

# CONCURSO-OPOSICIÓN LIBRE ESCALA AUXILIAR ADMINISTRATIVA Tasa de reposición

# **SEGUNDO EJERCICIO**

# **INGLÉS**

Salamanca, 28 de abril de 2023

### PART A: READING COMPREHENSION

READING TASK 1: Read a text about non-verbal communication. For questions Q1-Q10 choose the correct answer A, B, or C. There is <u>only one correct answer</u> per each question. Question (0) has been done for you as an example. At the end of this part you must transfer your answers to the answer sheet provided separately.

Our facial expression is usually the first indicator of our state of mind. When we're happy, we smile. And when we're sad or angry, we frown. There are times, however, when we don't want people to know what we're really thinking or feeling, or when we're trying to hide something. In these situations, we choose our words carefully, and we consciously make our facial expression mirror what we're saying.

However, up to 90 per cent of communication is non-verbal. So we might say one thing, but our body language often tells a different story. Body language refers to the pattern of gestures that express our inner thoughts and feelings in communication.

Unless we are very clever, our bodies will usually try to tell the truth, no matter what our words and facial expressions are communicating. Here are three of the most common ways that our bodies can give us away:

- 1) Touching our faces more often than usual. If we are lying, we often cover our mouth with our hand or put a finger on our lip. Part of us knows that what we are saying is not true, and tries to stop it coming out. Touching our ear or hair and, most commonly, our nose are signs that we might be feeling anxious, or that we are angry or frightened but don't feel able to express it.
- 2) Gesturing with our hands. Experiments have shown that we use our hands to talk with much less than usual when what we are saying is not true. We don't know exactly what our hands are saying, but we know they are probably communicating something important so we try not to use them. A person who says he or she is very pleased with something, and they have their arms folded while they are speaking, may actually be feeling quite the opposite.
- 3) Moving our legs and feet. These are the most revealing parts of our body as they are the furthest from our face and we don't usually pay attention to what they are doing. An interviewer might be listening patiently, smiling, and nodding but if he's tapping his foot, this could tell us that he is not enjoying the interview at all.

Most of us don't know exactly what someone else's body language means. But if we don't feel comfortable in someone's company, it may be because their words and their body are saying different things from each other. This difference can have a significant effect on how we get on with that person.

EXAMPLE: 0. The expression on our face can _	c
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- A. show how we're feeling
- B. hide what we really think
- C. both show how we're feeling and hide what we're really thinking

Q1. We change the expression on our faces when we want people to believe  A. what we're really thinking  B. that we're lying
C. what we're saying  Q2. Our body language shows  A. what we want people to think  B. what we're really thinking  C. that we always tell the truth
Q3. People who aren't being honest often  A. touch their faces more frequently  B. try to stop talking  C. touch their hair
Q4. People who are afraid tend to  A. cover their mouths  B. touch their noses  C. touch their hands
Q5. It's common to if we aren't telling the truth.  A. use our hands more B. use our hands less C. look at our hands
Q6. To decide if someone is telling the truth, looking at their hands is listening to what they say.  A. a better indication than B. just as effective as C. not as effective as
<ul> <li>Q7. When it comes to watching body language, legs and feet</li> <li>A. aren't as interesting as faces</li> <li>B. are the most revealing</li> <li>C. aren't worth looking at</li> </ul>
Q8. If an interviewer's foot is moving, he's probably  A. listening very carefully  B. not enjoying the interview  C. not paying attention
Q9 can interpret a person's body language accurately.  A. Few people B. Nobody C. Most people
Q10. If a person's words and body language don't match, we can feel  A. at ease B. relaxed C. uncomfortable

**READING TASK 2:** You are going to read about three people's grandmothers. Match the questions Q11-Q20 with the grandmothers A, B or C. There is <u>only one correct answer</u> per each question. Question (0) has been done for you as an example. At the end of this part you must transfer your answers to the answer sheet provided separately.

### **Grandmother A**

I always associate my grandmother with holidays. She lived in the north of England and we lived in the south so we used to visit her in the holidays. She had a farm so my brother and sister and I had a wonderful time playing outside around the farm buildings. What I love most as a child was to watch my grandmother feeding the cows which seemed enormous to me. I also remember my grandmother cooking wonderful cakes, pies and biscuits that she made with the butter and milk from the farm. There was always something in the kitchen and the smell was just wonderful. Whenever I smell a homemade cake now I always think of my grandmother and remember the kitchen table full of delicious cookies.

# **Grandmother B**

We've always lived in central Manchester and my grandmother lived nearby and we used to go to her house every weekend. She couldn't move around much so she couldn't go out with us or go to the park for example, but she always kept us entertained with all sorts of games, mainly card and board games but also lots of other activities. She always had something new for us to do. She also taught us how to create wooden toys that we would donate to poor children for Christmas. We didn't like it though because we wanted to keep the toys for ourselves but she explained us those poor children needed the toys more than us. There was another thing I didn't like much and that was her cooking. She used to cook things from her childhood like sheep's tongue and pork belly and some of them smelt horrible, so my sister and I would always make excuses so that we didn't have to eat there!

# **Grandmother C**

I've spent all my childhood in London and my grandmother, my mother's mother, was a huge part of my life. She actually lived down the road but seemed to be almost permanently at our house. Both of my parents worked so my grandmother used to pick us up from school, take us to the park, make our tea, help us with our homework and generally keep an eye on us. My grandmother was always with us during school time and in the holidays. She loved the garden and so did we, and I remember spending a lot of time there with her. She used to teach us all about the plants and we learned how to grow fruits and vegetables. We really loved helping to pick the fruit, especially the apples and the strawberries.

# QUESTIONS:

Which grandmother...?

EXAMPLE: 0. had animals near her house?	Α
Q11. taught her grandchildren to make things for a good cause?	
Q12. made delicious things to eat?	
Q13. made sure her grandchildren were never bored?	
Q14. had some mobility problems?	
Q15. lived in the countryside?	
Q16. spent a lot of time at her grandchildren's house?	
Q17. helped to look after her grandchildren daily?	
Q18. cooked traditional food that her grandchildren didn't like?	
Q19. explained her grandchildren how to look after something?	
Q20. only did activities with her grandchildren inside the house?	

# NOW TRANSFER YOUR ANSWERS TO THE READING ANSWER SHEET!