



EEMPA N°1305
SEDE APUL

2° AÑO

MÓDULO II - 2026

JOBS AND WORK SKILLS

STUDENT BOOKLET

Your
future
starts
here! 😊

**JOB
VACANCY**

I CAN

- ☒ use a computer
- ☒ work in a team
- ☒ answer emails
- ☒ help customers
- ☒ learn new skills



COMMUNICATE



LEARN



SUCCEED

Learn
Today,
Work
Tomorrow!



ASIGNATURA

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JOBS, SKILLS AND WORK

Booklet for EEMPA – Module II



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LANGUAGE CORNER

- ✓ Need
- ✓ Present Simple
- ✓ Can / Can't
- ✓ Job Vocabulary
- ✓ Email Vocabulary
- ✓ Email Structure



FINAL TASK



Write your first job application email.



LEARN TODAY, WORK TOMORROW!



UNIT 1 JOB ADVERTS

READ Mirá los avisos laborales.



SUPERMARKET ASSISTANT NEEDED

 Santa Fe

PART-TIME

Need:

- ✓ speak English
- ✓ help customers
- ✓ use a computer
- ✓ be friendly

 Call: 555-1234



HOTEL RECEPTIONIST NEEDED

 Santa Fe

FULL-TIME

Need:

- ✓ speak English
- ✓ answer emails
- ✓ use a computer
- ✓ help visitors

 Call: 555-5678



TOURISM ASSISTANT NEEDED

 Santa Fe

PART-TIME

Need:

- ✓ speak English
- ✓ help tourists
- ✓ use a computer
- ✓ work weekends

 Call: 555-9876



WAITER NEEDED

 Santa Fe

PART-TIME

Need:

- ✓ speak English
- ✓ help customers
- ✓ be friendly
- ✓ work weekends

 Call: 555-3456

MY WORK WORDS

	supermarket assistant	asistente de supermercado
	receptionist	repcionista
	tourism assistant	asistente de turismo
	waiter	mozo/a
	customer	cliente
	tourist	turista
	computer	computadora
	email	correo electrónico

LANGUAGE CORNER

NEED

Need = necesitar

Need English.

Need a computer.

Need friendly people.

SPEAK ENGLISH

Speak English = hablar inglés

Speak Portuguese = hablar portugués

Speak Spanish = hablar español

1 UNÍ Uní los avisos laborales (1-4) con las imágenes (A-D).

1. Supermarket Assistant
2. Receptionist
3. Tourism Assistant
4. Waiter

☐

☐

☐

☐



2 VERDADERO O FALSO

Leé y escribí V (Verdadero) o F (Falso).

1. The receptionist answers emails.
2. The waiter works in a hotel.
3. The tourism assistant helps tourists.
4. The supermarket assistant helps customers.
5. English is important for all the jobs.

☐

☐

☐

☐

☐

3 COMPLETÁ LA TABLA

Leé los avisos y completá la tabla.

Job	Full-time	Part-time
Supermarket Assistant	☐	☐
Receptionist	☐	☐
Tourism Assistant	☐	☐
Waiter	☐	☐

4 COMPLETÁ LAS PALABRAS

Escribí las palabras que faltan.

	SUPERMAR _ ET
	CUSTOM _ R
	TOUR _ ST
	COMPUT _ R
	WAIT _ R
	EMA _ L

DID YOU KNOW?

 English is useful for many jobs.

 Hotels use English.

 Tourism agencies use English.

 Some supermarkets use English too.

UNIT 2 – SUITABLE CANDIDATES



READ

Lee el aviso laboral y los perfiles de los candidatos.

SUPERMARKET ASSISTANT NEEDED

Santa Fe

Need:

- ✓ speak English
- ✓ help customers
- ✓ use a computer
- ✓ be friendly



ANA

Hello!
My name is Ana.
I am 29 years old.
I am from Santa Fe.

I can speak English.

I can use a computer.

I like helping people.



PEDRO

Hello!
My name is Pedro.
I am 40 years old.
I am from Paraná.

I can drive.

I can carry boxes.

I work weekends.



MARTA

Hello!
My name is Marta.
I am 34 years old.
I am from Rosario.

I can speak English.

I can answer emails.

I can use a computer.

MY WORK WORDS

	speak	hablar
	help	ayudar
	use	usar
	answer	responder
	customer	cliente
	friendly	amable
	carry	llevar / transportar
	from	de

LANGUAGE CORNER

CAN

- I **can** speak English.
- I **can** use a computer.
- I **can** answer emails.
- I **can** drive.

Can = poder / saber hacer

Can expresa habilidad.

- I **can** speak English.
→ Sé hablar inglés.
- I **can** use a computer.
→ Sé usar una computadora.
- I **can** drive.
→ Sé manejar.



1 REMEMBER!

Completa las palabras.

- S _ E A K
- H E _ P
- U _ E
- A N S _ E R
- C U S T _ M E R
- F R I E N D _ Y

2 LOOK AND MATCH

Une los verbos con las imágenes.

- speak •
- help •
- use •
- answer •
- carry •

3 TRUE OR FALSE

Escribe T (True) o F (False).

- Ana can speak English. ☐
- Pedro can use a computer. ☐
- Marta can answer emails. ☐
- Pedro is from Rosario. ☐
- Ana is from Santa Fe. ☐

4 FIND THE INFORMATION

Completa la tabla.

Name	English	Computer	Emails
Ana	___	___	___
Pedro	___	___	___
Marta	___	___	___

5 SUITABLE CANDIDATE

¿Quién es el mejor candidato?

- ☐ Ana ☐ Pedro ☐ Marta

¿Por qué? Marca ✓.

- ☐ speaks English ☐ helps customers
- ☐ uses a computer ☐ answers emails

DID YOU KNOW?



English is useful in supermarkets.
El inglés es útil en los supermercados.



Many jobs use computers.
Muchos trabajos usan computadoras.



Many workers answer emails every day.
Muchos trabajadores responden correos todos los días.



UNIT 3

PEOPLE AT WORK

READ

Leé los perfiles de estas personas que trabajan.

ANA
SUPERMARKET
ASSISTANT

Hello!
My name is Ana.

I work in a supermarket.

I help customers.

I use a computer.

I speak English.

I work from
Monday to Saturday.

MARTA
HOTEL
RECEPTIONIST

Hello!
My name is Marta.

I answer emails.

I help visitors.

I use a computer.

I speak English.

I work six days
a week.

TOMÁS
WAITER

Hello!
My name is Tomás.

I serve food.

I help customers.

I speak English.

I work weekends.

MY WORK WORDS

serve
= servir

food
= comida

restaurant
= restaurante

visitor
= visitante

hotel
= hotel

computer
= computadora

week
= semana

Monday
= lunes

Saturday
= sábado

LANGUAGE CORNER

PRESENT SIMPLE
I **work** in a supermarket.
I **help** customers.
I **serve** food.
I **answer** emails.
I **speak** English.
I **use** a computer.

El Present Simple se usa para hablar de:
✓ rutinas
✓ hábitos
✓ actividades habituales
✓ trabajo
✓ información general

I **work** = trabajo
I **help** = ayudo
I **serve** = sirvo

I **answer** = respondo
I **speak** = hablo
I **use** = uso

1 REMEMBER!
Completa las palabras.

1. S _ _ V E

2. H _ _ P

3. A _ S _ E R

4. B _ I _ D

5. P _ _ N T

2 MATCH
Uní el verbo con su significado.

serve • ayudar

help • construir

answer • responder

build • servir

paint • pintar

3 FIND THE JOB
Lee y escribí el trabajo.

1. I build walls.

2. I answer emails.

3. I serve food.

4. I help customers.

4 TRUE OR FALSE
Escribí T (True) o F (False).

1. Ana works in a hotel. ☐

2. Marta works six days a week. ☐

3. Tomás works in a supermarket. ☐

4. Ana uses a computer. ☐

5. Marta speaks English. ☐

5 JOB SKILLS
Completa las oraciones con el verbo correcto.

WORD BANK
build
paint
count
use
answer
serve

1 Builders _____ walls.

2 Painters _____ the walls.

3 Cashiers _____ money.

4 Receptionists _____ emails.

5 Waiters _____ food.

6 Office workers _____ computers.

DID YOU KNOW?

Supermarkets need friendly people.

Hotels need people who speak English.

Restaurants need people who help customers.

Many jobs need teamwork!

6

UNIT 4

SKILLS AND ABILITIES

READ What can these people do?

DAVID
BUILDER

I can build walls.
 I can paint houses.
 I can use tools.

LAURA
OFFICE WORKER

I can use a computer.
 I can answer emails.
 I can count money.

PABLO
CHEF

I can cook.
 I can serve food.
 I can help customers.

SOFÍA
SOCIAL MEDIA ASSISTANT

I can use social media.
 I can write emails.
 I can use a computer.

MY WORK WORDS

build = construir
 paint = pintar
 count = contar
 cook = cocinar
 tool = herramienta

write = escribir
 money = dinero
 team = equipo
 social skills = habilidades sociales
 social media = redes sociales

LANGUAGE CORNER

CAN

I can build walls.
I can paint houses.
I can use a computer.
I can cook.
I can serve food.
I can answer emails.
I can count money.

Can = poder / saber hacer
Can expresa habilidad.

I can cook.
→ Sé cocinar.

I can use a computer.
→ Sé usar una computadora.

I can build walls.
→ Sé construir paredes.

1 UNSCRAMBLE

Ordená las letras para formar las palabras.

1. L I D B U

2. N I T P A

3. T N U C O

4. K O C O

5. S L O T O

6. T I R W E

2 LOOK AND MATCH

Uní el verbo con el dibujo.

build

paint

count

cook

write

use

3 WHO CAN DO IT?

Uní la habilidad con la persona.

build walls

count money

cook food

use social media

David
 Laura
 Pablo
 Sofia

4 MULTIPLE CHOICE

Elegí la opción correcta.

1 David can:

a) count money

b) build walls

c) answer emails

2 Laura can:

a) use a computer

b) paint houses

c) cook food

3 Pablo can:

a) serve food

b) build walls

c) use social media

4 Sofía can:

a) use social media

b) paint houses

c) count money

5 JOB SKILLS – MATCH

Uní cada comienzo de oración con el final correcto.

1. Builders build

2. Painters paint

3. Cashiers count

4. Receptionists answer

5. Waiters serve

6. Office workers use

a. emails

b. walls

c. food

d. computers

e. houses

f. money

WORD BANK

build
 paint
 count
 answer
 serve
 use

UNIT 5 JOB INTERVIEWS



READ Read the information.

JOB VACANCY

HOTEL RECEPTIONIST

We need:

- ✓ speak English
- ✓ use a computer
- ✓ answer emails
- ✓ help visitors
- ✓ work in a team



CANDIDATE A LAURA



- ✓ can speak English
- ✓ can use a computer
- ✓ can answer emails
- ✓ can count money
- ✓ can work in a team

CANDIDATE B DAVID



- ✓ can build walls
- ✓ can paint houses
- ✓ can use tools
- ✓ can drive
- ✓ can work in a team

CANDIDATE C SOFÍA



- ✓ can speak English
- ✓ can use social media
- ✓ can use a computer
- ✓ can write emails
- ✓ can solve problems

MY WORK WORDS

- team = equipo
- problem = problema
- solve = resolver
- drive = conducir
- tool = herramienta
- interview = entrevista

LANGUAGE CORNER

CAN

- Can speak English.
- Can use a computer.
- Can answer emails.
- Can solve problems.
- Can work in a team.

Can expresa habilidades.

- Can work in a team.
→ Sé trabajar en equipo.
- Can solve problems.
→ Sé resolver problemas.



1 UNSCRAMBLE

Ordená las letras.

- TEMA
- RDIVE
- VELSO
- OTOL
- RIPBMLEO

2 LOOK AND MATCH

Uní la habilidad con la imagen.

- work in a team
- drive
- use tools
- use a computer
- solve problems

3 WHO IS THE BEST CANDIDATE?

Elegí la mejor persona para cada trabajo.

- Hotel Receptionist ☐ ☐ ☐
- Social Media Assistant ☐ ☐ ☐
- Builder ☐ ☐ ☐

4 MULTIPLE CHOICE

Elegí la opción correcta.

- Laura can:
a) build walls ☐
b) answer emails ☐
c) paint houses ☐
- David can:
a) drive ☐
b) speak English ☐
c) write emails ☐
- Sofía can:
a) use social media ☐
b) use tools ☐
c) count money ☐

5 INTERVIEW CHECKLIST

Observá los candidatos y completá la tabla.

SKILL	LAURA	DAVID	SOFÍA
speak English	☐	☐	☐
use a computer	☐	☐	☐
answer emails	☐	☐	☐
drive	☐	☐	☐
work in a team	☐	☐	☐
solve problems	☐	☐	☐

DID YOU KNOW?



In a job interview, you answer questions about your **skills**.



Be prepared, be honest and be **confident**!



Good preparation helps you get **the job**!

UNIT 6 NEW EMPLOYEES

READ Read the information.



LAURA

Laura gets the job.
She works at the Blue Hotel.

- She speaks English.
- She uses a computer.
- She answers emails.
- She helps visitors.



TOMÁS

Tomás gets the job.
He works for Fast Delivery.

- He drives a truck.
- He carries parcels.
- He works in a team.
- He is responsible.



SOFÍA

Torría gets the job.
He works for Media Plus.

- She uses social media.
- She writes emails.
- She uses a computer.
- She solves problems.



WELCOME TO THE TEAM!

MY WORK WORDS

- delivery = reparto
- parcel = paquete
- truck = camión
- welcome = bienvenido/a
- get the job = conseguir el empleo
- company = empresa

LANGUAGE CORNER

PRESENT SIMPLE

She **works** at a hotel.
He **drives** a truck.
She **writes** emails.

Atención

Con he / she el verbo cambia.
work → works
drive → drives
write → writes



1 UNSCRAMBLE

Ordená las letras para formar las palabras.

- YVILERED
- CLEPAR
- KTRUC
- ANPOMCY
- COMEWEL

2 LOOK AND MATCH

Uní las palabras con las imágenes.

- truck
- parcel
- hotel
- social media
- email

3 WHO GETS THE JOB?

Leé y escribí el nombre.

- _____ works at a hotel.
- _____ drives a truck.
- _____ uses social media.
- _____ carries parcels.
- _____ answers emails.



Laura



Tomás



Sofía

4 MULTIPLE CHOICE

Elegí la opción correcta.

- a) drives a truck ☐
b) answers emails ☐
c) paints houses ☐
- 2 Tomás:**
a) carries parcels ☐
b) uses social media ☐
c) works at a hotel ☐
- 3 Sofía:**
a) writes emails ☐
b) builds walls ☐
c) drives a truck ☐

5 COMPLETE THE CHART

Completá la tabla con la información del texto.

Person	Workplace	Skill
Laura	_____	_____
Tomás	_____	_____
Sofía	_____	_____

DID YOU KNOW?



Hotels need people who speak English.



Delivery companies need responsible workers.



Many companies use social media every day.

GOOD JOB!

These are our new employees.
They have the skills they need!



Teamwork



Responsibility



Punctuality



Help others

UNIT 7 WHY NOT?

READ Read the information.

JOB: HOTEL RECEPTIONIST

We need someone who can:

- ✓ speak English
- ✓ use a computer
- ✓ answer emails
- ✓ help guests



CARLOS



- ✓ I can drive a truck.
- ✓ I can carry parcels.
- ✓ I can work in a team.
- ✗ I can't speak English.
- ✗ I can't answer emails.

MARÍA



- ✓ I can speak English.
- ✓ I can use a computer.
- ✓ I can answer emails.
- ✓ I can help guests.

? Who gets the job?
Why?

MY WORK WORDS

- ✗ **can't** = no puede / no sabe hacer
- guest** = huésped / invitado
- requirement** = requisito
- job interview** = entrevista laboral
- ★ **successful** = exitoso/a

LANGUAGE CORNER

CAN / CAN'T

- ✓ I can speak English.
 - ✗ I can't speak English.
 - ✓ I can use a computer.
 - ✗ I can't use a computer.
- CAN** = habilidad
- CAN'T** = falta de habilidad

1 WORDSEARCH

Find the words.

C	A	N	T	J	O	B	X	E
E	M	A	I	L	D	F	G	N
T	E	A	M	Q	W	E	R	G
Y	U	I	O	P	C	A	N	L
E	N	G	L	I	S	H	K	Z
Z	X	C	V	B	N	M	Q	W
C	O	M	P	U	T	E	R	H
A	S	D	F	G	H	J	K	L

CAN
CAN'T
JOB
EMAIL
TEAM
ENGLISH
COMPUTER

2 LOOK AND MATCH

Look and match.

1. can speak English



2. can't speak English



3. can use a computer



4. can't use a computer



3 WHO GETS THE JOB?

Who gets the job? Why? Tick (✓).

Who gets the job?

☐ Carlos ☐ María

Why?

Tick (✓) the reasons.

- ☐ can speak English
- ☐ can answer emails
- ☐ can use a computer
- ☐ can help guests



4 CHOOSE THE RIGHT OPTION

Choose the right option.

1. Carlos can't answer:

- a) text messages b) emails c) phone calls

2. María can use a:

- a) computer b) truck c) hammer

3. Carlos can drive a:

- a) computer b) truck c) hotel

4. María can help:

- a) guests b) walls c) parcels

5. Carlos works in a:

- a) team b) restaurant c) parcel

6. María can speak:

- a) English b) parcels c) social media

5 CAN OR CAN'T?

Look at the pictures. Tick (✓) CAN or CAN'T.

CAN

CAN'T

1



He can drive a truck.

☐☐

2



He can use a computer.

☐☐

3



She can answer phone calls.

☐☐

4



He can paint a wall.

☐☐

5



She can cook.

☐☐

DID YOU KNOW?



Hotels need people who can help **GUESTS**.



Delivery companies need people who are responsible.



Many companies use emails every day.



It's OK if you can't do everything. Keep learning!

UNIT 8 APPLYING FOR A JOB

READ Read the information.

JOB APPLICATION



Hello,

My name is Laura Gómez.

I am from Santa Fe.

I can speak English.

I can use a computer.

I can answer emails.

I can work in a team.

Thank you.

Laura

JOB APPLICATION



Hello,

My name is Tomás Ruiz.

I am from Santo Tomé.

I can drive a truck.

I can carry parcels.

I can work in a team.

Thank you.

Tomás

MY WORK WORDS

application = solicitud

age = edad

team = equipo

thank you = gracias

job = empleo

skill = habilidad

LANGUAGE CORNER

PERSONAL INFORMATION

My name is Laura.

I am from Santa Fe.

Para presentarse:

My name is ...

I am ... years old.

I am from ...

I can ...

1 WORDSEARCH

Find the words.

Q	N	A	M	E	B	Z	J
A	G	E	X	C	V	B	K
L	J	O	B	M	N	Q	W
T	E	A	M	P	R	T	Y
S	K	I	L	L	D	F	G
E	M	A	I	L	I	J	K
E	N	G	L	I	S	H	L
C	O	M	P	U	T	E	R

NAME

AGE

JOB

TEAM

SKILL

EMAIL

ENGLISH

COMPUTER

2 LOOK AND MATCH

Look and match.

1. My name is...

2. I am from Santa Fe.

3. I can speak English.

4. I can use a computer.

5. I can answer emails.

3 COMPLETE THE PROFILE

Completá con información del texto.

Person	City	Skill
 Laura	_____	_____
 Tomás	_____	_____

4 CHOOSE THE RIGHT OPTION

Choose the correct option.



1. What can Laura do?

a) drive a truck

b) answer emails

c) carry parcels



2. What can Tomás do?

a) use a computer

b) drive a truck

c) speak English



3. What can they both do?

a) work in a team

b) paint a wall

c) cook

5 MY JOB PROFILE

Completá la ficha con tu información.



Name: _____

Age: _____

City: _____

I can _____

I can _____

I can _____

DID YONOW?

Employers like people who are responsible, polite and motivated.

Computer skills are important in almost every job.

Teamwork helps everyone achieve good results.

Believe in yourself! You can do it!

UNIT 9 MY FIRST JOB EMAIL



READ

Leé el aviso de trabajo y el email.



JOB ADVERT SOCIAL MEDIA ASSISTANT NEEDED!



Santa Fe

We are looking for someone who can:

- ✓ use social media
- ✓ answer emails
- ✓ use a computer
- ✓ work in a team



Send your email to:

jobs@mediaplus.com

NEW MESSAGE



To: jobs@mediaplus.com

Subject: Job Application

Hello,

My name is Sofia.

I am from Santa Fe.

I can use social media.

I can answer emails.

I can use a computer.

I can work in a team.

Thank you.

Sofia



Attach CV



Send



Delete

MY WORK WORDS



email = correo electrónico



job = empleo



name = nombre



subject = asunto



team = equipo



computer = computadora



hello = hola



thank you = gracias

LANGUAGE CORNER

EMAIL STRUCTURE

(To help you write your email)

To:	destinatario
Subject:	asunto del email
Hello,	saludo
My name is...	presentación
I am from...	lugar de origen
I can...	habilidades
Thank you.	despedida
Name	firma

1 MATCH THE PARTS

Uní las partes de las palabras.

EM

UTER

THA

B

TE

ME

HEL

AIL

COMP

NK YOU

SUBJ

AM

NA

LO

JO

ECT

2 EMAIL STRUCTURE

Uní cada parte del email con su función.



1

To:

a. saludo

2

Subject:

b. asunto

3

Hello,

c. despedida

4

Thank you.

d. firma

5

Name

e. destinatario

3 COMPLETE THE EMAIL

Usá las palabras del banco.

WORD BANK

Hello name computer
team Thank you

To: jobs@mediaplus.com

Subject: Job Application

My _____ is Lucas.

I can use a _____.

I can work in a _____.

I can _____.

Lucas

4 CHOOSE THE RIGHT OPTION

Elegí la opción correcta.

1. Sofia can:

- a) drive a truck b) answer emails c) paint walls

2. Sofia can:

- a) use social media b) cook c) build walls

3. Sofia can use a:

- a) parcel b) computer c) truck

4. The job needs:

- a) work in a team b) drive a bus c) paint houses

5. The email is about a:

- a) hotel b) football match c) job

5 MY FIRST JOB EMAIL

Escribí tu email.



NEW MESSAGE

To:

Subject:

Hello,

My name is _____.

I am from _____.

I can _____.

I can _____.

I can _____.

Thank you.



SEND



DID YOU
KNOW?



Many companies
use email
every day.



Computer skills
are important
for many jobs.



Teamwork helps
people work
better together.



English can help you
find new
opportunities.

YOU
CAN DO IT!