

Week 3 | Forms and Duties

Formularios y deberes



WINNEBAGO AREA
**LITERACY
COUNCIL**

Strengthening Our Community

Present Tense Verbs — *Verbos en el tiempo presente*

Job Duties — *Deberes del trabajo*

Do-Questions — *Preguntas con do*

Wh-Questions — *Preguntas de la Wh*

Practice with Forms — *Práctica con los formularios*

Verbs in the Simple Present Tense

Verbos en el tiempo presente simple

To Maintain

mantener

I maintain	We maintain
You maintain	
He/she/it maintains	They maintain

To Make

hacer

I make	We make
You make	
He/she/it makes	They make

To Sew

coser

I sew	We sew
You sew	
He/she/it sews	They sew

Duties – Maintenance Service Tech

Deberes – técnicos de servicio y mantenimiento

- **Install** filters at customer facilities
- **Keep** records
- **Perform** dye test and inspections at customer facilities
- **Clean** and **install** diaphragm kits
- HEC Cleaning
- **Maintain** safety equipment
- **Maintain** tools
- **Maintain** FabCo plant equipment

Duties – Maintenance Service Tech

Deberes – técnicos de servicio y mantenimiento

- **Assist** with plant production where needed
- All aspects of safety: confined space, lock-out/tag, etc.
- **Manage** projects
- **Maintain** plant equipment, trailer, and trucks
- **Use** and **complete** work order requests

Duties – Industrial Sewing Position

Deberes – costureros industriales

- **Use** various sewing machines and snap band machines
- **Sew** snap bands onto filter tubes using cylinder machine
- **Use** flat bed machine to sew disc bottoms on filter bags
- **Sew** thinner fabric bags with sergers
- **Make** snap bands for use in filter bags
- **Cut** metal to correct sizes using the band cutter machine
- **Rivet** metal into rings using the riveting machine
- **Glue** fabric to the snap band using the beading machine

Duties – Industrial Sewing Position

Deberes – costureros industriales

- **Cut** disc bottoms and other parts using the die cutting machine
- **Fold** and **pack** filters for shipment to customers
- **Rotate** duties with others to limit stress from repetitive actions
- **Use** and **complete** work order requests

Do-Questions

Preguntas con do

Do

I do	We do
You do	
He/she/it does	They do

Do-Questions

Preguntas con do

- Do you maintain equipment?
 - Yes, I do. | No, I don't.
- Does he install filters at customer facilities?
 - Yes, he does. | No, he doesn't.
- Do we use cylinder machines to sew on disc bottoms?
 - No, we don't.
- Do we use riveting machines to rivet metal into a circle?
 - Yes, we do.

Wh-Questions

Preguntas de la Wh

- Spanish has many question words that start with a K sound
 - Cuándo, cómo, cuán, cuánto, quién, qué
- English has many question words that start with a W sound
- They are usually spelled with a wh-
- In questions, we almost always invert the subject and verb

Who - *quién*

What - *qué*

What for - *para qué*

When - *cuándo*

Where - *dónde*

Why - *por qué*

How - *cómo*

How many/much - *cuánto(s)*

Wh-Questions

Preguntas de la Wh

- Who sits next to Rosa?
- What are we sitting on?
- What are the needles for?
- When will he come back?
- Where is he coming from?
- Why are the dogs barking?
- How do I sew the filter?
- How many people are here?

Quién se sienta al lado de Rosa?

En qué nos sentamos?

Para qué son las agujas?

Cuándo va a regresar?

De dónde viene?

Por qué ladran los perros?

Cómo coso el filtro?

Cuántas personas hay acá?



Work Orders