

English Guide III



Profesor: Orlando Otero

Competencia general:

Comprende, analiza y traduce material de contenido técnico relacionado con la mención de la carrera que estudia.



Caracas, Junio 2017

CONTENIDO PROGRAMÁTICO

UNIT I: Flowchart

UNIT II: Ergonomics

UNIT III: Industrial Safety

UNIT IV: Total Quality

UNIT V: Rules and regulations

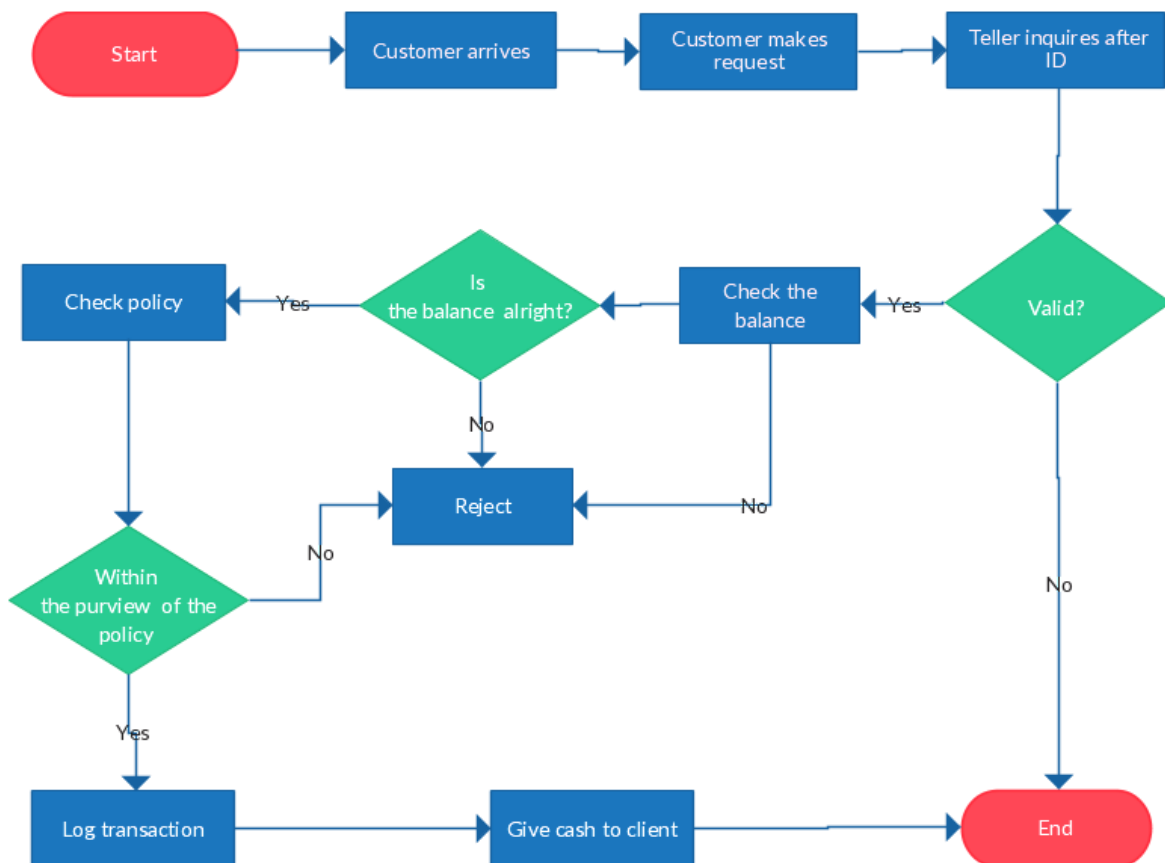
UNIT VI: Information Systems

UNIT VII: Business Process Engineering

UNIT I

Competencia Específica: Comprende y traduce términos relacionados con el flujograma y el Organigrama.

FLOWCHART



1. - Translate into Spanish the following article

A flowchart is a picture of the separate steps of a process in sequential order.

Elements that may be included are: sequence of actions, materials or services entering or leaving the process (inputs and outputs), decisions that must be made, people who become involved, time involved at each step and/or process measurements.

2. - What's the meaning of these words?

Flowchart: _____

Outputs: _____

Inputs: _____

When to Use a Flowchart

- To develop understanding of how a process is done.
- To study a process for improvement.
- To communicate to others how a process is done.
- When better communication is needed between people involved with the same process.
- To document a process.
- When planning a project.

3. - Make sentences with the following words:

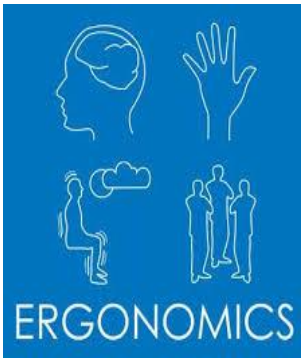
1- Flowchart

2- Inputs

3- Outputs

UNIT II

- 1) **Competencia Específica:** Identifica y reconoce el concepto de Seguridad Laboral y Ergonomía



Ergonomics: According to Ergonomics International Association, is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance.

1. - Meaning of these words:

Ergonomics: _____

Performance: _____

2. - What does this paragraph mean in Spanish?

3.- Read the following paragraph and select the correct answer



Applied Ergonomics is aimed at ergonomists and all those interested in applying **ergonomics**/human factors in the design, planning and management of technical and social systems at work or leisure. Readership is truly international with subscribers in over 50 countries. Professionals for whom *Applied Ergonomics* is of interest include: ergonomists, designers, industrial engineers, health and safety specialists, systems engineers, design engineers, organizational psychologists, occupational health specialists and human-computer interaction specialists.

Applied Ergonomics is just for ergonomists T F

Many different professionals are interested in Applied Ergonomics T F

UNIT III

Competencia Específica: Traduce y analiza un texto para elaborar Manuales de Normas y Procedimientos

Rule is a Statement that establishes a principle or standard, and serves as a norm for guiding or mandating action or conduct. Rules may be divided into four general categories: (1) Folklore: Unpublished rules that are conveyed by behavior and are implicitly understood. (2) Guidelines: Commonly published and recommended practices that allow some discretion with their interpretation and use. (3) Mandates: Published commands that may not be ignored in any circumstance and whose violation is punished.

(4) Policies: Published rules that imply a predicted behavior and whose violation may be permitted or tolerated under certain circumstances.

Read more:

<http://www.businessdictionary.com/definition/rule.html>



1. - Define the following words:

- Guidelines:

- Policies



According to Merriam Webster dictionary, **regulation** is an official rule or law that says how something should be done.

2. - Give two examples of regulations:

A. -

B. -

Rule is a Statement that establishes a principle or standard, and serves as a norm for guiding or mandating action or conduct. Rules may be divided into four general categories: (1) Folklore: Unpublished rules that are conveyed by behavior and are implicitly understood. (2) Guidelines: Commonly published and recommended practices that allow some discretion with their interpretation and use. (3) Mandates: Published commands that may not be ignored in any circumstance and whose violation is punished.

(4) Policies: Published rules that imply a predicted behavior and whose violation may be permitted or tolerated under certain circumstances.

Read more: <http://www.businessdictionary.com/definition/rule.html>

1. - Define the following words:

- Guidelines:

- Policies:

1. - Now make sentences with these previous words:

a. _____

b. _____

UNIT IV

Competencia General: Traduce y analiza un texto sobre Calidad Total



TOTAL QUALITY

Management Study Guide defines Total Quality Management (TQM), as a continuous effort by the management as well as employees of a particular organization, to ensure long term customer loyalty and customer satisfaction. Remember, one happy and satisfied customer brings ten new customers along with him, whereas one disappointed individual will spread bad word of mouth and spoil several of your existing as well as potential customers.

1. - Write the previous paragraph in Spanish:

JOSEPH JURAN



1904 – 2008

Joseph M. Juran has led a life of success and accomplishments. Using his intelligence and dedication Juran changed himself from a poor Romanian immigrant into a world renowned quality control expert. He has had a varied successful career as an engineer, as a writer, as an educator and as a consultant.

Juran has been called the “father” of quality, a quality “guru” and the man who “taught quality to the Japanese.” He revolutionized the Japanese philosophy on quality management and in no small way worked to help shape their economy into the industrial leader it is today. Dr. Juran was the first to incorporate the human aspect of quality management which is referred to as Total Quality Management.

1- Select the correct answer:

1. - Joseph Juran was born in:

- a) Germany
- b) Bruxelles
- c) Romania

2. - Juran contributed to help the economy in:

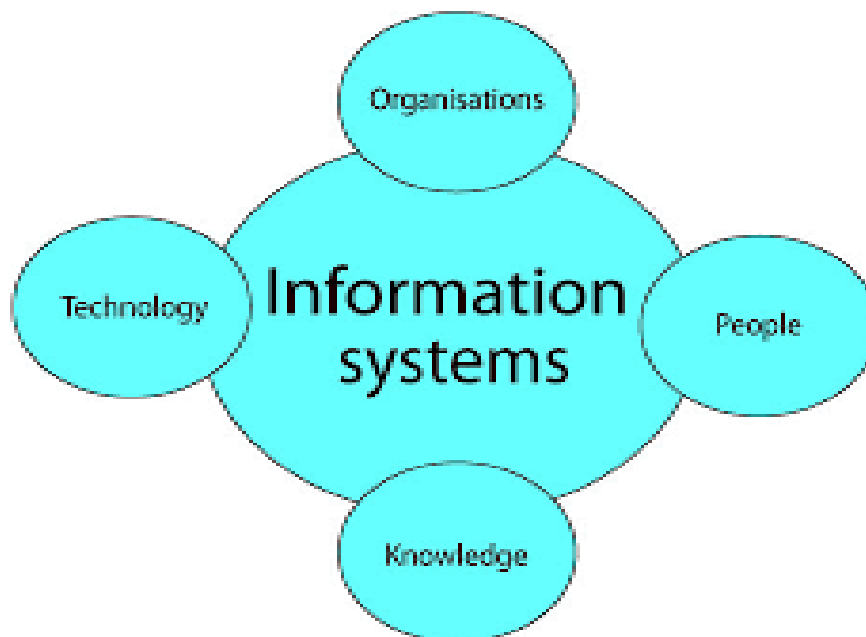
- a) Brazil
- b) Japan
- c) Phillipines

UNIT V

Competencia Específica: Traduce y comprende un texto sobre Sistemas de Información y Análisis organizacional.

INFORMATION SYSTEMS:

www.businessdictionary.com defines Information Systems as: “A combination of hardware, software, infrastructure and trained personnel organized to facilitate planning, control, coordination and decision making in an organization “.



1.- MAKE SENTENCES WITH:

1. - Organization:

2. - Knowledge:

ORGANISATIONAL DIAGNOSIS

Rapid Bi defines Organizational Diagnosis as an effective way of looking at an organization to determine gaps between current and desired performance and how it can achieve its goals.



1. - FILL THE BLANKS WITH THE MISSING LETTERS TO CREATE WORDS RELATED TO THE PREVIOUS GRAPHIC

1. O _ I E _ T E _

2. - _ T _ B _ E

3. _ R _ A _ I _ T I O _

4. - I _ N _ _ A T _ V _

4. P _ O _ I _ E

6.- A _ R E _ S _ V _

2.- NOW MAKE SENTENCES WITH THESE WORDS

1. - _____

2. - _____

3.- _____

4.- _____

5. - _____

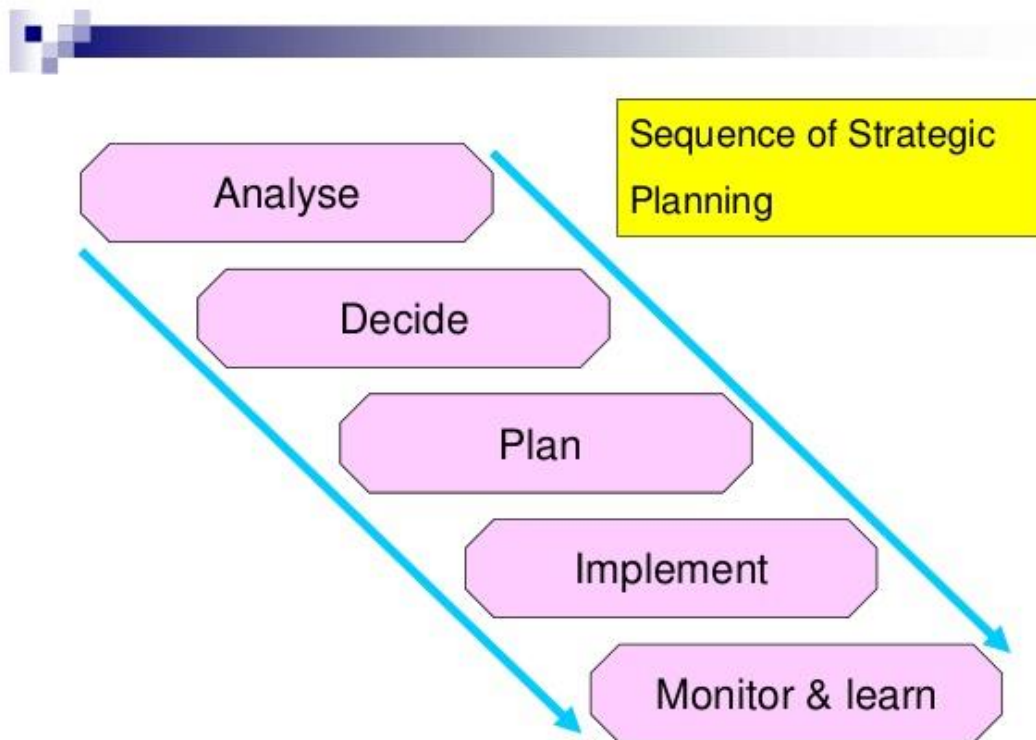
6. - _____

UNIT VI

Competencia Específica: Traduce y analiza un texto sobre Planificación Estratégica de Negocios.

STRATEGIC BUSINESS PLANNING

Definition: A systematic process of envisioning a desired future, and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them.



Analyse: To examine in detail in order to discover meaning, essential features, etc
(Webster Dictionary).

Decide: to choose something, especially after thinking carefully about several possibilities.
(Cambridge Dictionary).

Plan: A set of actions that have been thought of as a way to do or achieve something.
(www.merriam-webster.com/dictionary)

Implement: to start using a plan or system.
(www.merriam-webster.com/dictionary)

Monitor: A person who has the job of watching or noticing particular things (Cambridge Dictionary).

Learn: Gain or acquire knowledge of or skill in (something) by study, experience, or being taught.}

(www.merriam-webster.com/dictionary/)

1. - Make sentences with the following words:

a) Decide:

b) Plan:

c) Learn:

UNIT VII



1. - Read the paragraph below and translate it into Spanish:

Business Process Reengineering main objective is to break away from old ways of working, and effect radical (not incremental) redesign of processes to achieve dramatic improvements in critical areas (such as cost, quality, service, and response time) through the in-depth use of information technology. It is also called business process redesign.

<http://www.businessdictionary.com/definition/business-process-reengineering-BPR.html>

2. - Read the following article and select T (true) or F (False):

The concept of business process reengineering (BPR) is to rethink and break down existing business processes. This allows a company to reduce costs and **improve productivity** through newer, more efficient processes. It is important to remember however, that though there are instances where this is necessary, business process reengineering is not without its disadvantages. This makes it vital to weigh your decision carefully. One of the most obvious adverse effects of a company's decision to reengineer is a lowered employee morale. Most people are vary of change and do not manage to adapt to it easily. This aspect needs to be kept in mind when trying to make the decision to go through with the activity.

1. - BPR increases costs
2. - BPR affects productivity positively
3. - BPR can affect employee morale.

REFERENCIAS BIBLIOGRÁFICAS

asq.org/learn-about-quality/process-analysis.../flowchart.html

www.businessdictionary.com/definition/business-process-reengineering-BPR.html

www.dictionary.cambridge.org/es

www.ergonomics.org.uk

www.googleimages.com

www.managementstudyguide.com/

www.merriam-webster.com/dictionary

www.public.iastate.edu/~vardeman/IE361/f02mini/kroh.pdf

www.rapid-bi.com/