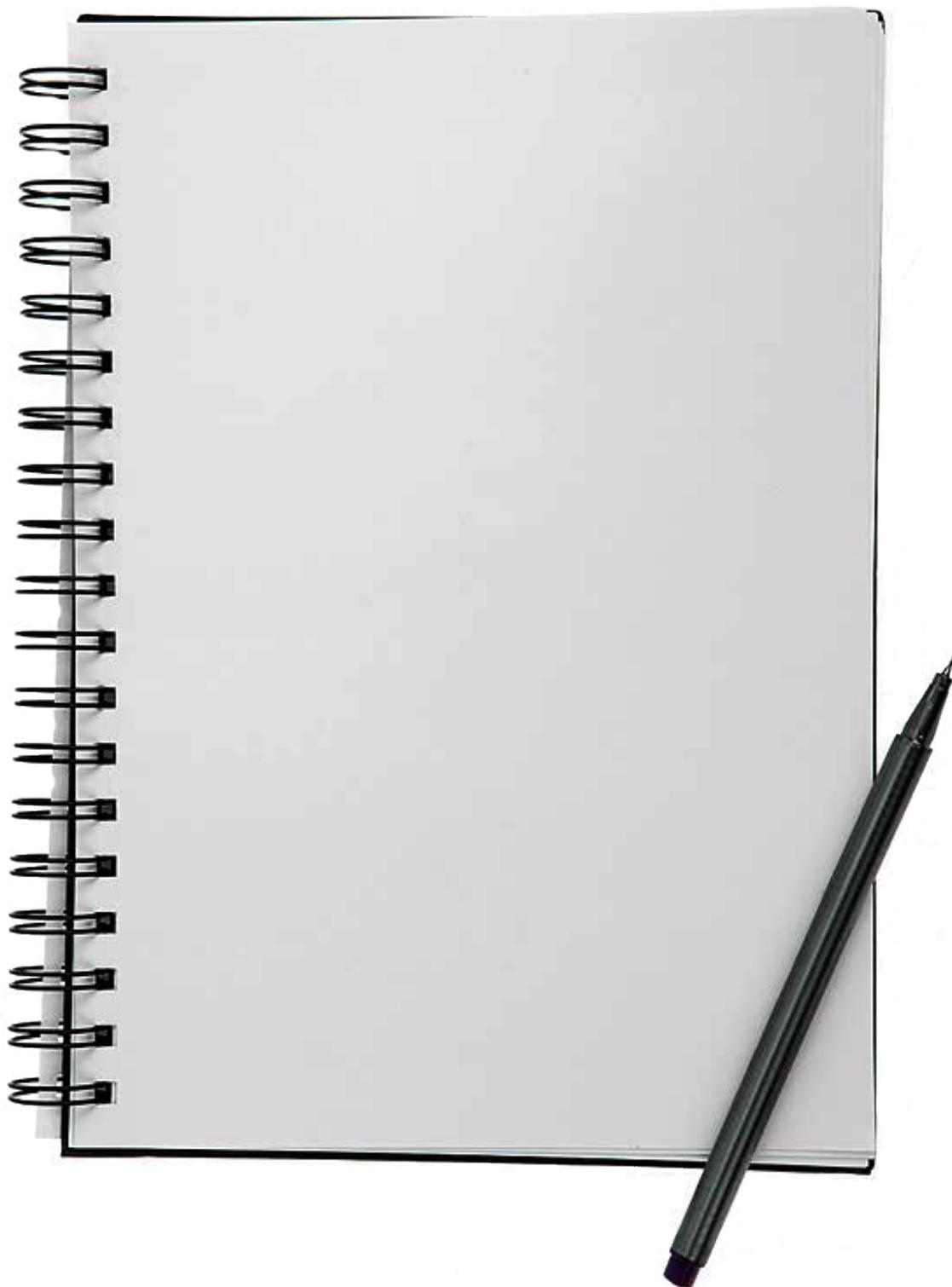


CC-BY-SA 2011 Jordiferrer

You are enjoying the day at a Spanish theme park in Salou.

You are asked by a Spanish visitor for some information.

- Research online to find information about a specific theme park and its attractions.
- Give information about the following:
 - The start time of a particular show / attraction.
 - How long the particular show / attraction lasts.
 - What you have enjoyed visiting.
 - Give them directions to a ride.
- Find out the following:
 - What is on in the evening for children?
 - Where they recommend for a meal.
 - Ask what attractions for children there are to visit locally.
- Write down the information you are given on the note pad on the next page.



Candidate name Date of task

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Task: At the Airport



CC-BY-SA 2006 fernandocarmona

You are a business class passenger at Barajas Airport in Madrid.
You have just found out that your flight has been cancelled due to a strike.
Go to the information desk and make some enquiries.

- Explain that your flight has been cancelled
- Give details about:
 - Your flight (destination, departure time etc).
 - How many of you are travelling.
 - Your luggage (e.g. how many bags, hand luggage etc.).
- Find out the following:
 - If you are able to change flights.
 - When is the next flight to your destination?
 - Are you able to get a discount due to the inconvenience and where are you meant to wait for the next available flight?
- Use the note pad on the next page to record the information you are given at the help desk.
- You may research online should you need extra information about flights or the airport.



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Task: House Exchange

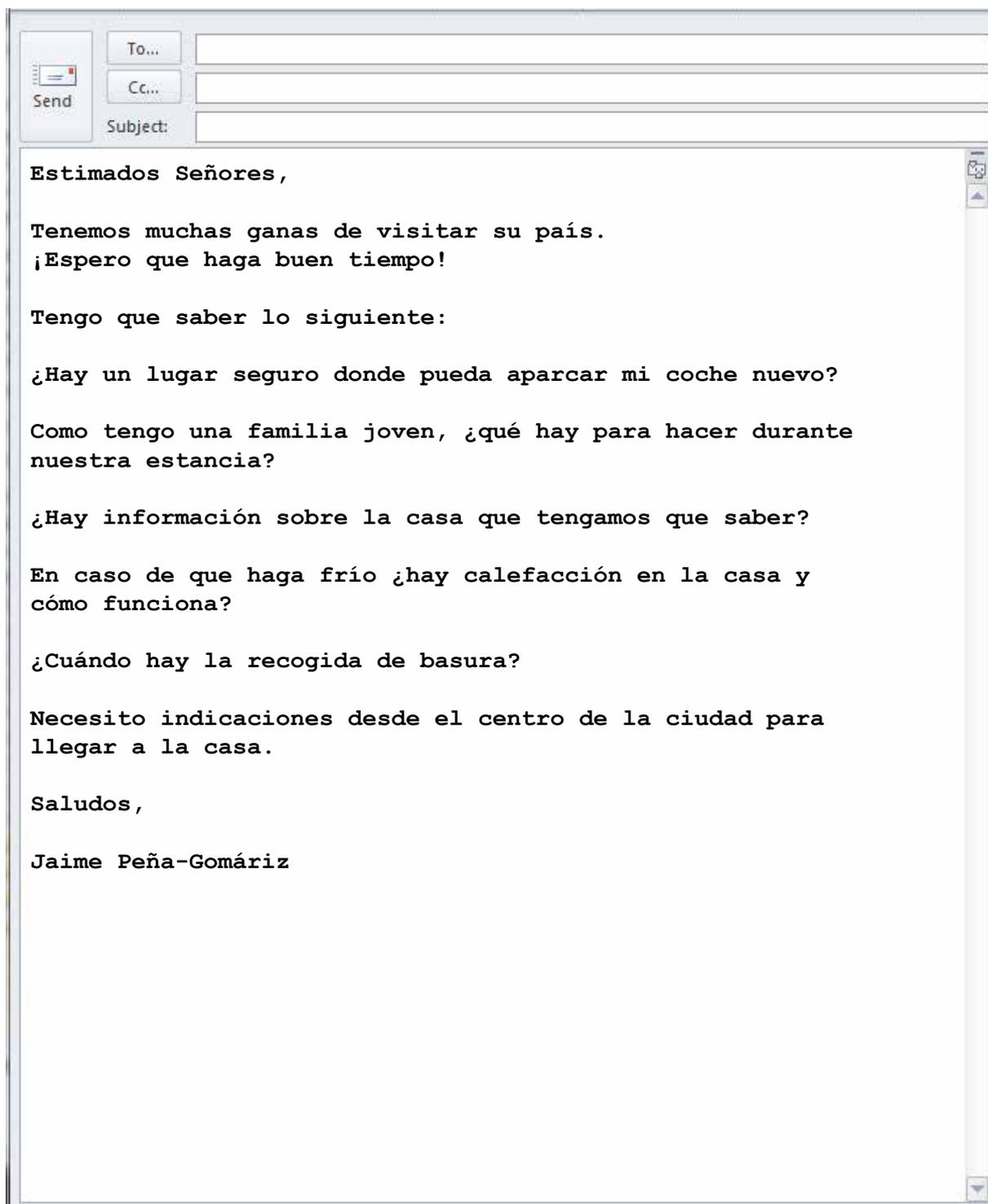


CC-BY-SA 2009 Herby

You and your parents have decided to exchange houses for a fortnight with a family living in Pamplona, Spain.

- Read the email you have received from the father of the exchange family, found on the next page. Answer **any** questions and provide the relevant information.
- Give them directions to your house from a prominent landmark in your city / village (monument etc.).
- Tell them what attractions there are in your area.
- Tell them in detail how they must separate the recycling (e.g. which colour bins, what is recyclable) from rubbish and when and where to leave them for collection.
- Write your message in the blank email found on the following pages.

The email you have received from the exchange family:



The screenshot shows an email client window. At the top, there are fields for 'To...', 'Cc...', and 'Subject:'. Below these is a 'Send' button. The main body of the email contains the following text:

Estimados Señores,

Tenemos muchas ganas de visitar su país.
¡Espero que haga buen tiempo!

Tengo que saber lo siguiente:

¿Hay un lugar seguro donde pueda aparcar mi coche nuevo?

Como tengo una familia joven, ¿qué hay para hacer durante nuestra estancia?

¿Hay información sobre la casa que tengamos que saber?

En caso de que haga frío ¿hay calefacción en la casa y cómo funciona?

¿Cuándo hay la recogida de basura?

Necesito indicaciones desde el centro de la ciudad para llegar a la casa.

Saludos,

Jaime Peña-Gomáriz

Write your email here in Spanish:

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Task: Working at a Zoo



You are working at a zoo in the UK, the owner has received an email in Spanish and knows that you speak the language. You are asked to respond to the comments made in the email and answer any questions raised.

Research online to find a zoo / wildlife park on which to base your response to the enquiries.

- Read the email on the next page.
- Thank the sender for their enquiries and answer any questions asked, or respond to any issues raised.
- Write your response in the blank email provided on the following pages.

The Spanish email the zoo has received:

	To...	
	Cc...	
	Subject:	

Estimados señores,

Voy a pasar una semana con mi familia en la región y queremos visitar su zoo. Es una lástima que no haya una versión española de su página web, ¡ya que no hablamos el inglés!

Tengo algunas preguntas; ¿Cuál es el horario?
¿Cuánto cuestan las entradas? ¿Hay descuentos para niños y hay instalaciones para minusválidos?

Además ¿qué me recomendaría usted durante la visita?
Porque nos interesamos por los animales, ¿tienen ustedes información sobre ellos en español? También, ¿sería posible traer nuestra propia comida para hacer un picnic?

Atentamente,

Luis Romero Fallada

Write your email here in Spanish:

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Task: Organising a Leisure Visit

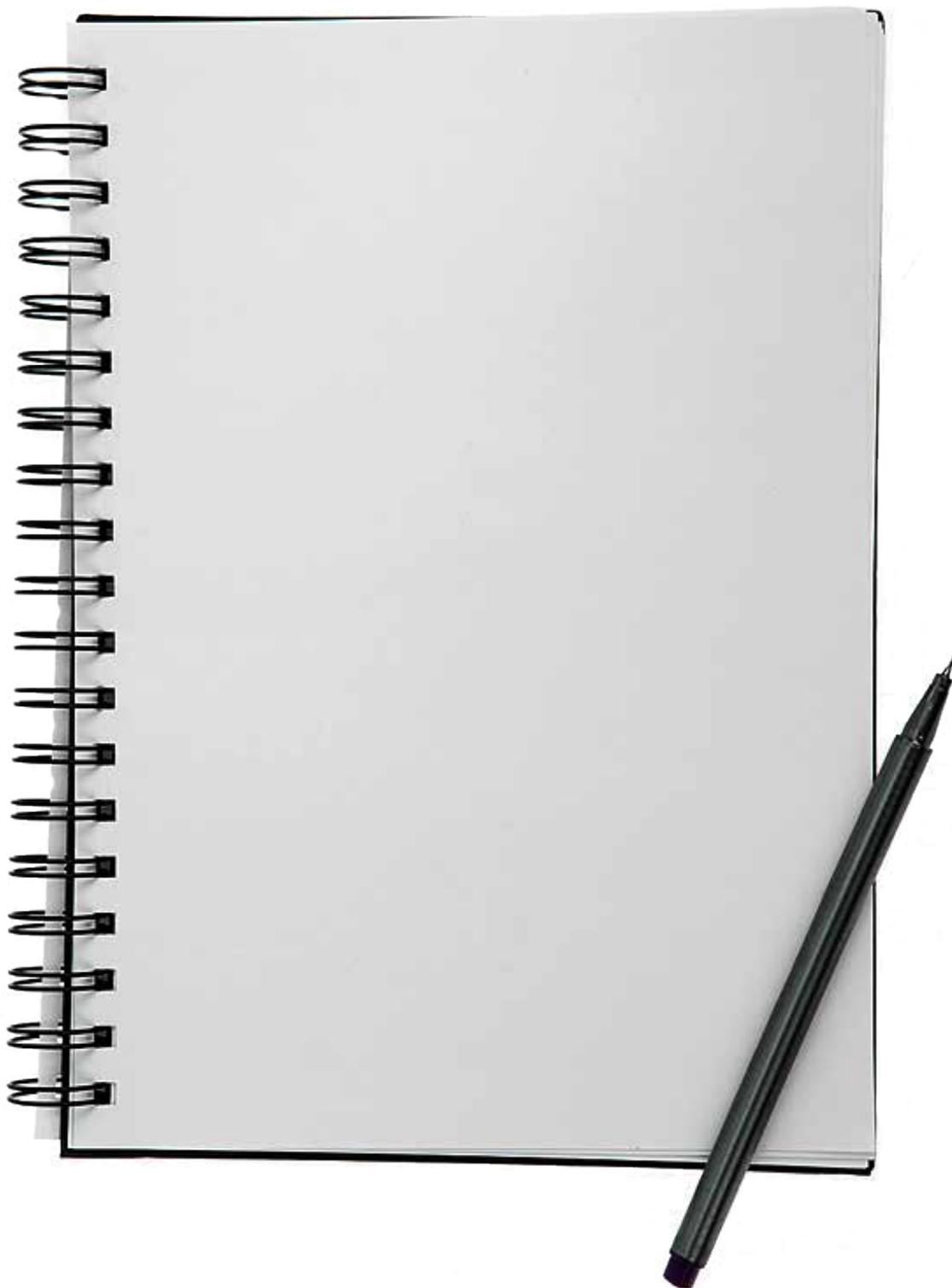


CC-BY-SA 2011 Trevor Rickard

The orchestra from your partner school, in Madrid, is coming to play in a gala concert at your school. As a member of your School Council you have been asked to organise a leisure visit during their stay.

You telephone the Spanish teacher in charge to ask what the group would be interested in visiting.

- Tell the teacher what you are planning.
- Ask what type of things would be of interest to your visitors.
- Respond and comment appropriately to what the teacher says.
- Suggest visiting a couple of places popular with tourists in your region and say why.
- Give an outline of what you will organise if the teacher agrees.
- You may use the note pad on the next page to prepare your phrases **in Spanish**.
- You may also use the note pad to record the Spanish teacher's responses **in English**.



Candidate name Date of task

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Task: Planning a Business Trip for your Boss



CC-BY-SA 2006 dewet

Your boss has a business meeting in Barcelona and they have decided to combine it with a fact finding tour to Zaragoza to follow up some business leads.

Your boss is tired of flying and wants to go by rail.

You telephone the travel service of RENFE.

- Find out the following:
 - Ask about the frequency of trains.
 - Ask what business facilities are on the train.
 - Ask if your company can pay by credit card.
 - Ask them to recommend a good hotel in Zaragoza.
- You may use the note pad on the next page to prepare your phrases **in Spanish**.
- You may also use the note pad to record the Spanish Employee's responses **in English**.



Candidate name Date of task

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Task: Planning a Holiday with Friends



CC- BY-SA 2006 Rschauer

You are going on holiday with a group of friends and as the Spanish speaker you have been given the role of organiser. You have decided to visit Andalucía.

Research online to find relevant places of interest and select one in particular (e.g. museum, monument, art gallery, sports venue etc.).

After looking at the website you email the regional tourist office to find out further information on Andalucía and your particular chosen place of interest.

- Give the dates of your visit.
- Say what interests your friends. Ask for recommendations.
- Ask for some specific detail / information about your chosen place of interest (e.g. opening times, price of entry, exact location).
- Say what type of accommodation is required for the group and ask the prices.
- Ask if there are discounts for students.
- Give any other appropriate details.
- Write your email in the space provided on the next page.

Write your email here in Spanish:

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Assessor name Date assessed

Task: Planning a Business Trip for your Boss



CC-BY-SA 2006 dewet

Your boss and some colleagues have a business meeting in Barcelona and they have decided to combine it with a fact finding tour to Zaragoza to follow up some business leads.

Your boss is tired of flying and wants to go by rail.

Research a possible train route for your boss to take and note available trains, your boss wishes to take the fastest possible route.

You send an email to RENFE.

- Ask if it is possible to reserve first class seats together, with a table for the entire journey.
- Your boss and colleagues intend to work during the journey and have asked you to enquire about internet access.
- Do the catering facilities provide for people with different dietary requirements (vegetarian, gluten-free, nut allergies etc.)?
- Ask if they could send written confirmation of **all** of the above.
- Ask them to send your company an invoice for the cost of the tickets.
- Write your email in the space provided on the next page.

Write your email here in Spanish:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there are small icons for text formatting (bold, italic, underline) and a scroll bar.

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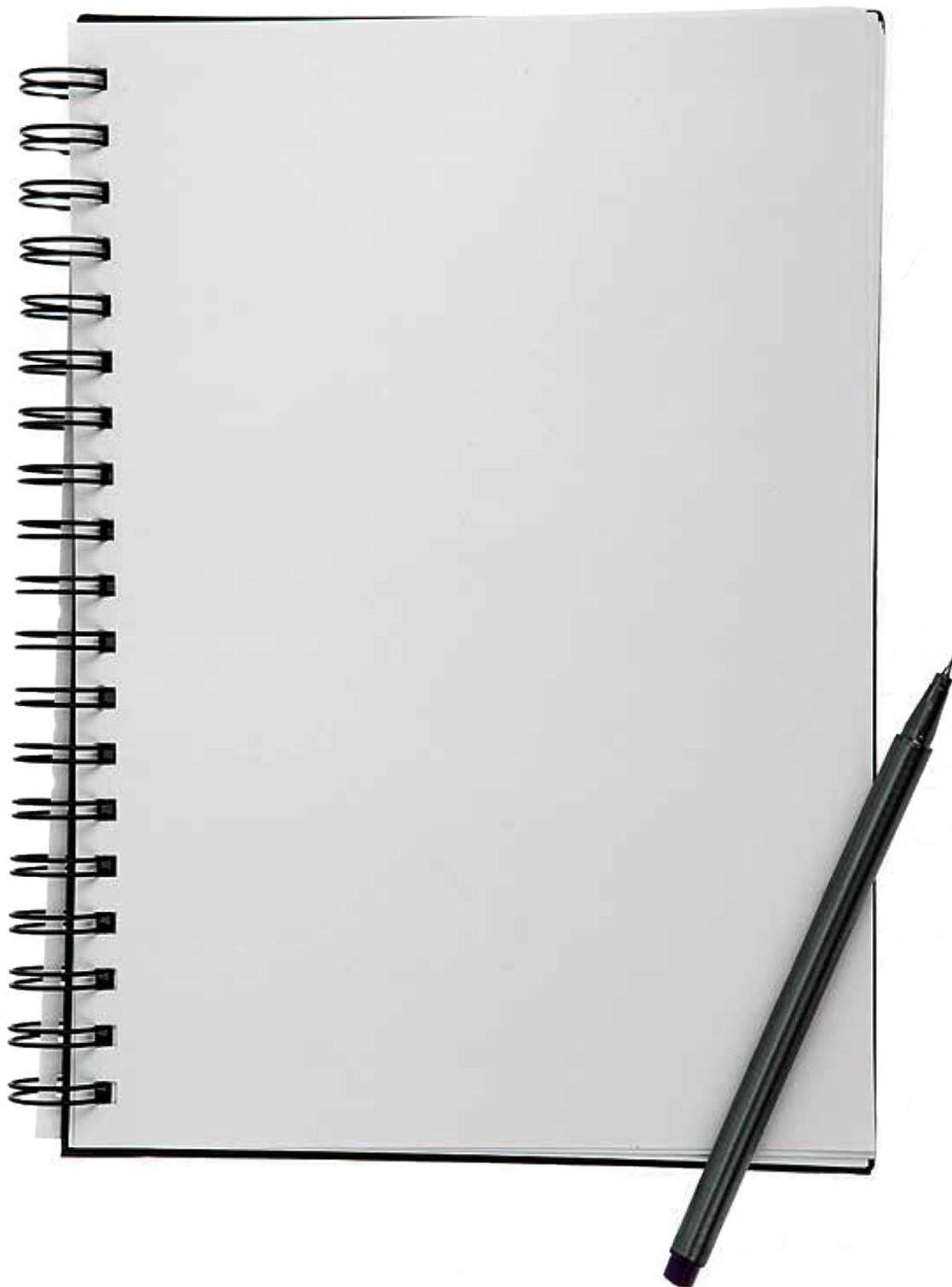
Task: At the Fast Food Restaurant



CC- BY-SA 2009 L. W. Yang

You are on a school / college football tour in Palma and are staying with a Spanish student. You go for lunch with them to a fast food outlet and you place the order.

- Research online to find a suitable establishment and its related menu.
- Order some food and drink items for **2 people**.
- Give details about what size meals you want.
- Ask the price (write the price down on the note pad on the next page, so you can share the bill with your friend).
- Ask if there is a discount for students.
- Ask a question of your choice (write down the answer on the note pad on the next page).



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Task: At the Airport

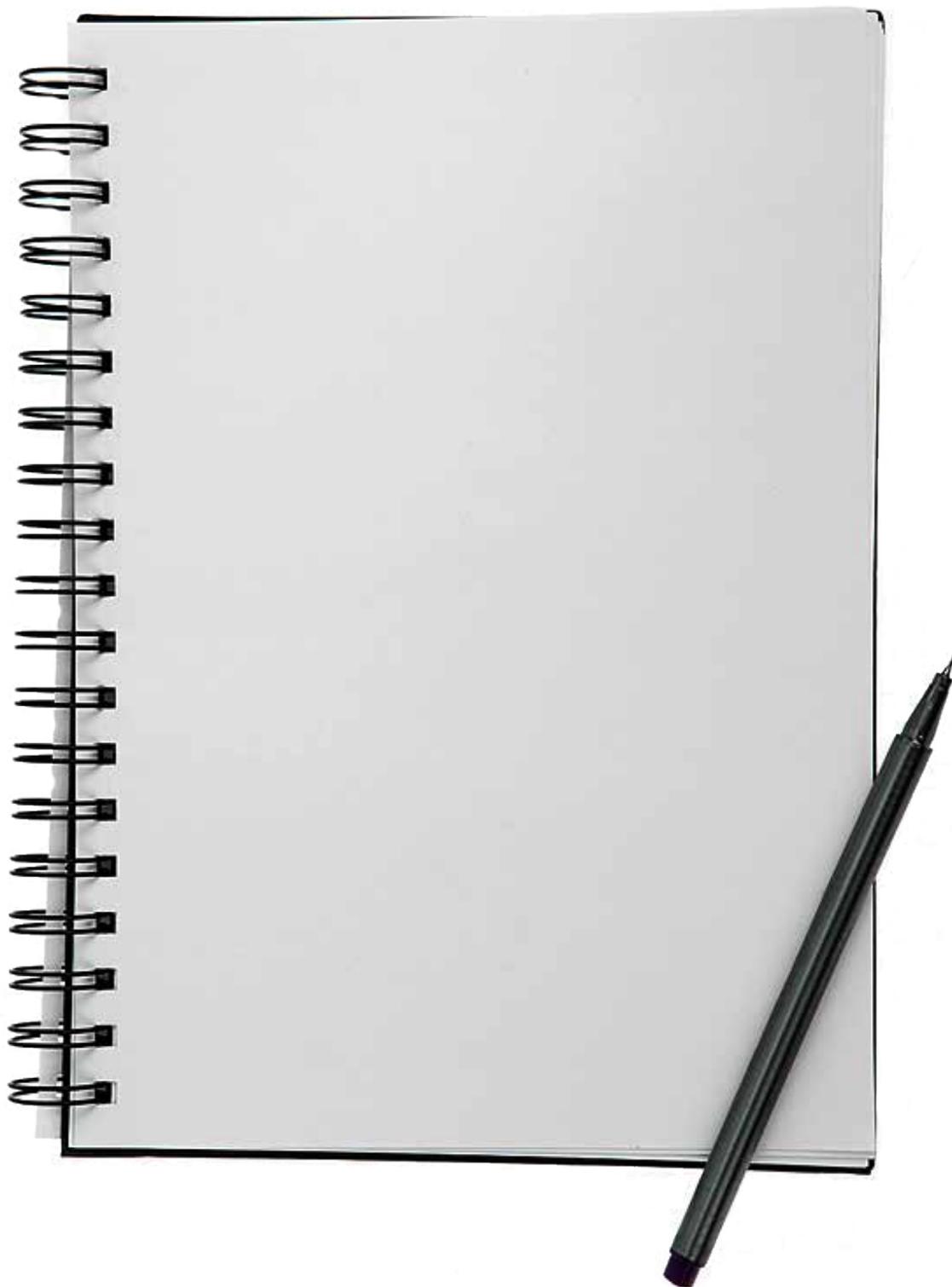


CC- BY-SA 2008 Thomas doerfer

You are at Barcelona airport at the car hire desk.

You wish to book a car for your company.

- Research online to find a list of possible cars for hire.
- Say you would like to hire a car and how long for.
- Find out the following:
 - If the car is insured.
 - If there is breakdown cover.
 - What type of fuel the car runs on.
 - Say how you want to pay.
- Write down the answers to your questions on the note pad on the next page.



Candidate name Date of task

Assessor name Date assessed

Task: Describing a Birthday Celebration



CC- BY-SA 2010 Ardfern

You have received an email from your Spanish pen friend wishing you a happy birthday. You wish to reply to their message.

- Read the email on the next page and thank your friend for their message.
- Say that you have celebrated your birthday with your friends last weekend.
- Give details of how you celebrated your birthday (How many were you / where you went / what you did etc.).
- Describe the presents you received.
- Find out when your friend's birthday is and what they intend to do to celebrate.
- Set your email as a letter. Start and end appropriately.
- Write your response in the blank email provided on the following pages.

The email you've received from your Spanish friend:



The image shows a screenshot of an email client interface. At the top, there are three input fields: "To...", "Cc...", and "Subject:". Below these is a "Send" button. The main body of the email contains the following text:

¡Hola!

¿Qué tal fue tu cumpleaños?
¡Me hicieron reír mucho tus fotos en Facebook!
¿Qué hiciste el día de tu cumpleaños?
Cuéntame de tu celebración ¿vino mucha gente a tu fiesta?

¿Te regalaron muchas cosas?
Tengo ganas de saber todos los detalles.

Tu amigo,

Juan

Write your email here in Spanish:

The image shows a standard email composition window. At the top left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'To...', 'Cc...', and 'Subject:'. Below these fields is a large, empty text area for writing the email body. On the right side of the text area, there are small icons for inserting attachments and a scroll bar.

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Task: Socialising with New Colleagues on a Work Placement



You have been sent on a work placement at a partner company in Sabadell, Spain. You have received a message on a social media site from your Spanish friend who wants to find out how you are getting on.

- Read the message on the next page and thank your friend for their message.
- Explain where you are exactly and when you arrived.
- Say that you have already visited the company.
- Say that you have met some colleagues.
- Explain that you will be going out with them during the weekend.
- Give details of what they have planned so that you can get to know each other. (e.g. going out for a meal, visiting the town, visiting the area by car, any sports activity, clubbing, etc.).
- Write your response, in **Spanish**, in the reply box below your friend's message, found on the next page.

The message you've received from your Spanish friend:

Guillermo_246



¡Hola!

¿Qué tal la vida en Cataluña? ¿Estás acostumbrándote al nuevo estilo de vida ahí?

Sin duda es diferente de tu país ¿no?

¿Cómo fue el viaje? ¿Has empezado a trabajar?

¿Qué tal tus nuevos colegas?

Tendré que hacer unas prácticas laborales en una empresa en otoño.

Mándame un correo electrónico con tus noticias.

¿Qué vas a hacer el fin de semana? Yo iré con mi novia al cine y después tomaremos unas tapas.

El domingo voy a descansar un poquito y a estudiar para los exámenes.

Un abrazo

Guillermo

Escribe tu respuesta...

Candidate name Date of task

Assessor name Date assessed