Tarea online

Título de la tarea: Reading comprehension task

Unidad: 02

Ciclo formativo y módulo: Inglés profesional.

Curso académico: 2025/26

¿Qué resultado de aprendizaje trabajaremos?

El resultado de aprendizaje que se trabaja con esta tarea es:

- **RA2.** Comprende mensajes escritos, de naturaleza profesional, académica y cotidiana, de relativa dificultad, analizando de forma comprensiva su contenido. Criterios de evaluación

1.- Descripción de la tarea.

What do you need to do ?

This Unit's task is about understanding a professional text dealing with Setting your goals for the future.

1.1.- Ejercicio 1. Text task.

You are going to answer a questionnaire about written text. To do this, first download the file with the questions. Read them carefully to understand what it is about. Then, read the text and answer the questions. Upload the file with the correct answers.

text



SETTING GOALS FOR YOUR FUTURE

GOLDEN RULES OF GOAL SETTING

Five Rules to Set Yourself Up for Success

Have you thought about what you want to be doing in five years? Are you clear about what your main objective at work is at the moment? Do you know what you want to have achieved by the end of today?

If you want to succeed, you need to set goals. Without goals, you lack focus and direction. Goal setting not only allows you to take control of your life's direction, but it also provides you a benchmark for determining whether you are actually succeeding.

Think about it: having a million dollars in the bank is only proof of success if one of your goals is to amass riches. If your goal is to practice acts of charity, then keeping the money for yourself is suddenly contrary to how you would define success.

To accomplish your goals, however, you need to know how to set them. You can't simply say, "I want" and expect it to happen. Goal setting is a process that starts with careful consideration of what you want to achieve and ends with a lot of hard work to actually do it. In between, there are some well-defined steps that transcend the specifics of each goal. Knowing these steps will allow you to formulate goals that you can accomplish.

The 5 golden rules for goal planning

1

Set Goals That Motivate You

When you set goals for yourself, it is important they motivate you. This means making sure they are important to you and that there is value in achieving them. If you have little interest in the outcome or they are irrelevant given the larger picture, then the chances of you putting in the work to make them happen are slim. Motivation is key to achieving goals.

Set goals that relate to the high priorities in your life. Without this type of focus, you can end up with far too many goals, leaving you too little time to devote to each one. Goal achievement requires commitment, so to maximize the likelihood of success, you need to feel a sense of urgency and have an "I must do this" attitude. When you don't have this, you risk putting off what you need to do to make the goal a reality. This in turn leaves you feeling disappointed and frustrated with yourself, both of which are de-motivating. You can also end up in a very destructive "I can't do anything or be successful at anything" frame of mind.

2

Set SMART Goals

You have probably heard of SMART goals already. But, do you always apply the rule? The simple fact is that for goals to be powerful, they should be designed to be SMART. There are many variations of what SMART stands for, but the essence is this – goals should be: Specific, Measurable, Attainable, Relevant and Time Bound.

3

Set Goals in Writing

The physical act of writing down a goal makes it real and tangible. You have no excuse for forgetting about it. As you write, use the word "will" instead of "would like to" or "might." For example, "I will reduce my operating expenses by 10% this year," not "I would like to reduce my operating expenses by 10% this year." The first goal statement has power and you can "see" yourself reducing expenses. The second lacks passion and gives you an excuse if you get sidetracked.

4

Make an Action Plan

This step is often missed in the process of goal setting. You get so focused on the outcome that you forget to plan all of the steps that are needed along the way. By writing out the individual steps and then crossing each one off as you complete it, you'll realize you are making progress toward your ultimate goal. This is especially important if your goal is big and demanding, or long-term.

5

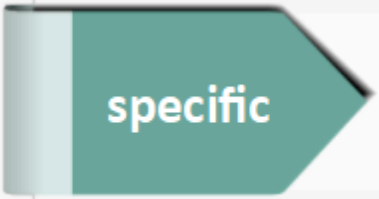
Stick With It!

Remember, goal setting is an ongoing activity, not just a means to an end. Build in reminders to keep yourself on track, and make regular time-slots available to review your goals. Your end destination may remain quite similar over the long term, but the action plan you set for yourself along the way can change significantly. Make sure the relevance, value, and necessity remain high.

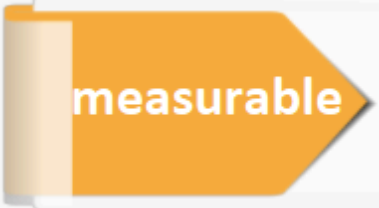
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SMART Goals



Set Specific Goals
Your goal must be clear and well-defined. Vague or generalized goals are unhelpful because they don't provide sufficient direction. Remember, you need goals to show you the way. Make it as easy as you can to get where you want to go by defining precisely where you want to end up.



Set Measurable Goals
Include precise amounts, dates, and so on in your goals so you can measure your degree of success. If your goal is simply defined as "To reduce expenses" how will you know when you have been successful? Without a way to measure your success, you miss out on the celebration that comes with knowing you have actually achieved something.



Set Attainable Goals
Make sure that it's possible to achieve the goals you set. If you set a goal that you have no hope of achieving, you will only demoralize yourself and erode your confidence. However, resist the urge to set goals that are too easy. By setting realistic yet challenging goals, you hit the balance you need. These are the types of goals that require you to "raise the bar" and they bring the greatest personal satisfaction.



Set Relevant Goals
Goals should be relevant to the direction you want your life and career to take. By keeping goals aligned with this, you'll develop the focus you need to get ahead and do what you want. Set widely scattered and inconsistent goals, and you'll fritter your time – and your life – away.



Set Time-Bound Goals
Your goals must have a deadline. Again, this means that you know when you can celebrate success. When you are working on a deadline, your sense of urgency increases and achievement will come that much quicker.

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Setting Goals Assessment

IPGS 02 FINAL TASK 2

READING COMPREHENSION
total score /10 points

1 Read the text above and answer the following questions

1. What is a key benefit of setting goals according to the text?
a. It increases confusion and lack of direction
b. It guarantees immediate success
c. It provides a benchmark for success
d. It helps you procrastinate effectively

2. Which scenario illustrates success based on the text's example?
a. Setting goals for charity and sticking to them
b. Saving a million dollars for personal spending
c. Having no clear goals in life
d. Only focusing on personal wealth accumulation

3. According to the text, what is crucial for goal achievement?
a. Setting too many goals at once
b. Avoiding any form of disappointment
c. Feeling a lack of urgency
d. Having a committed attitude

4. What does the SMART goal setting approach emphasize?
a. Being hypothetical and flexible
b. Ambiguity and vagueness
c. Setting unattainable goals
d. Making goals Specific, Measurable, and Timeless

5. Why is writing down goals considered important?
a. It transforms goals into tangible targets
b. Writing makes goals powerless and insignificant
c. It allows for easy forgetting of goals
d. It makes goals intangible and unreal

6. Which step is often overlooked in the goal setting process?
a. Making an Action Plan
b. Setting goals in writing
c. Crossing off completed steps
d. Sticking with the plan
7. According to the text, why should one create an action plan?
a. To have a flexible approach
b. To realize progress and necessary steps
c. To solely focus on the end result
d. To plan for long-term goals only

8. What is emphasized as a key aspect of successful goal setting?
a. Keeping goals irrelevant and unnecessary
b. Regularly reviewing and adjusting goals
c. Avoiding reminders and self-reflection
d. Making radical changes to end destinations

9. In goal setting, why is motivation considered crucial?
a. Motivation is unnecessary for achieving goals
b. It plays a key role in achieving set goals
c. It encourages setting too many goals at once
d. It leads to setting unimportant and trivial goals

10. What is the importance of value in goal setting according to the text?
a. Value leads to a lack of commitment to goals
b. Value is crucial for goal commitment and achievement
c. Value is irrelevant as long as goals are set
d. Value ensures too many goals are set at once
Score /5 points (0.5 each)

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

2.- Match the following words in the text with the correct definition

In the middle column write the number and its corresponding letter. For example 1.c.

Term	Answer	Definition
1. Accomplish		**a.** To lose time, energy, or resources gradually on unimportant things without achieving anything meaningful.
2. Irrelevant		**b.** Unclear, indefinite, or not distinctly expressed or explained.
3. Commitment		**c.** To successfully complete, achieve, or fulfill something after putting in effort.
4. Attainable		**d.** To put off or delay doing something that needs to be done until a later time.
5. Vague		**e.** A firm decision or pledge to dedicate time and effort to a specific cause or task.
6. Demoralize		**f.** Essential or important for a specific time or situation; not related to the main subject.
7. Fritter		**g.** Capable of being reached, achieved, or accomplished successfully.

Term	Answer	Definition
8. Sidetracked		**h.** Diverted or distracted from the main issue, direction, or goal.
9. Put off		**i.** To cause someone to lose confidence, hope, or enthusiasm.
10. Ongoing		**j.** Continuing to happen or develop over a period of time; continuous.

Score /2.5 points (0.25 each)

3. Understanding Goal Setting: answer the following questions in full sentences according to the information provided in the text

1. What main benefits does setting targets bring to an individual according to the text?

2. How is the concept of setting SMART objectives explained and valued in the reading?

3. In what ways does putting your objectives down on paper influence your ability to accomplish them?

4. What role does creating an explicit step-by-step plan play when trying to achieve a goal?

5. Why does the text describe goal setting as a continuous process rather than a one-time event?

Score /2.5 points (0.5 each)

2.- Información de interés

Resources needed to do the task.

- The contents of the unit and recommended links to the unit.
- Text document

Advice and recommendations.

- Download the .doc document clicking in the link above.
- Do the tasks and save your document (.pdf) once you have finished.
- Follow the instructions given step by step
- Ask doubts in the forum of the unit

Instructions for submitting the task.

Once the task has been completed, you will prepare a single document containing the corresponding answers. The submission will be made through the platform in the form established for this purpose and the file will be named according to the following guidelines:

apellido1_apellido2_nombre_Ing_Tarea2

Make sure that the name does not contain the letter ñ, accents or strange special characters. For example, for the first unit of the IPGS, student Begoña Sánchez Mañas should name this task as...

sanchez_manas_begona_Ing_Tarea2

Important warning

This exercise must be submitted as indicated in the submission instructions section. If no document is included, or if it is uploaded in the wrong place, the task will be graded with the minimum mark. If it is submitted in advance, another attempt will be allowed to correct it.

3.- Evaluación de la tarea.

Assessment Criteria Involved

In this task, all the assessment criteria of **RA2**. Understands written messages —of a professional, academic, and everyday nature— of relative difficulty, analyzing their content comprehensively.

a. The main idea of specific texts related to their social, professional, or academic field has been identified.
b. The purpose of different written texts, in any medium, in standard language, and related to professional activity, has been recognized.
c. Specific information has been extracted from texts of different types related to their profession and presented in various formats.
d. Awareness has been developed of the importance of understanding a text globally without necessarily knowing every single element.
e. Texts related to the sector have been read and understood autonomously, with the reading speed and style appropriate to the competency level.
f. Correspondence related to their field of specialization has been interpreted, easily grasping its essential meaning.
g. Extended and somewhat complex texts, whether related to their specialty or not, have been interpreted, possibly through multiple readings.
h. The content and relevance of news, articles, and reports on a wide range of professional topics have been quickly identified.
i. Instructions of varying levels of difficulty and technical messages received through digital media have been interpreted.
j. Texts of some complexity have been translated, using support materials when necessary.

Scoring Criteria. Total 10 puntos.

- Starting with 10 points, each mistake or missing item will be deducted 1 point.
- The test is considered passed if 5 points are obtained.
- The score given to each activity is given in the worksheet