Министерство образования и науки Российской Федерации

Федеральное государственное бюджетное образовательное учреждение высшего профессионального образования

«Воронежская государственная лесотехническая академия»

Ю.А. Литвинова   И.В. Милованова   А.А. Илунина

ИНОСТРАННЫЙ ЯЗЫК

INFORMATION TECHNOLOGY
ИНФОРМАЦИОННЫЕ ТЕХНОЛОГИИ

Учебное пособие

Воронеж 2014

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Учебное пособие содержит 19 разделов, каждый из которых включает тексты по специальности, снабженные терминологическим словарем, упражнения, нацеленные на проверку понимания и усвоения пройденного лексического и грамматического материала, тексты страноведческого характера и грамматический справочник.

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ОГЛАВЛЕНИЕ

GRAMMAR

NOUN SUFFIXES

VERB	SUFFIX	NOUN
Improve	-ment	Improvement
Elect	-ion	Election
Inform	-ation	Information
Jog	-ing	Jogging

ADJECTIVE	SUFFIX	NOUN
Weak	-ness	Weakness
stupid	-ity	Stupidity

-ER/-OR and -IST

These are common noun suffixes added to existing nouns or verbs, and they describe people and their jobs.

-er	-er	-or	-ist
Dancer	Driver	Actor	Artist
Singer	Manager	Director	Economist
Farmer	Employer	Translator	Journalist

Exercise 1

Complete the table.

verb	noun	adjective	Noun
Educate		Stupid	
Improve		Dark	
Jog		Weak	
Govern		Similar	
Spell		Punctual	
Hesitate		Sad	
Arrange		Popular	

ADJECTIVE SUFFIXES

NOUN OR VERB	SUFFIX	ADJECTIVE
Danger, fame	**-ous**	Dangerous, famous
Music, politics	**-al**	Musical, political
Cloud, fog, sun	**-y**	Cloudy, foggy, sunny
Attract, create	**-ive**	Attractive, creative

-able

This suffix is used to form many adjectives from nouns or verbs . These words have different meanings: 'can be done' – **washable**; 'can be relied' – **reliable**; 'cannot be broken' – **unbreakable**; 'can be comprehended or understood' – **comprehensible.**

-full and -less

The suffix **-full** often means 'full of' + the meaning of the adjective: **careful** (you are full of care); **helpful** (you are full of help) etc.

The suffix **-less** means 'without' + the meaning of the adjective: **careless** (you do smth without care), **homeless** (= with nowhere to live).

Exercise 2

Write down an adjective formed from these nouns or verbs.

Thought	Dirt	Pain	Comfort
Attract	Care	Knowledge	Fame
Create	Danger	Suit	Rely
Fog	Politics	Sun	Wash
Home	Enjoy	Music	Break
Use			

ZERO AFFIXATION

Many words in English can function as a noun and verb, or noun and adjective, or verb and adjective, with no change in form.

What is the answer? (noun)

Answer the question? (verb)

I must clean my room. (verb)

It is a clean room. (adj.)

I don`t like the cold. (noun)

I don`t like cold weather. (adj.)

Exercise 3

Rewrite these sentences using the underlined nouns as verbs. The meaning must stay the same.

1. There was a lot of rain yesterday.
2. I had a dream about you last night.
3. We waited in a queue for half an hour.
4. The cost of the holiday was about 500 pounds.
5. I wrote a reply to his letter yesterday.

Articles

article	noun	example
Indefinite (a/an)	singular countable	She has **a bicycle** already.
Definite (the)	singular countable	**The** red **bicycle** is mine.
	plural countable	**The bicycles** are in the shed.
	uncountable	**The salt** is in the cupboard.
No article	singular countable	Zoe is in hospital.
	plural countable	They use bicycles to get to work.
	uncountable	Salt is cheap.

Indefinite article (a/an)

1) to talk about sth/sb for the 1-st time; ex.: There`s a spider in the bath

2) with some numbers; ex.: a hundred, a thousand, a million

3) to refer to people or things in general; ex.: A teacher ought to be patient. (= all teachers)

4) to mean "each" or "per"; ex.: twice a week, 110 miles an hour.

5) after *such, what, rather quite*; ex.: He`s such a fool!

6) after *there is, it is;* ex.: There is a sofa in the room.

Definite article (the)

1) to talk about sth/sb you have mentioned before; ex.: I`ve got a cat and a dog. The cat`s name is Bob and the dog`s name is Rosie.

2) to talk about sth that is unique; *the moon, the sun, the earth, the world, the sky, the capital.*

3) with musical instruments; ex.: the piano

4) with superlatives; ex.: the biggest, the most beautiful

5) with the ordinal numerals; ex.: the first, the fourth

6) with names of oceans, seas, rivers, deserts, and regions; ex.: the Pacific, the Black Sea, the Sahara desert

7) to refer to the media or types of entertainment; ex.: the cinema, the theatre, the radio

8) with the names of certain countries; the United States, the United Kingdom, the Netherlands.

No article

1) with uncountable nouns; ex.: She hates dishonesty.

2) with names of people;

3) with the names of streets, roads, squares and parks; ex.: Oxford Street, Fifth Avenue, Hyde Park, Trafalgar Square

4) with the names of shops, banks, restaurants, airports, universities, magazines, games, sports, school subjects

5) in some common phrases; ex.: at work, at home, in bed, watch TV, listen to music.

1. Explain the articles in the sentences:

1. Everest is the highest mountain in the world.

2. There is a wonderful toy on the shelf.

3. The Sun is the nearest star to the Earth.

4. Charles Darwin is a great scientist.

5. Freedom is the dearest dream for a slave.

6. London is the capital of the U.K.

7. Pictured on page 102.

2. Choose the correct answer:

1. a) What a lovely dress!

   b) What the lovely dress!

2. a) I always have breakfast at 8.

   b) I always have a breakfast at 8.

3. a) What do you usually have for supper?

   b) What do you usually have for the supper?

4. a) My friend is from the United States.

   b) My friend is from United States.

5. a) She looks like actress.

   b) She looks like an actress.

3. What are the articles?

1. These are…tables. …tables are brown

2. There is…table,…chair and …sofa in…room.

3. Take …first copy-book, it is …greenest.

4. …Great Britain is separated from…continent of…Europe by…English Channel.

5. …U.K. produces …sugar, …medicine, …oil.

6. For …slave…freedom is …dearest dream.

7. …Washington is …capital of …U.S.A.

4. Put the articles if necessary:

1. Is…sugar …poison?

2. Take …notebook, it is on …table.

3. David Backingam,…famous football-player, was born in …England.

4. He is 31 today, that is … 31-st birthday in his life.

5. If you want to read all…book read …page…day.

6. It is never normal to feel unhappy … day after …day.

7. Pictured on …page 102.

8. …East or …West, home is …best.

9. 92 per cent of all metal food containers sold in…United States are made of …steel - …most recycled material in …America.

Prepositions of time, place and movement

Preposition of time

preposition	use	examples
at	with clock times and points of time in the day	at 9 o`clock, at midnight, at noon, at night, at dawn
	with holidays periods	at Christmas, at Easter
	in some phrases	at the weekend, at the moment, at present, at the end, at last, at times
in	with the main parts of the day	In the morning, in the evening, in the afternoon
	with years, months, seasons and centuries	in 2011, in March, in winter, in the 20-th century
	for things that will happen at the end of the period mentioned	in an hour, in a week, in a moment
by	means "before or not later than the point in time mentioned"	We must finish by Monday.
until	means "up to the point in time mentioned"	I`ll be at the library until noon.
during	means "from the beginning to the end of a period in time" or "at some point in a period in time"	He worked as a waiter during the summer. (=all through the summer) She fell asleep during the lecture. (= at some point in the lecture)

Prepositions of place

Preposition	use	examples
at	shows an exact position or particular place where sb/sth is or where sth is happening	There was a huge queue **at the bus stop.**
	in some phrases	at the bottom/at the top, at the corner, at the crossroads, at home, at school, at work, at Brenda`s, at the wedding, at the end of the road, at 18 Hill Street, at the door
in	at a point within area or a space; into sth	No running is allowed in the building. I`m in the living room. We arrived in the US on Wednesday.
	in some phrases	in the armchair, in bed, in the center, in the country, in the world, in hospital, in prison, in the center of town, in the north/south, in the middle, in the sky, in town, in London, in Hill Street
on	touching or forming part of a surface	The laptop`s on my desk. There was a portrait of her on the wall.
	in some phrases	on the beach, on the island, on the coast, on board, on a cruise, on an excursion, on a trip, on a tour, on the Earth, on a farm, on a mountain, on the radio,

		on TV, on page 3, on the pavement, on a screen, on top of sth, on the corner, on the left/right, on the 2-d floor
under	at a lower level than sth or covered by sth	The dog is under the bed. She was holding a purse under the arm.
over	above or higher than sth, without touching it	You can hang that painting over the sofa.
above	in a higher position than sth else	They live in the apartment above ours.
near	only a short distance from sb or sth	Do you live near here?
next to	close to sb or sth, with nothing in between	She sat next to the husband.
beside	next to or very close to the side of sb or sth	Come and sit beside me.
by	Beside or near sth	She stood by the window.
in front of	further forward than sb, sth	He sits in front of me at school.
behind	at or towards the back of sb or sth	She hid behind the door.
between	in or through the space that separates two things, people or places	He sat between Nick and Amanda.
among	in or through the middle of a group of people or things	We saw a small hut among the trees.
opposite	Facing sb or sth	There`s an Internet café opposite the library.

Prepositions of movement

We generally use prepositions of movement with verbs that indicate movement, such as *come, go, walk, run, move, throw etc.*

preposition	use	examples
into	towards the inside or inner part of sth	She came into the room. I saw him going into the shop.
out of	away from the inside of sth	Get out of my room.
to	towards/in the direction of sth/sb	I returned to England last month. I`m going to Room 3 for a seminar.
from	starting at a particular place or position	What time did he come home from school?
up	towards the higher place or position	Let`s walk up the hill.
down	towards the lower place or position	She fell down the stairs.
over	from one side of sth to the other side of sth	The man jumped over the fence.
along	from one place on sth such as a line, road, or edge towards the other end of it	They were driving along Willow Road.
across	from one side of sth to the other	He swam across the river.
through	into one side or end of an entrance, passage, hole, etc. and out of the other side or end	The burglars must have got in through the window.
off	down or away from the place	He fell off the bike.

1. Complete the time phrases. Use *at, in or on.*

1. … present

2. … 6.30 p. m.

3. … the afternoon

4. … Wednesday afternoon

5. … an hour

6. …weekends

7. … weekdays

8. … a cold day

9. … a week

10. … the beginning

11. … a moment

12. … the moment

13. … 2012

14. … her birthday

15. … midnight

16. … 25-th March

17. … winter`s night.

2. Put the prepositions in the gaps:

1) Jane was born … May ,12, 1978.

2) He is studying … college to be a doctor.

3) She is interested … books.

4) I have breakfast …8 usually.

5) We had lunch … a restaurant … of my house.

6) She lives … a small village … the coast.

7) Shall I see you … this morning?

8) The English Channel is … France and Great Britain.

9) I liked new models … this catalogue.

10) Come …me and help …me to sort the papers.

11) The roses are …the vase which is … the table.

12)   … of the Institute you can see a park.

13)   Take the pencil … the pencil-box.

14)   It is a pleasure in a hot summer day to have a rest … the tree, …its shadow.

15)   … school pupils are responsible for their rooms.

3. Use "in, on, at, to" instead of gaps:

1. March, April and May are the spring months … Great Britain.

2. The weather is pleasant there …spring.

3. I often go …the South …seaside.

4. I like swimming …the sea.

5. I go…the beach early…the morning.

6. …the first …September I go…the Institute.

7. I do not stay…home …my day-off.

8. It is still warm…September and I often go…the forest.

9. Mozart was born …Salzburg…1756.

10. I do not work …Sunday.

Pronouns

Personal	Possessive	Absolute	Objective
I	my	mine	me
He	his	his	him
She	her	hers	her
It	its	its	it
They	their	theirs	them
We	our	ours	us
You	your	yours	you

Reflexive

myself

yourself

herself

himself

itself

ourselves

yourselves

themselves

We do not use "myself," etc., after **feel/relax/concentrate**:

• I feel great after going for a swim. *(not* I feel myself great)

• Why don't you try and concentrate?

• It's good to relax.

We do not normally use "myself," etc., after **wash/dress/shave**:

• I got up, shaved, washed, and dressed. *(not* shaved myself, etc.)

But we say: I dried myself.

Note how we use **meet**:

• What time shall we meet? *(not* meet ourselves / meet us)

Both / both of, neither / neither of, either / either of

1. We use **both, neither, and either** when we are talking about two things. You can use these words with a noun:

• Both restaurants are very good. *(not* the both restaurants)

• Neither restaurant is expensive.

• We can go to either restaurant. I don't care. (either = one or the other; it doesn't matter which one)

• I didn't like either restaurant. (not the one or the other)

2. You can also use **both/neither/either with of** .... When you use these words with **of**, you always need **the/these/those/my/your/his,** etc. You cannot say, "both of restaurants." You have to say "both of the restaurants," "both of these restaurants," etc.:

• Both of these restaurants are very good.

• Neither of the restaurants we went to was *(or* were) expensive.

• We can go to either of those restaurants. I don't mind.

3. You can say **both ... and ... , neither ... nor ... , and either ... or ....** Study these

examples:

• Both Tom and Ann were late.

• They were both tired and hungry.

• Neither Tom nor Ann came to the party.

• He said he would contact me, but he neither wrote nor called.

• I'm not sure where he is from. He's either Spanish or Italian.

• Either you apologize, or I'll never speak to you again.

You can also use both/neither/either alone:

• "Is he British or American?" "Neither. He's Australian."

• "Do you want tea or coffee?" "Either. It doesn't matter."

Some and any

Some/any + -one/-body/-thing/-where

1. In general we use **some** in positive sentences and **any** in negative sentences.

- Ann has bought some new shoes.

- They don't have any children.

2. We use **any** in the following sentences because the meaning is negative:

- He left home without any money. (He didn't have any money.)

- She refused to say anything. (She didn't say anything.)

We often use **any/anyone/anything, etc., after if:**

_ If any letters arrive for me, can you send them to this address?

3. In questions we usually use **any** *(not* some):

- Do you have any money? - Has anybody seen Tom?

4. But we often use **some**

 a) in questions when we expect the answer "yes":

- What's wrong with your eye? Have you got something in it? (= I think you have something in your eye, and I expect you to say "yes")

b) in questions, especially when we offer or ask for things:

- Would you like some tea? _ Can I have some of those apples?

No/none/any

No/any + one/-body/-thing/-where

No   none   no one   nobody   nothing   nowhere

1. We use these negative words especially at the beginning of a sentence or alone:

• No one *(or* Nobody) came to visit me when I was in the hospital.

2. You can also use these words in the middle or at the end of a sentence. But don't use "not" with these words. They are already negative:

• I saw nothing. *(not* I didn't see nothing.)

3. In the middle or at the end of a sentence, we more often use: not ... any/anyone/anybody/

anything/anywhere:

• I didn't see anything. (= I saw nothing.)

• We don't have any money. (= We have no money.)

4. We use **no** with a noun. **No = not a or not any:**

• I can't talk to you now. I have no time. (= I don't have any time)

• There were no stores open. (= There weren't any stores open.)

5. We use **none** alone (without a noun):

• "How much money do you have?" "None."

6. We use **none of:**

none of these shops; none of my money; none of it/us/you/them.

Complete these sentences with **both/neither/either.** *Sometimes you need* **of**.

Examples: There are two windows in my room. It was very warm so I had *both of* them open.

"Do you want tea or coffee?" *"Either.* It doesn't matter."

1. After the accident … cars stopped.   ... drivers got out and started shouting at each other.   … them were very angry.

2. It wasn't a very good soccer game.   ... team played well.

3. A: Which of the two movies did you prefer? The first one or the second one?

B: Actually, I didn't like …. them.

4. There are two ways to get downtown. You can take the local streets, or you can take the highway. You can go … way.

5. … these sweaters are very nice. I don't know which one to buy.

6. ... my parents are American. My father is Polish and my mother is Italian.

7. "Do you care which sandwich I take?" "No, take … ."

8. "Is today the 18th or the 19th?"   …   " It's the 20th."

9. Tom and I hadn't eaten for a long time, so … us were very hungry.

10. When the boat started to sink, we were really frightened because … us could swim.

11. A: Did you go to Florida or Puerto Rico for your vacation?

B: We went to … : a week in Florida and a week in Puerto Rico.

Complete these sentences with some/any/someone/anyone/somebody/anybody/ something/anything/somewhere/anywhere.

1. Does … mind if I smoke?

2. Would you like … to eat?

3. Do you live … near Jim?

4. The prisoners refused to eat …. .

5. There's … at the door. Can you go and see who it is?

6. We slept in the park because we didn't have … to stay. We didn't know .... we could stay with, and we didn't have money for a hotel.

7. Can I have … milk in my coffee, please?

8. Sue is very secretive. She never tells … . *(two words).*

9. Why are you looking under the bed? Have you lost … ?

10. You can cash these travelers' checks at … bank.

11. I haven't read … of these books, but Tom has read … of them.

12. He left the house without saying to … .

13. Would you like … more coffee?

14. The film is really great. You can ask … who has seen it.

15. This is a No Parking area.   … who parks here will have to pay a fine.

16. Can you give me … information about places to see in the town?

Numerals

Numbers

Saying numbers

Don't forget to say 'and' after hundreds:

- 569 *five hundred and sixty-nine*

- 7,892 *seven thousand, eight hundred and ninety-two*

- 4,680,022 *four million, six hundred and eighty thousand and twenty-two*

Large numbers

- When **thousand**, **million** and **billion** are used after a particular number, they are used in the singular form and without 'of '.

- Don't say 'five/ten/fifteen millions of something', say five/ten/fifteen **million** something:

The house cost two million dollars.

- When **million, thousand, hundred** are used without a particular number, they are used in the plural form and is sometimes followed by 'of ':

The house cost millions (of dollars).

Parts of numbers: decimals and fractions

For decimals, you say each number separately after the decimal point (.):

2.5 *two point five*

22.33 *twenty-two point three three*

3.65 *three point six five*

When you use fractions, if you are talking about a half or quarters, you say:

2 1/4 *two and a quarter*

5 ¾ *five and three quarters*

4 1/2 *four and a half*

For other fractions, use ordinal numbers for the second number:

6/8 *six eighths*   2/3 *three and two thirds*

1/12 *a twelfth/one twelfth*

For complicated fractions in maths, say 'over':

19/53 *nineteen over fifty-three*

Saying amounts of money

£ 2.50 *two fifty* or £ 12.95 *twelve ninety-five* or

two pounds fifty or *twelve pounds ninety-five* or

two pounds and fifty pence twelve pounds and ninetyfive

pence

$2.50 *Two fifty* or $12.95 *Twelve ninety-five* or

two dollars and fifty cents twelve dollars and

ninety-five cents

Writing and saying dates

In UK English: write: *18 August 2007* or *18th August 2007* or *18/08/07*

say: *the eighteenth of August, two thousand and seven*

In US English: write: *August 18, 2007* or *08/18/07*

say: *August eighteenth, two thousand and seven*

1800 *eighteen hundred*

1803 *eighteen oh three* or *eighteen hundred and three*

1878 *eighteen seventy-eight*

2000 *two thousand* or *the year two thousand*

2010 *two thousand and ten* or *twenty ten*

2030 *two thousand and thirty* or *twenty thirty*

2031 *two thousand and thirty-one* or *twenty thirty-one*

Saying the time

Say **o'clock** only with whole hours:

2:00 *two o'clock*

For other times:

4:30 *four thirty* or *half past four*

2:15 *two fifteen* or *(a) quarter past two* (UK), *(a) quarter after two* (US)

3:45 *three forty-five* or *(a) quarter to four* (UK & US)*, (a) quarter of four* (US)

8:10 *eight ten* or *ten past eight* (UK)*, ten after eight* (US)

9:35 *nine thirty-five* or *twenty-five to ten* (UK & US)*, twenty-five of ten* (US)

Saying phone numbers

You should say all the numbers separately. Say [əʊ] for 0. In UK English, when two numbers next to each other are the same, you can also say 'double'.

(01223) 91259 *oh one double two three, nine one two five nine.*

Maths symbols used with numbers

1+2 = 3 *one plus two equals three* or

one add two is three (UK)

3-1 = 2 *three minus one is two* or

three take away one equals two

2 x 3 = 6 *two times three equals six* or

two threes are six or

two multiplied by three is six

6 ÷ 2 = 3 *six divided by two equals three* or

two into six is three

Task 1. Say the following numbers in English

3; 13; 30; 18; 705; 4,568; 6,008; 425, 712; 1,306,527.

Task 2. Translate into English.

Сто килограммов, триста лошадей, сотни ящиков, двадцать пять грамм, тысячи книг, двести восемьдесят один доллар, три тысячи рублей.

Task 3. Make these numerals ordinal.

1; 11; 21; 40; 16; 103; 425; 1,015.

Task 4. Write the following dates in English.

12 января 1993; 31 марта 2000; 22 сентября 2002; 20 августа 1950; 11 октября 2013.

Adjectives

	Base form	**comparative**	**superlative**
One-syllable adjectives	cheap	cheap**er**	**the** cheap**est**
Two-syllable adjectives ending in -y, -ow	busy	bus**ier**	**the** bus**iest**
Two-syllable adjectives	careless	**more** careless	**the most** careless
Longer adjectives	expensive	**more** expensive	**the most** expensive

Irregular adjectives:

GOOD	BETTER	THE BEST
BAD	WORSE	THE WORST
LITTLE	LESS	THE LEAST
Much/many	MORE	THE MOST
FAR	farther/further	the farthest/the furthest

With some two-syllable adjectives, both *-er/-est* and *more/the most* are possible

clever, friendly, narrow, quiet, simple.

As … as   not so …as   the same … as

1. Here are some more examples of not **as ... as**:

• Sue isn't as old as she looks. (= she looks older than she is)

• The shopping center wasn't as crowded this morning as it usually is. (= it is usually more crowded)

• Jim didn't do as well on his exam as he had hoped. (= he had hoped to do better)

2. You can also say "**not so ... as**" (instead of "not as ... as"):

• Henry isn't so rich as Joe.

3. We also say **twice as ... as, three times as ... as**, etc.

• Gasoline is twice as expensive as it was a few years ago.

• Their house is about three times as big as ours.

We say **the same as** (*not* the same like):

• Ann's salary is the same as mine. (*or* Ann gets the same salary as me.)

• Tom is the same age as George.

• "What would you like to drink?" "I'll have the same as last time."

Adverb

An adverb tells us more about a *verb.* An adverb tells us in what way someone does something or in what way something happens:

• Tom drove carefully along the narrow road. (*not* drove careful)

• Speak quietly, please! (*not* speak quiet)

• We didn't go out because it was raining heavily. (*not* raining heavy)

• I was disappointed that I did so badly on the exam. (*not* did so bad)

Many adverbs are made from an **adjective** + **-ly**:

adjective: quick serious careful quiet heavy

adverb: quickly seriously carefully quietly heavily

Not all words ending in **-ly** are adverbs. Some adjectives end in **-ly** too. For example:

Friendly lively elderly lonely silly lovely

We also use adverbs before *adjectives* and *other adverbs.* For example:

reasonably cheap (adverb + adjective)

terribly sorry (adverb + adjective)

incredibly quickly (adverb + adverb)

• *It's a reasonably cheap restaurant and the food is extremely good.*

• *Oh, I'm terribly sorry. I didn't mean to push you.*

• *Maria learns languages incredibly quickly.*

You can use an adverb before a *past participle* (injured/organized, etc.):

• *The meeting was very badly organized.*

• *The driver of the car was seriously injured in the accident.*

• *The building was totally destroyed in the fire.*

Good/well

Good is an adjective. The adverb is *well*:

• Your English is very good. You speak English well.

• Susan is a good pianist. She plays the piano well.

We often use well with *past participles* (dressed/known, etc.):

well dressed *(not* good dressed) well known well educated

But well is also an *adjective* with the meaning "in good health":

• "How are you today?" "I'm very well, thanks." *(not* I'm very good).

Fast/hard/late

- These words are both adjectives and adverbs:

Adjective	*Adverb*
Jack is a very fast runner.	Jack can run very fast.
Ann is a hard worker.	Ann works hard. *(not* works hardly)
The train was late.	I got up late this morning.

- The adverb *lately = recently:*

• Have you seen Tom lately?

- **Hardly** has a completely different meaning from **hard**:

Hardly = almost not. Study these examples:

She **hardly** ate anything.

We **hardly** have any food.

We've **hardly** done any work.

- We often use **hardly** with can/could:

• Your writing is terrible. I can **hardly** read it. (= I can read it but only with a lot of difficulty)

• My leg was hurting me. I could h**ardly** walk.

- We also use hardly with *any/anyone/anything/anywhere:*

• "How much money do you have?" "Hardly any." (= almost none; very little)

- *Hardly ever = almost never:*

• I'm nearly always at home in the evenings. I hardly ever go out.

1. Decide whether the words in bold are right or wrong. Correct the wrong words.

1. I waited **nervous** in the waiting room before the interview.

2. Why were you so **unfriendly** when I saw you yesterday?

3. It rained **continuous** for three days.

4. Alice and Stan are very **happy** married.

5. Tom's French is not very **good**, but his German is almost **fluent**.

6. Eva lived in the U.S. for five years, so she speaks very **well** English.

7. Everybody at the party was very **colorful** dressed.

8. Ann likes wearing **colorful** clothes.

9. Sue is **terrible** upset about losing her job.

*2. Make sentences with **hardly**. Use the words in parentheses (…).*

1. I'm very tired this morning. (slept / last night). I … night.

2. You're speaking very quietly. (can / hear) I can … you.

3. I met Keith a few days ago. I hadn't seen him for a long time. He looks very different now. (recognized) I … .

4. They were really shocked when they heard the news. (could / speak) ……………… .

3. Complete these sentences with hardly + any/anyone/anything/anywhere/ever.

1. I listen to the radio a lot, but I … watch television.

2. The weather was good during our vacation. There was … rain.

3. He is not very popular. … likes him.

4. It's crowded in here. There's … to sit down.

5. We used to be good friends, but we … see each other now.

6. I hate this town. There's … to do and … to go.

7. I enjoyed driving this morning. There was … traffic.

	Base form	Comparative degree	Superlative degree
One-syllable adverb	fast	fast**er**	**the** fast**est**
Two or more syllable adverbs	quietly	**more** quietly	**the most** quietly

Irregular adverbs:

Badly – worse – the worst

Well – better – the best

VERB

ACTIVE VOICE

The simple tenses

Present Simple

used for action in the present, for things that are always true or that happen regularly, and for opinions and beliefs:

I/we/you/they arrive (**do not** arrive)

he/she/it arrive**s** (**does not** arrive)

Past Simple

used for completed actions and events in the past:

I/we/you/they arrive**d** (**did not** arrive)

he/she/it arrive**d** (**did not** arrive)

Future Simple

used for actions and events in the future:

I/we/you/they **will** arrive (**will not** arrive)

he/she/it **will** arrive (**will not** arrive)

Present Perfect

used to show that an event happened or an action was completed at some time before the present:

I/we/you/they **have** arrive**d** (**have not** arrive**d**)

he/she/it **has** arrive**d** (**has not** arrive**d**)

Past Perfect

used to show that an event happened or an action was completed before a particular time in the past:

I/we/you/they **had** arrive**d** (**had not** arrive**d**)

he/she/it **had** arrive**d** (**had not** arrive**d**)

Future Perfect

used to show that something will be completed before a particular time in the future:

I/we/you/they **will have** arrive**d** (**will not have** arrive**d**)

he/she/it **will have** arrive**d** (**will not have** arrive**d**)

The continuous/progressive tenses

Present Continuous/Progressive

used for actions or events that are happening or developing now, for future plans, or to show that an event is repeated:

I **am** arriv**ing** (**am not** arriv**ing**)

we/you/they **are** arriv**ing** (**are not** arriv**ing**)

he/she/it **is** arriv**ing** (**is not** arriv**ing**)

Past Continuous/Progressive

used for actions or events in the past that were not yet finished or that were interrupted:

I **was** arri**ing** (**was not** arri**ing**)

we/you/they **were** arri**ing** (**were not** arri**ing**)

he/she/it **was** arri**ing** (**was not** arri**ing**)

Future Continuous/Progressive

used for actions or events in the future that will continue into the future:

I/we/you/they **will be** arri**ing** (**will not be** arri**ing**)

he/she/it **will be** arri**ing** (**will not be** arri**ing**)

Present Perfect Continuous/Progressive

used for actions or events that started in the past but are still happening now, or for past actions which only recently finished and their effects are seen now:

I/we/you/they **have been** arri**ing** (**have not been** arri**ing**)

he/she/it **has been** arri**ing** (**has not been** arri**ing**)

Past Perfect Continuous/Progressive

used for actions or events that happened for a period of time but were completed before a particular time in the past:

I/we/you/they **had been** arri**ing** (**had not been** arri**ing**)

he/she/it **had been** arri**ing** (**had not been** arri**ing**)

Future Perfect Continuous/Progressive

used for actions or events that will already be happening at a particular time in the future:

I/we/you/they **will have been** arri**ing**

(**will not have been** arri**ing**)

he/she/it **will have been** arri**ing** (**will not have been** arri**ing**)

PASSIVE VOICE

These are the passive forms of the present and past tenses:

- *Simple present* **am/is/are + done/cleaned**, etc.

Active: Somebody cleans this room every day.

Passive: This room is cleaned every day.

Many accidents are caused by dangerous driving.

I'm not often invited to parties.

How many people are injured in car accidents every day?

- *Simple past* **was/were + done/cleaned**, etc.

Active: Somebody cleaned this room yesterday.

Passive: This room was cleaned yesterday.

- *Future simple* **will be + done/ cleaned**

Active: Mr. Roberts will examine you.

Passive: You will be examined by Mr. Roberts.

- *Present continuous* **am/is/are being + done/cleaned**, etc.

Active: Somebody is cleaning the room right now.

Passive: The room is being cleaned right now.

Look at those old houses! They are being knocked down.

(shop assistant to customer) Are you being helped, ma'am?

- *Past continuous*

Active: Somebody was cleaning the room when I arrived.

Passive: The room was being cleaned when I arrived.

Suddenly I heard footsteps behind me. We were being followed.

- *Present perfect* **have/has been + done/cleaned, etc**

Active: The room looks nice. Somebody has cleaned it.

Passive: The room looks nice. It has been cleaned.

- *Past perfect* **had been + done/cleaned, etc.**

Active: The room looked much better. Somebody had cleaned it.

Passive: The room looked much better. It had been cleaned.

- *Future Perfect* **will have been + done/cleaned**

Active: They will have completed the project by June.

Passive: The project will have been completed by June.

Complex Object

want   ask   expect   help   would like   would prefer

There are two possible structures after these verbs:

verb + infinitive	*verb + object + infinitive*
I asked to see the manager.	I asked Tom to help me.
We expected to be late.	We expected him to be late.
He would like to come.	He would like me to come.

After *help* you can use the verb with or without to:

-     Can somebody help me (to) move this table?

Tell   order   remind   warn   force   invite   enable   teach (how) persuade get (= persuade)

These verbs have the structure *verb + object + infinitive:*

-     Remind me to call Ann tomorrow.

-     Who taught you (how) to drive?

-     He warned me not to touch anything.

-     I got Jack to fix my car.

Here is an example in the *passive:*

-      I was warned not to touch anything.

advise   encourage   allow   permit

There are two possible structures after these verbs. Compare:

verb + -ing (without an object)	*verb + object + infinitive*
I wouldn't advise staying at that hotel.	I wouldn't advise you to stay at that hotel.
They don't allow smoking in this building. (= Smoking is not allowed in this building.)	They don't allow you to smoke in this building. (= You are not allowed to smoke in this building.)

Make and **let**

These verbs have the structure *verb + base form* (do, read, etc.):

- Hot weather makes me feel uncomfortable. (= causes me to feel)
- I only did it because they made me do it. (= forced me to do it)
- She wouldn't let me read the letter. (= allow me to read)

But in the *passive* **make** is followed by to (to do):

- I only did it because I was made to do it.

See and **hear**   *+ object + base form*

- I saw her enter the room.
- I heard her sing the song.

1. Read each sentence and write a second sentence from the words given.

1. Tom's parents were disappointed when he decided to leave home.

they / want / Tom / stay with them …

2. Please don't tell anyone that I'm leaving my job.

I / not / want / anyone / know .

3. There's a football game next Saturday between Army and Navy.

you / want / Navy / win? .

4. Unfortunately someone had told Sue that I was going to visit her.

I / want / it / be a surprise .

2. Read the sentence and then write a second sentence with the same meaning.

1. "Don't forget to mail the letter," Jack said to me.

Jack reminded …. .

2. She told me that it would be best if I told the police about the accident.

She advised …. .

3. I told you that you shouldn't tell him anything. I warned …. .

4. I was surprised that it rained. I didn't expect …. .

5. "Would you like to have dinner with me?" Tom said to Ann.

Tom invited ….. .

6. At first I didn't want to play tennis, but Jane persuaded me.

Jane persuaded ….. .

7. The sudden noise caused me to jump. The sudden noise made ….. .

8. If you have a car, you are able to travel around more easily.

Having a car enables …. .

9. She wouldn't allow me to read the letter. She wouldn't let ….. .

3. Put the verb in the right form: **-ing** (doing), *base form* (do), *or infinitive* (to do).

1. Mr. Thomas doesn't let anyone (smoke) in his office.

2. I don't know Jack, but I'd like (meet) him.

3. Where would you advise me (go) for my vacation?

4. I don't advise (eat) in that restaurant. The food's awful.

5. The film was very sad. It made me (cry).

UNIT 1

INFORMATION TECHNOLOGY

Task 1. Before reading the text translate into Russian the definitions of the following words:

quality assurance – the act of checking products for problems;

data processing – the act of entering, using or manipulating data with computers; *information security* – the act or process of keeping information safe and preventing others from seeing it.

hardware – a physical part of a computer;

technical support – the task of helping people use and understand technology;

code – a set of words and signs that give instructions to a computer;

data – numbers that can be entered into a computer;

encoding – the act of changing data so that no one can read it until it is changed again;

software – a program or instruction that makes a computer perform a specific task.

Task 2. Read and translate the text.

IT Department Restructuring

DataPro Inc. is growing, and so our workload is increasing. But our It department is not dealing with this increase effectively. So I am dividing the IT department into 3 sections: **quality assurance, data processing and information security**. The responsibilities of each section are:

Quality Assurance

- Testing **hardware**
- Providing **technical support**

Data Processing

- Writing **code**

- Organizing **data**

Information Security

- **Encoding online** data transfers

- Updating security **software**

These changes are not simple or easy. But smaller groups deal with tasks more efficiently than larger ones.

Task 3. Answer the questions.

1. What is Information Technology?
2. What do Information Technology professionals do?
3. What sections is IT Department divided into?
4. What are the responsibilities of each section?

Task 4. Read the statement from the DataPro Inc. CEO. Then, mark the following statements as true (T) or false (F).

1. The IT Department is   increasing.

2. Data Processing employees   now encode data.

3. Supervisors know the   employees' new assignments.

Task 5. Match the words (1-10) with the definitions (A-J).

1 - software

2 - code

3 - hardware

4 - data processing

5 - information security

6 - online

7 - technical support

8 - data

9 - quality assurance

10 - encoding

A   putting secret information into code

B   the physical parts of a computer

C   connected to the Internet

D   numbers entered/held in a computer

E   checking products for problems

F   the act of using information

G   programs/instructions added to computers

H   helping people use/understand technology

I   program language

J   the act of protecting information

Task 6. Fill in the gaps with the correct words.

data   quality assurance   encoding

1. Enter the ……. into the computer.

2. The company uses …. to protect information .

3. ……… finds and fixes problems in new products.

Task 7. Listen to a conversation between Data Pro Inc. employee and her supervisor. Act out the roles based on this conversation.

Student A: You are a supervisor. Speak with Student B to find out:

-    Current section

-    Desired section

-    Reason

Student B: You are an employee. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

The Geographical Position of the UK

The United Kingdom of Great Britain and Northern Ireland covers an area of some 244 thousand square miles. It is situated on the British Isles. The British Isles are separated from Europe by the Strait of Dover and the English Channel. The British Isles are washed by the North Sea in the east and the Atlantic Ocean in the west.

The population of Great Britain is about 60 million. The largest cities of the country are London, Birmingham, Liverpool, Manchester, Glasgow and Edinburgh.

The territory of Great Britain is divided into four parts: England, Scotland, Wales and Northern Ireland.

England is in the southern and central part of Great Britain. Scotland is in the north of the island. Wales is in the west. Northern Ireland is situated in the north-eastern part of Ireland.

England is the richest, the most fertile and most populated part in the country. There are mountains in the north and in the west of England, but all the rest of the territory is a vast plain. In the northwestern part of England there are many beautiful lakes. This part of the country is called Lake District.

Scotland is a land of mountains. The Highlands of Scotland are among the oldest mountains in the world. The highest mountain of Great Britain is in Scotland too. The chain of mountains in Scotland is called the Grampians. Its highest peak is Ben Nevis. It is the highest peak not only in Scotland but in the whole Great Britain as well. In England there is the Pennine Chain. In Wales there are the Cumbrian Mountains.

There are no great forests on the British Isles today. Historically, the most famous forest is Sherwood Forest in the east of England, to the north of London. It was the home of Robin Hood, the famous hero of a number of legends.

The British Isles have many rivers but they are not very long. The longest of the English rivers is the Severn. It flows into the Irish Sea. The most important river of Scotland is the Clyde. Glasgow stands on it. Many of the English and Scottish rivers are joined by canals, so that it is possible to travel by water from one end of Great Britain to the other.

The Thames is over 200 miles long. It flows through the rich agricultural and industrial districts of the country. London, the capital of Great Britain, stands on it.

Geographical position of Great Britain is rather good as the country lies on the crossways of the see routes from Europe to other parts of the world. The sea connects Britain with most European countries such as Belgium, Holland, Denmark, Norway and some other countries. The main sea route from Europe to America also passes through the English Channel.

UNIT 2

Task 1. Before reading the text translate into Russian the definitions of the following words:

PDA (Personal Digital Assistant) – a small computer that is used to organize a person`s schedules and information;

desktop computers – a computer that is small enough to use at a desk, but too big to carry around;

workstation – a very fast computer that runs powerful work programs;

laptop – a computer that is small enough for you to carry around and use anywhere;

handheld PC – a computer that is smaller, slower and less powerful than a laptop and used to browse the Internet and check email;

cell phone –a telephone that you take with you to make calls anywhere;

server – a computer that connects many computers to hardware;

mainframe – a very powerful computer that can process large amounts of data;

supercomputer – a large computer that is built to process large amounts of information at a higher speed than other computers can handle;

motherboard –a firm slotted board onto which computer circuitry is attached;

case – an enclosure that holds the computer's components;

heat sink – transfers heat away from nearby components;

fan – moves cool air onto computer components inside the case;

RAM (Random Access Memory) – memory that can be quickly accessed;

expansion cards – extra circuit boards that are used to increase the functions of a computer;

power supply – delivers electricity to all parts of a computer.

Task 2. Read and translate the text.

INTRODUCTION TO COMPUTING SYSTEMS

We have many types of computers at our disposal. First all employees receive **PDAs** and **desktop computers**. But we only use those for word processing and spreadsheets. Of course, some programs are too powerful for desktops. So many employees use the faster **workstations**. And we have a few **laptops** and **handheld PCs**. However, employees only use them on business trips. Most employees just answer email with their **cell phones**. The new **server** provides access to all printers. Finally, our **mainframe** processes our largest data files. No need for a **supercomputer** yet!

In order to gather the components of your computer you should follow some assembly instructions:

Step 1. First, gather your parts. These include a motherboard, power supply, processor, case, heat sink, fan, RAM, expansion cards, hard drive, and disk drive.

Step 2. Attach the **motherboard** to the **case**. Then, connect the processor to the motherboard`s primary socket.

Step 3. Attach the **heat sink** and cooling **fan** to the processor.

Step 4. Insert the **RAM** card into an open memory slot. Put any **expansion cards** into the expansion slots.

Step 5. Connect your hard drive to the motherboard and **power supply**.

Step 6. Close the case and connect the power supply.

Task 3. Answer the questions.

1. What kinds of computers do you use?

2. What for are these computers used?

3. How do employees answer their email?

4. What processes the largest files?

5. What are the steps of gathering the components of your computer?

Task 4. Choose the correct answers.

1. What is the email about?

A the types of work employees do

B computers that the company sells

C what computers the company uses

D the installation of a server

2. According to the passage, employees use laptops when they:

A   respond to email

B   work on spreadsheets

C   process the largest files

D   work outside of the office

3. Which of the following is NOT true?

A The company has a mainframe.

B Employees get email on their cell phones.

C All employees receive desktop computers.

D The desktop computers are faster than the workstations.

4. What is the guide mostly about?

A putting together a computer

B problems with computer parts

C uses of expansion cards

D repairing a broken computer

5. When should the hard drive be installed?

A Step#1   C Step #5

B Step#3   D Step#6

6.   According to the guide, what is NOT an assembly step?

A   collecting parts

B   opening the case

C   connecting the drives

D   installing the RAM card

Task 5. Read the sentences and choose the correct word.

1. My **(PDA / mainframe)** notifies me when I have a meeting.

2. I have a **(laptop / supercomputer)** to do work on the plane.

3. John has a **(server / desktop computer)** because he only uses simple programs.

4. This **(computer / server)** runs programs, but doesn't have Internet access.

5. A **(workstation / handheld PC)** is smaller than a laptop, but still has a keyboard.

6. Connect to the **(server** / **PDA)** to use that printer.

7. A **(supercomputer / handheld PC)** is the most powerful machine in the world.

Task 6. Match the words (1-9) with the definitions (A-I).

1 heat sink

2 RAM

3 expansion card

4 workstation

5 mainframe

6 motherboard

7 processor

8 hard drive

9 cell phone

A   a slotted board with circuits and ports

B   a short term, quick memory source

C   a part used to cool the processor

D   a part used to store large amounts of data

E   a part used to increase a computer's functions

F   a part that completes tasks for the computer

G   a large and powerful computer that supports many other computers working at once

H   a fast computer that is used by one person and has more memory than an ordinary personal computer

I   a device that makes and receives calls.

Task 7. Write a word that is similar in the meaning to the part in italics.

1. *Spinning blades* keep the computer from overheating.

F - - .

2. The *electrical source* directs power throughout the computer.

- - w - r   - -p p - -

3. Joey purchased a *protective bag* for his computer.

C - - -

4. Can the *coded disk reader* play DVDs?

d - - -   d - - v -.

Task 8. Listen to a conversation between IT professional and a new employee. Act out the roles based on this conversation.

Student A: You are a new employee. Ask Student B questions about:

-        What computers they have
-        Where the computers are
-        How to access computers

Student B: You are an IT Professional. Answer Student A`s questions about the computers.

Task 9. Listen to a conversation between a technology support specialist and a customer. Act out the dialogue based on this conversation.

Student A: You are a customer. Ask student B questions about:

-taking out an old hard drive

- the power supply

- the next step in dismantling the old hard drive.

Student B: You are a support specialist. Answer Student A`s questions about dismantling the old hard drive.

THAT`S INTERESTING TO KNOW

The Geographical Position of the USA

The United States territory consists of three separate parts, different in size, natural features, level of development population:

1) the main part, the United States proper, with an area of 7,800,000 square kilometers. It borders on Canada in the north and on Mexico in the south. It is washed by the Pacific Ocean in the west, the Atlantic Ocean in the east, and the Gulf of Mexico in the south-east;

2) Alaska, which occupies the north-western part of the continent of North America, including a lot of islands;

3) Hawaii in the Pacific Ocean.

The eastern part of the country is occupied by the Appalachian Mountains. The western part of the country is made up of high mountain ranges, tablelands and plateaus of the Cordillera system.

The territory of the USA is historically divided into 8 regions: 1) New England; 2) the Mid-Atlantic region; 3) the South; 4) the Midwest; 5) the Southwest; 6) the Rocky Mountain region; 7) the Pacific Northwest and Alaska; 8) California and Hawaii.

The longest river in the US is the Mississippi with its west tributary Missouri. The Mississippi flows to the south and empties into the Gulf of Mexico at New Orleans. Another important river in the US is the Hudson River which flows across the north-eastern part of the country.

World-famous is the region of the Great lakes, situated in the north-east of the US bordering Canada. It is a system of 5 great lakes (Lake Superior, Lake Michigan, Lake Huron, Lake Erie and Lake Ontario) joined together by natural channels. The Niagara Falls, situated on the short Niagara River joining Lakes Erie and Ontario, are famous all over the world.

UNIT 3

Task 1. Before reading the text translate into Russian the definitions of the following words: *web host* –a company that provides the space for a web site on the Internet;

HTML (Hypertext Markup Language) – is a computer language that is used to construct websites on the Internet;

meta tag – text that is used in the codes of a web page to provide information about the site to search engines;

search engine – a computer program that allows people to search for particular information, products, etc. on the Internet;

hyperlink – a word or image on a web page that you can click on to go to a different web page;

spreadsheet – a computer program that organizes information and performs calculations;

field – a category in a database that holds a particular type of information;

query – a search that locates all information of a specific type in a database;

table – a single collection or arrangement of information in a database;

cell – a unit of a spreadsheet that holds a piece of information;

worksheet – a single page of a spreadsheet.

Task 2. Read the text and translate.

T. B. Brown Inc. Web Browsing

The new company web site has a new **web host**. The new host supports higher traffic to the site. The site also loads quicker. The site has new **HTML** codes. They include several additional **meta tags**. The site now receives more traffic from **search engines**. All web browsers now support our graphics. The **hyperlinks** open new pages. Customers do not navigate away from the original page.

Database vs. spreadsheets

Currently, many employees use **spreadsheets** incorrectly. They are not for data storage.

Use our database program to:

Organize and sort large amounts of data regarding clients. Enter the client names and addresses into the database **fields**. Perform complex **queries**. Search multiple **tables** for client information.

Use our spreadsheet program to:

Perform calculations about cost and revenue. Create formulas using different function and operators. Use this to analyze sales data. Create graphs and charts that show profits. Use the data in the **cells** of a **worksheet** to create these charts. When do you browse the web at work?

Task 2. Answer the questions.

1. What kind of things do you browse for?

2. What kind of information do you find in database?

3. What do you use spreadsheets for?

4. What are the advantages of a new web host?

5. What is the difference between the database program and the spreadsheet program?

Task 3. Mark the following statements as true (T) or false (F).

1. T.B. Brown Inc. now has a different URL.

2. The hyperlinks navigate away from the original page.

3. The web site now has fewer meta tags.

Task 4. Match the words (1-10) with the definitions (A-J).

1 hyperlink

2 website

3 HTML

4 web host

5 web browser

6 worksheet

7 database

8 sort

9 field

10 formula

A a collection of related Internet pages

B a program that lets you look at web pages

C a word/image that you can click on to navigate

D a computer language used to make web sites

E a company that provides space for a website

F to arrange information in a database

G a large group of data organized in a computer

H a mathematical instruction that performs spreadsheets calculations

I a single page of a spreadsheet

J a database category that holds a type of information

Task 5. Fill in the gaps with the correct words.

tables   profits   database   calculations   clients

Employees often use databases and spreadsheets incorrectly. Use a   … to organize large amounts of information about … . A database makes it easy to search multiple … for a client information. Use a spreadsheet to perform … about sales data. Spreadsheets   are also able to create graphs and charts showing … .

Task 6. Choose the word that is closest in meaning to the part in italics.

1. The *text used in webpage codes that provide information to search engines* gives us high search rankings.

A hyperlink   B meta tag   C webhost

2. Type a word into *the computer   program that allows people to look for particular information* to find a website.

A   search engine   B http   C   website

3. Our website is very popular on the *system of information that is available on the Internet*.

A   meta tag   B hyperlink   C www

4. The company's *text and symbols that form a web address* is http://tbbrownincorp.com.

A   URL   B   search engine   C web host

5. Please begin the web address with *the part of the address that allows the computer to connect the site*.

A   HTML   B web browser   C http

6. Sue types in a *symbol that performs a specific calculation* on the line.

A cell   B operator   C worksheet

7. Please arrange the client addresses in a *single collection of information in a database*.

A table   B field   C query

8. Dave adds up the values with a *mathematical spreadsheet calculation*.

A worksheet   B formula   C database

9. Jim organizes records in a *computer program that organizes information and performs calculations.*

A function   B query   C spreadsheet

10. Martha finds clients who live nearby with *a search that locates all information of a specific type.*

A query   B field   C operator

11. Some information in one *unit of a spreadsheet that holds a piece of information* is incorrect.

A table   B function   C cell

THAT`S INTERESTING TO KNOW

The Flag of the UK (British Flag)

The flag of the United Kingdom, one of the most renowned flags in the world, was officially adopted on January 1, 1801.

United Kingdom Flag Description

Known as the Union Flag, the flag of the United Kingdom features the cross of Saint George, the cross of Saint Patrick, and the cross of Saint Andrew in red with white borders and a blue background. The crosses each represent a country of the United Kingdom. Saint George is the patron saint of England, and the Saint George cross, the red perpendicular lines crossing the flag horizontally and vertically, is used as England's national flag. Saint Patrick is the patron saint of Ireland, and his cross is a red X stretching from corner to corner. Scotland is represented by the cross of Saint Andrew, its patron saint, which is a white X on a blue background. These crosses together form the Union Jack on the flag of the United Kingdom. Wales, which is also part of the United Kingdom, is grouped under England's cross, because it had been part of the Kingdom of England.

The UK flag is called the Union Jack because it represents the union of the countries of United Kingdom. The Union Jack is often featured as part of the flags of British colonies and former colonies.

UNIT 4

Task 1. Before reading the text translate into Russian the definitions of the following words:

A *MB (megabyte)* is a unit of measurement that measures how much information a computer stores.

RAM (Random Access Memory) is a form of computer data storage. It is a physical device that holds data temporarily.

A computer's *bit size* measures the number of bits that the CPU (Central Processing Unit) can access at once.

A *bit* is the smallest unit of computer data.

A computer's *bus speed* measures how many times the CPU can access a group of bits per second. This is measured in MHz.

A *MHz (megahertz)* is a unit of measurement that measures the speed of a CPU.

A *SIMM (Single Inline Memory Module)* is an older type of memory module. It sends up to 32 bits of data to a CPU.

A *DIMM (Dual Inline Memory Module)* is a newer type of memory module. It sends 64 bits of data to the CPU.

A *motherboard* is the circuit board in a computer. It holds the CPU and all attachments.

Virtual memory is a method of computer data storage. The computer stores data on its hard drive instead of in the RAM.

A *paging file* is the area on the hard drive where the computer stores data that doesn't fit in the RAM.

A *hard drive* is a device in a computer that stores all of its information separately.

Task 2. Read and translate the text.

COMPUTER MEMORY

Certain memory requirements are necessary to install and run ClearPic. Check that the computer has at least 500 MB of RAM available. For optimal performance, make sure the computer's CPU has a **bit size** of at least 32 **bits.** It should run at a" **bus speed** of 800 **MHz.**

There are several options to fix problems with limited memory. One, is to limit the number of programs running at the same time.

Another, is to increase the amount of RAM. First, determine whether your computer uses **SIMMs** or **DIMMs.** Make sure that the memory's **bus speed** matches that of the computer. Purchase the appropriate amount of RAM and attach it to the motherboard**.**

You can also increase your computer's **virtual memory.** This temporarily stores data on a **paging file** on the computer's **hard drive.** To add virtual memory, click on the "My Computer" icon. Under "Properties," increase the maximum memory amount.

Task 3. Answer the questions.

1. What is necessary to install and run ClearPic?

2. How many MB of RAM must a computer have at least?

3. How can you fix problems if your computer has limited memory?

4. How can you increase your computer`s virtual memory?

Task 4. Choose the correct answers.

1.   What is the passage mainly about?

A   the main function of the CPU

B   where to install the ClearPic file

C   how to add or modify computer memory

D   speeds of RAM attached to the motherboard

2.   What should people do first when increasing available RAM?

A check to see if they need SIMMs or DIMMs

B increase the amount of virtual memory

C temporarily store their data on a paging file

D make sure the CPU runs at a speed of 800 MHz

3.   What is NOT a way to fix a limited memory problem?

A increase the amount of virtual memory

B buy a new motherboard for the computer

C reduce the number of programs running

D increase the amount of available RAM

Task 5. Match the words (1-7) with the definitions (A-G).

1. MHz   3. motherboard   5. virtual memory   7. bit

2. SIMM   4. DIMM   6. paging file

A where data that doesn't fit in the RAM is stored

B the main circuit board in a computer

C a unit of measurement that measures the speed of a CPU

D a data storage method that stores data on the hard drive

E the smallest unit of computer data

F a memory module that sends up to 32 bits of data to a CPU

G a memory module that sends up to 64 bits of data to a CPU

Task 6. Fill in the gaps with the correct word or phrase.

hard drive   RAM   bit size   MB   bus speed

1. The computer has a … of 64 bits.

2. The computer`s CPU has a … of 800 MHz.

3. Increase the virtual memory to store data on the …. .

4. This computer comes with 900 … of RAM.

5. Install additional … into the motherboard.

Task 7. Listen to a conversation between a customer and an employee of ClearPic. Act out the dialogue based on this conversation.

Student A: Your computer program keeps freezing. Talk to Student B about:

- The problem
- Solutions
- Increasing virtual memory.

Student B: You are a support center employee. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

The **flag of the United States of America** contains thirteen alternating horizontal stripes of equal width, of which seven are red in color and six are white. In the upper-left corner is a blue rectangle, on which are drawn fifty white five-pointed stars. Since 1777 when it was first adopted officially, **the U.S. flag** has undergone several revisions to reach its current design.

Meaning of Colors

Although the flag was adopted officially in 1777, at that time there was no meaning attached to the colors. However, the same colors were used in designing the Seal of the United States of America in 1782, having specific meaning. In the words of Charles Thompson, secretary to the Continental Congress: "The colors of the pales (the vertical stripes) are those used in the flag of the United States of America; White signifies purity and innocence, Red, hardiness & valor, and Blue, the color of the Chief (the broad band above the stripes) signifies vigilance, perseverance & justice".

History of the American Flag

The first official design of the flag appeared in 1777, consisting of thirteen alternating stripes, with the blue rectangle featuring thirteen white stars representing the original thirteen colonies that had rebelled against the Kingdom of Great Britain.

These colonies were: Delaware, Pennsylvania, New Jersey, Georgia, Connecticut, Massachusetts Bay, Maryland, South Carolina, New Hampshire, Virginia, New York, North Carolina, and Rhode Island and Providence Plantations. As more states merged into the federation known as the United States of America, additional stars were added to the blue canton. The last two states to join the USA were Alaska and Hawaii, and consequently the fifty-star design was adopted on 4th July 1960.

Symbolism

The **American flag** is a symbol of national unity and pride for the country. The fifty stars represent the fifty states comprising the present-day United States of America. For the symbolism of colors, see the corresponding section above.

Etiquette

The etiquette governing the use of the **US flag** are given in the Flag Code of the Federal law. Although the code is not binding on the common citizen, the following guidelines are prescribed:

- Unless the flag has been so designed, it should be flown only in good weather.

- The flag must be well lit at all times, either by sunlight or artificial light sources.

- When displayed in a group of flags, the American flag must be at the center and at the highest point.

- If the USA flag is being displayed with another flag, with the two flags having crossed staffs, the USA flag must be on the right and have its staff in the front.

- If the flag is to be suspended overhead, the canton must be to the top towards the left of the observer, with the folds falling freely.

- The flag should not be used as an item of decoration or in any form of fashion.

UNIT 5

Task 1. Before reading the text translate into Russian the definitions of the following words:

A *cell phone* is a wireless phone that sends and receives data at a certain frequency of energy.

A *touchscreen* is a display on some cell phones that you tap to access its features and applications.

A *lithium-ion battery* is battery in cell phones that is small, light, and lasts a long time.

Caller ID is a feature of some cell phones that tells you the name and number of the person calling you.

Call waiting is a feature of some cell phones. It alerts you that someone is calling while you are on the line with someone else.

Voicemail is a feature that lets you listen to or leave an electric spoken message on a cell phone.

A *text message* is a short, written message that a person sends to and from a cell phone.

Voice activation is a feature of some cell phones that lets you dial a number by voice instead of by hand.

A *ringtone* is a sound or song that a cell phone plays when someone calls it.

A *3G network* is a wireless network that sends and receives data very quickly.

An *app* is an application with a specific function that you download onto your phone.

Bluetooth is a wireless network that connects your phone with other devices, such as a computer.

Task 2. Read and translate the text.

CELL PHONES

Mobile Tech is proud to introduce our most powerful cell phone, the Lightning. This new cell phone has a touch screen display. Access different features with a simple tap of a finger! Inside the phone is a small powerful lithium-iron battery.

The Lightning, conveniently features caller ID and call waiting. You can also access voicemail and send text messages. The voice activation feature lets you place a call with a simple command. The phone also comes with selection of ringtones to choose from.

With its access to a fast 3G network, The Lightning lets you connect to the Internet quickly and easily. Use it to download a variety of apps. Its Bluetooth technology lets you communicate with computers and other devices through your phone.

This phone has everything you need and more. With The Lightning by Mobile Tech, you can connect with people and the Internet faster than ever!

Task 3. Answer the questions.

1. What does Mobile Tech introduce?

2. What are the characteristic features of a new cell phone?

3. What opportunities do these features give you?

Task 4. Complete the table using information from the text.

Feature	Uses
Voice activation	
3G network access	
Bluetooth	

Task 5. Match the words (1-7) with the definitions (A-G).

1. Bluetooth

2. voice activation

3. lithium-ion battery

4. 3G network

5. text message

6. call waiting

7. voice mail

A   a power source in cell phones

B   a short, written message sent to or from a cell phone

C   a cell phone feature that alerts users of incoming calls during another call

D   a feature that calls a number by speaking instead of by dialing

E   a feature that lets you leave or listen to an electronic message

F   a wireless network that connects a phone with other devices

G   a wireless network that sends and receives data.

Task 6. Write a word that is similar in the meaning to the part in italics.

1. Tap on the *thing that you touch to access its features*.   T - - c - s - - e - -

2. Listen to this *sound or song that signals a call*.   - - n - t - - e

3. I bought a new *wireless communication device*.

C - l -   - h - - e

4. Check out my new cell phone *application*.   - p -

5. I have *a feature that tells you the name and number of the person calling*.

C - - - e - l -.

Task 7. Read the instant message conversation between a client and a supplier.

Before reading the dialogue translate into Russian the definitions of the following words:

An *instant message* is a text-based conversation in real time.

An *email* is an electronic message sent from one user to another.

An *attachment* is a file sent as part of an email.

Spam is unwanted email, like advertisements, sent to large groups of people. Some email providers direct spam to special folders so that users do not have to see or open it.

To scan a product is to use a laser to read bar codes and convert them to electronic signals.

An *EPC (electronic product code)* is a number used to identify specific individual items.

A *UPC (universal product code)* is a 12-digit number used to identify consumer items.

A *barcode* is an arrangement of lines and spaces that represent data.

A *PDA (personal data assistant)* is a small, handheld computer.

A *smartphone* is a cellular phone that also functions like a PDA.

A *data plan* is a contract from a cell phone service provider that states what online services are available on a cell phone and how much that transfer of data will cost.

To text someone is to send them a text message.

ClarkAndrewsOO: Hello, Sandy. Are you there?

SandyHammond: Hi, Clark. What can I do for you?

ClarkAndrewsOO: Sorry to contact you with an **instant message**. But **email** doesn't seem to be working right now. I never got a confirmation on the message I sent last week.

SandyHammond: We never received that. Did you send it with an **attachment**?

ClarkAndrewsOO: Yes, **I** attached my order receipt.

SandyHammond: It must have ended up in my **spam** folder. I apologize for the confusion.

ClarkAndrewsOO: It's okay. What is status of my shipment?

SandyHammond: Unfortunately, we`re having technical difficulty **scanning** product EPCs. However, we have UPC products ready to ship immediately.

ClarkAndrewsOO: Those will be fine have equipment that can read **barcodes**.

SandyHammond: Do you have a PDA or a **smartphone**? We could update you via email.

ClarkAndrewsOO: I have a cell phone, but my **data plan** doesn't support email. Voicemail or text messages will work.

SandyHammond: I'll **text** you then. What's the number?

ClarkAndrewsOO: 555-9854. **Thanks**

Task 8. Choose the correct answer.

1.   What is ClarkAndrewsOO sending an instant   message about?

A   He wants to find the out status of his shipment.

B   He received UPC products instead of EPCs.

C   He is getting files sent to his spam folder.

D   He wants to order equipment that can read barcodes.

2. Why did Clark's email end up in Sandy's spam folder?

A Sandy's email does not work.

B He sent it to her smartphone.

C The email had an attachment.

D He sent it from his cell phone.

3. What can you infer from the conversation?

A Sandy does not like texting clients.

B Clark plans on buying a smartphone.

C Clark is not familiar with technology.

D Sandy has a cell phone that can send texts.

Task 9. Match the words (1-8) with the definitions (A-H)

1. attachment	5. text
2. scan	6. UPC
3. spam	7. smartphone
4. EPC	8. instant messaging

A   to send a message from a cell phone

B   a real-time text conversation

C   a code that identifies individual items

D   a code that identifies types of items

E   to read a barcode

F   a device with PDA capabilities

G   unwanted email

H   a file sent with an email.

THAT`S INTERESTING TO KNOW

The Political System of the UK

The United Kingdom of Great Britain and Northern Ireland is a constitutional monarchy. The British Constitution is to a large extent a product of many historical events and has thus evolved over many centuries. Unlike the constitutions of most other countries, it is not set out in any single document. Instead it is made up of statute law, common law and conventions. The constitution can be changed by Act of Parliament, or by general agreement to alter a convention.

Great Britain is governed by the Parliament and the Queen is the Head of State.

The legislative power in the country is exercised by the Houses of Parliament. The British Parliament consists of two chambers: the House of Lords and the House of Commons.

The House of Commons. The House of Commons is elected and consists of 651 Members of Parliament (MPs). At Of the 651 seats, 524 are for England, 38 for Wales, 72 for Scotland, and 17 for Northern Ireland. The chief officer of the House of Commons is the Speaker, elected by the MPs to preside over the House. The House of Commons plays the major role in law making.

MPs sit on two sides of the hall, one side for the governing party and the other for the opposition. Parliament has intervals during its work. MPs have to catch the Speaker's eye when they want to speak, then they rise from where they have been sitting to address the House and must do so without either reading a prepared speech or consulting notes.

The House of Lords. The House of Lords consists of the Lords Spiritual and the Lords Temporal. The Lords Spiritual are the Archbishops of Canterbury and York, and the 24 next most senior bishops of the Church of England. The Lords Temporal are all hereditary peers of England, Scotland, Great Britain and the United Kingdom; all others are life peers. Peerages, both hereditary and life are created by

the Sovereign on the advice of the Prime Minister. They are usually granted in recognition of service in politics or other walks of life. The Lords Temporal consisted of 758 hereditary peers and 408 life peers. The House is presided over by the Lord Chancellor, who takes his place on the woolsack as the Speaker of the House.

The executive power is exercised by Prime Minister and his Cabinet. The government is usually formed by the political party which is supported by the majority in the House of Commons. Prime Minister is the majority party leader and is appointed by the Queen. Prime Minister chooses a team of ministers; twenty of the ministers are in the Cabinet.

The second largest party becomes the official opposition with its own leader and the Shadow Cabinet. The two leading parties in Great Britain are the Conservative Party (the Tories) and the Labour Party.

The judiciary branch of the government determines common law and is independent of both the legislative and the executive branches.

There is no written constitution in Great Britain, only precedents and traditions.

UNIT 6

Task 1. Before reading the text translate into Russian the definitions of the following words:

GPS (Global Positioning System) is a collection of 24 satellites that give accurate position and navigation data to people all over the Earth.

Navigation is the act of creating a route to a destination.

Acquisition time is how long a GPS takes to determine location.

A *position* is an object's exact location.

Cartography is the art of mapmaking.

Waypoints are locations that you can mark or record in your GPS.

Latitude is an object's location north or south of the Equator.

Longitude is an object's location east or west of the Prime Meridian.

Accuracy is how correct a GPS's measurement is.

Integrity is a device's ability to perform consistently without error.

Coordinates are groups of numbers that describe location.

MP3 is the standard format for digital audio files.

A *playlist* is a list of songs created by an MP3 player user.

To decode a file is to return it to its original format.

AAC is a music file format that is of higher quality than MP3.

Bitrate is a measurement of the amount of data that is processed.

To freeze is to become unresponsive and stop functioning.

A *driver* tells a device how it should communicate with a computer.

To upload a file is to transfer it from a computer or device to the Internet or to another device, such as an MP3 player.

A *dock* is a service that connects an MP3 player to a computer.

A *gigabyte* is a unit of measurement of hard drive capacity.

Capacity is the amount of space an MP3 player has to store files.

Task 2. Read and translate the text

MP3 PLAYERS AND GPS SYSTEMS

Georgia Electronics is recalling its Model X.1 MP3 players. An error occurs as the players attempt to **decode AAC** files. When playlists containing AAC files are opened, the **bitrate** on all files slows down. Players will eventually **freeze** in these situations.

This issue also affects the Model X.2 player, but a recall is not necessary. Georgia Electronics has created a **driver** to correct the problem in Model X.2 players. This driver may be downloaded free of charge from the company's website. It must then be **uploaded** to the MP3 player through the included **dock.** The driver requires less than one **gigabyte** of **capacity** on the MP3 player's hard drive.

Unfortunately, Model X.1 players will not accept new drivers and therefore cannot be fixed. Georgia Electronics will refund the full price that consumers paid for the Model X.1. Visit www.georgiaelec.com for details and downloads.

MapSources offers GPS products for all your navigation needs. Fast acquisition time means you won`t wait to find out your position. Make your own maps with cartography modes.

The most affordable unit, the MapSources Traveler is designed to meet the needs of every traveler. You`ll never get lost in a city again. Save your favorite locations with up to 500 waypoints. Know where you are with latitude and longitude readings. Download new maps for international navigation. Annual updates make sure you have the latest maps. The MapSources Pro series has the highest accuracy and integrity. The Pro series works at almost any elevation. Rescue teams and civilian pilots who need accurate readings in any coordination can depend on MapSources

Pro. The Pro series works at almost any elevation. We don`t just help with navigation. Keep track of what`s important with the TrackStar series. This product shows the coordinates of your goods, your car or even pets.

Task 3. Answer the questions.

1. What model is Georgia Electronics recalling?

2. What has Georgia Electronics created to correct the problem in Model X 2 players?

3. What capacity does this model require?

4. What products does MapSources offer?

5. What for may you use these products?

6. What elevation do Pro series work at?

Task 4. Mark the following statements as true (T) or false (F).

1. The recall is for Model X.1.

2. The driver will take up less than one gigabyte of capacity.

3. The issue is related to the decoding of MP3 files.

Task 5. Match the words (1-16) with their definitions (A- P)

1. digital	5. decode	9. bitrate	13. longitude
2. AAC	6. MP3	10. cartography	14. elevation
3. capacity	7. playlist	11. latitude	15. coodinates
4. gigabyte	8. dock	12. integrity	16. accuracy

A a file format that is higher quality than MP3s

B a list of songs chosen by a user

C a device for connecting an MP3 player to a computer

D the amount of room available on a storage device

E   a unit of memory

F   the standard format for encoding sound files

G   a measurement of the amount of data processed per second

H   to change a file back to its original form

I   storing information in a series of ones and zeros

J   location relative to the Equator

K   height above sea level

L   the ability to measure correctly

M   the ability to perform without breaking or error

N   location expressed by numbers

O   the practice of mapmaking

P   location relative to the Prime Meridian

Task 6. Fill in the gaps with the correct word.

upload   freeze   driver   acquisition time   waypoints

position   GPS   navigation

1. Did you … the file yet?

2. Computers … when too many programs are open.

3. You must install a (n) … with all new hardware.

4. Save locations you go to often as GPS … .

5. The TrackStar Plus give readings of my dog`s … .

6. GPS provides reliable … on a road trip.

7. Jared always uses a(n) … to find his way around town.

8. This device`s high  … means we won`t wait for a reading.

Task 7. Listen to a conversation between a customer and a Customer Service Rep. Act out the dialogue based on this conversation.

Student A: You are looking for a GPS system. Talk to Student B about:

- Products available

- What features you want

- What model is best for you.

Student B: You are a Customer service representative. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

The Political System of the USA. The Legislative Branch

The USA is a federal union of 50 states. The basic law is the constitution, adopted in 1787, which prescribes the structure of national government and lists its rights and fields of authority. Each state has its government and all of them have the dual character of both Federal and State government. The political system of the USA is divided into three branches: judicial, legislative and executive. Each branch holds a certain degree of power over the others, and all take part in the governmental process.

The legislative branch. Supreme legislative power in the American government lies with Congress: the Senate, the upper house; and the House of the Representatives - the Lower House. Each state has its own government - State Assemblies or, Legislatures with two houses. According to the constitution of the USA, all citizens of both sexes over 18 years of age has a right of voting, but in reality the number of voters is much smaller. The main task of Congress is to make federal laws, to levy federal taxes, to make rules for trade, to corn money, to organize Armed forces, to declare war, to make amendments to the constitution or put foreign treaties into effect.

Under the constitution the US Senate has some special powers, not given to the House of Representatives. It approves or disapproves the main presidential appointments: Ambassadors. Cabinet Members and federal judges; also ratify by a 2/3 vote treatments between the USA and foreign countries. The House of Representatives has a special power of its own - to invent a bill to raise money.

The Senate is composed of 100 members - two from each of 50 states, who are elected for a term of 6 years. Although congressional elections take place every two years, only 1/3 of the Senate is reelected. A Senator must be at least 30-ty years old, a citizen of the USA for 9 years and a resident of the state from which he is elected. Democrats sit in the western part of the chamber - on Vice-president right. Republicans sit on his left. Vice-president presides over the Senate and conducts debates. The Senate is stable and more conservative than the House of Representatives and many Senators are more experienced politicians.

The House of Representatives has 450 members. The number of Representatives depends on the population of each state. A Representative must be at least 25 years age, a US citizen for 7 years and live in the state from which he is elected. Democrats sit on the Speakers right, republicans - on his left. The Speaker presides over the House and conducts debates. The Speaker, like Vice-president, may vote. Most of the Congressmen are layers, businessman and bankers. The American press as an unrepresentative institution sometimes criticizes the US Congress.

UNIT 7

Task 1. Before reading the text translate into Russian the definitions of the following words:

A *subscription* is the agreement to use something, often requiring a fee.

A *catalog* is an inventory of books in a library.

An *index* is a categorical list of books in a library.

An *ebook* is a book that is available online.

An *ejournal* is a scholarly publication that is published online.

Media are the forms of mass communication available at the library, including images, films and periodicals.

A *boolean operator* narrows a database search with words like "and", "or" and "not".

Remote access is the ability to use online library resources from outside the library.

A *site license* allows users to access software regardless of their location.

A *license restriction* limits who can use a library's electronic resources.

EZproxy is a library server program that allows remote users to access the library's electronic materials.

A *VPN (virtual private network)* is a way to encrypt a connection when you use remote access.

Task 2. Read and translate the text

THINK TANK – ON-LINE LIBRARY

No library holds every single book, periodical and academic journal in the world. The Internet can change that. That's why you need the ThinkTank Online Library. With ThinkTank, your library could access millions of online resources.

Subscription to our service opens your library to a huge **catalog** of content. Browse the easy to use **index** for ebooks and **ejournals.** Search for any topic users can think of. Search **media** like images, newspapers, magazines and audio files. Simple **boolean operators** help narrow the search. Users can always find just what they're looking for.

People who visit Libraries can't always get to one. **Remote access** lets our clients use ThinkTank from home. Users with a **site** license access ThinkTank through an **EZproxy** server. The **VPN** encryption secures the connection. All users need is a library card.

Our **license restriction** gives access to copyrighted works. Users won`t find these kinds of resources through normal search engines. Use of the service for commercial reasons is prohibited.

Task 3. Answer the questions.

1. What kind of library is the ThinkTank?

2. What opportunity does the subscription to the library`s service give you?

3. Who can help you narrow the search?

4. How can you access the copyrighted works?

5. Can you use the service for commercial reasons?

Task 4. Mark the following statements as true (T) or false (F).

1.   ThinkTank features copyrighted work.

2.   Library members can use the ThinkTank service from home.

3.   ThinkTank offers separate subscriptions for ebooks and media.

Task 5. Fill in the gaps with the correct words and phrases.

License restriction	ebook	VPN	EZproxy
Boolean operator	index	site license	

1. You can't access that file because of the__

2. I downloaded it as a(n)_____

3. The library uses a(n) _____ connection.

4. You can access the program at home through the _____ server.

5. Type a(n) _____ to refine the search.

6. Check the library's _____for books on the subject.

7. The library has a(n)_____ to access the service.

Task 6. Choose the word that is closest in meaning to the part in italics.

1. Check *the book inventory* to see if he book is available.

   A ebook   B media   C catalog

2. The library subscribes to that *online periodical*.

   A media   A catalog   C ejournal

3. The library has a very thorough *mass communication* section.

   A ebook   B media   C ejournal

4. Carl bought a *paid membership*.

   A subscription   B   remote access   C Boolean operator.

Task 7. Listen to a conversation between a ThinkTank Online Library representative and a librarian. Act out the dialogue based on this conversation.

Student A: Your computers have no access to the online library. Talk to Student B about:

- The problem
- Who can and can`t use the service
- New software

Student B: You are a representative of an online library. Listen to Student A and suggest a solution.

THAT`S INTERESTING TO KNOW

The Political System of the USA. The Executive Branch

The executive power in the USA belongs to the President and his Administration. The Presidency in the USA is the highest governmental office. President in the USA is the head of the state and the government, and also the commander-in-chief of the US Armed Forces.

Vice-resident and the Cabinet assist president. The President and Vice-president are elected for a term of four years and can be reelected. President must be a natural-born citizen of the USA and at least 35 years old, and for at least 14 years resident of the USA. The term of office of the President begins on the 2nd of January. Presidential elections are hold in November and December.

The president, as the chief formulator of public policy, often proposes legislation to Congress. The president can also veto (forbid) any bill passed by Congress. The veto can be overridden by a two-thirds vote in both the Senate and House of Representatives. President conducts foreign affairs, signed documents, and appoints diplomats, Cabinet Members, federal judges with the consent and advice of the Senate. He outlines the course of his administration through Congress.

Vice-president presides over the Senate. He takes the president's office, if the president is unable to finish his term. A Cabinet of 12 members assists the US President. They are heads of different departments and are responsible to President. Today these 13 departments are State, Treasury, Defence, Justice, Interior, Agriculture, Commerce, Labour, Health and Human Services, Housing and Urban Development, Transportation, Energy and Education.

Under the Constitution, the president is primarily responsible for foreign relations with other nations. He often represents the United States abroad in consultations with other heads of state, and, through his officials, he negotiates treaties with over countries. Such treaties must be approved by a two-thirds vote of the Senate.

Inauguration always takes place on the 20th of January; it is an official act of installing the President of the USA to his office. The ceremony ends in a military parade.

UNIT 8

Task 1. Before reading the text translate into Russian the definitions of the following words:

Artificial intelligence is the branch of science that seeks to create computers and robots that can reason, learn and solve problems independently.

A *cognitive scientist* is a person who studies the mind and thought processes.

Case based reasoning is the process of using information from previous experiences to solve new problems.

Model based reasoning is the process of making conclusions by examining cause and effect relationships.

An *algorithm* is a rule or set of rules that provides steps to take or questions to ask in order to solve a problem.

Machine learning is a field of study concerned with creating algorithms that computers can use to learn from their experiences.

An *agent* is a computer that observes and reacts to the conditions in a certain environment.

A *robot* is a moving machine that can complete tasks automatically.

Pattern recognition is the process of classifying objects by examining their visual appearance.

Computer vision is the field and technology of making computers that have the ability to see.

Task 2. Read and translate the text.

ARTIFICIAL INTELLIGENCE, THE FUTURE OF TECHNOLOGY

Computers perform complex calculations that no human could complete. Yet, they remain unable to think for themselves. That's something **cognitive scientists** want to change. Their research focuses on two types of thinking: **case based** and **model based reasoning.** Case based reasoning compares similar problems. Model based reasoning examines cause and effect. But these different approaches have the same problem. Their **algorithms,** like most rules, aren't always right.

That's where heuristics come in. With heuristics, computers are avoiding that problem. Instead of following rigid guidelines like regular algorithms, heuristics search for acceptable solutions. As these modified algorithms improve, **machine learning** leaps forward. Advanced computer **agents** and **robots** now find solutions independently. **Pattern recognition** has even made **computer** vision possible. The range of what robots and computers can do grows each day. The invention of a self learning computer may soon be possible.

Task 3. Answer the questions.

1. What do computers perform?

2. What does scientists` research focus on?

3. What is the difference between case based reasoning and model based reasoning?

4. How can heuristics allow computers to avoid problems?

5. What has made computer vision possible?

6. What kind of computer will soon be possible?

Task 4. Mark the following statements as true (T) or false (F).

1. Case and model based reasoning face different complications.

2. Heuristics don't have rigid guidelines like regular algorithms.

3. Computer vision is improving pattern recognition.

Task 5. Match the words (1-6) with the definitions (A-F).

1. pattern recognition   4. robot

2. cognitive scientist   5. heuristic

3. consciousness   6. algorithm

A   a machine capable of independent action

B   a set of rules to solve a problem that seeks any solution

C   the process of classifying objects by appearance

D   a sense of oneself and one's surroundings

E   a rule or set of rules to solve a problem with limited solutions

F   a person who studies how the mind works.

Task 6. Write a word that is similar in meaning to the part in italics.

1. *Giving machines the ability to see* is improving.

   C - - - u - - -   - l - - o –

2. *Examining previous experiences to make decisions* work best.

   M - - el   b - - - -   - e - - o - -ng

3. I use *examinations of causes and effect* relationships to make decisions.

   - a – e   - a - - -   r - - s – n - - -

4. Peter works in *the science that attempts to create thinking robots.*

   - r - - f - - i - -   i - - e - - i - - n - -

5. This *computer that reacts to an environment* turns the heat on when it`s cold.

    - g - - t

6. *The field of creating algorithms that computers can learn from* often uses heuristics.

   M - - - i - -   - - - r – i - g.

Task 7. Listen to a conversation between two programmers. Act out the dialogue based on this conversation.

Student A: You are a programmer. Ask Student B about:

- Cognitive science

- Algorithms

Student B: You are a programmer. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

The Judiciary Branch of the USA

The judicial branch is headed by the Supreme Court, which is the only court specifically created by the Constitution. In addition, the Congress has established 11 federal courts of appeal and below them, 91 federal district courts. Federal judges are appointed for life or voluntary retirement, and can only be removed from office through the process of impeachment and trial in the Congress.

Federal courts have jurisdiction over cases arising out of the Constitution: laws and treaties of the United States: maritime cases; issues involving foreign citizens or governments; and cases in which the federal government itself is a party. Ordinarily, federal courts do not hear cases arising out of the laws of individual states.

The Supreme Court today consists of a chief justice and eight associate justices. With minor exceptions, all its cases reach the Court on appeal from lower federal or state courts. Most of these cases involve disputes over the interpretation of laws and legislation. In this capacity, the Court's most important function consists of determining whether congressional legislation or executive action violates the Constitution. This power of judicial review is not specifically provided for by the Constitution; rather, it is the Court's interpretation of its Constitutional role as established in the landmark.

UNIT 9

Task 1. Before reading the text translate into Russian the definitions of the following words:

A *Mac (Macintosh)* is a type of computer from Apple.

A *PC (personal computer)* refers to a computer that runs a Windows operating system.

OS X is an operating system from Apple for Mac computers.

Windows is the operating system created by Microsoft that is used on many PCs.

Prepress is the process of preparing a document, magazine or book to be printed on a large scale.

Typography is a computer's use of typefaces.

Color matching is the ability to create colors as you see them on the screen.

Processing speed is a measurement of how quickly a computer can perform tasks.

To customize something is to change it to meet your individual needs and purposes.

The *video subsystem* is the part of the computer that presents the visuals on the screen.

Task 2. Read and translate the text.

MACS AND PCs

As Apple® grows in popularity, the Mac® versus PC debate continues. Many businesses experience trouble choosing between the two. However, businesses must realize that each computer is suited for different needs.

The two differ most in their operating systems. With a PC you have a variety of OS options from Microsoft and other sources. Macs come with one of the proprietary Apple OSes like OS X®. You can install Windows® on a Mac®, but many users prefer the Mac® OS regardless. Macs® have proven themselves vital in publishing, particularly the prepress process. Mac® has superior typography and color matching. Once printed, products look exactly as good as they do on the computer screen. Meanwhile, PCs are noted for their fast processing speed and adaptability. Users can customize a PC to their needs. Additionally, their video subsystems are more powerful. This makes PCs desirable for game designers and others who need advanced graphics. However, both computers have their limitations. While PCs are cheaper, they are also more susceptible to viruses. Macs® usually cost more but are less susceptible to computer viruses. However, Macs® tend to have fewer third-party software options than PCs. Businesses need to consider such concerns and make the right decision when buying computers for their companies.

Task 3. Answer the questions.

1. What trouble do many businesses experience?

2. What is the difference between these computers?

3. What type of computer is better?

4. What limitations do the computers have?

Task 4. Mark the statements as true (T) or false (F).

1. Macs® are generally more expensive than   PCs.

   2. PCs are better suited to publishing.

   3. PCs have fewer options from third-party software producers.

Task 5. Match the words (1-7) with the definitions (A-G).

1. Apple   3. Customize   5. processing speed   7. Microsoft

2. Windows   4. OS X   6. video subsystem

   A   company that creates the most common PC operating system

   B   part of a computer that creates visuals

   C   a measurement of how quickly a computer works

   D   operating system for PCs

   E   changing a computer for your needs

   F   operating system for Macs®

   G   company that creates Macs®

Task 6. Fill in the gaps with the correct word.

Mac   prepress   color matching   PC   typography

1. A … comes with OS X.

2. Publishing software is needed for the … process.

3. Good … means printed out looks exactly like what`s on screen.

4. I`m getting a … because I like the Windows OS.

5. The … on this computer includes hundreds of fonts.

Task 7. Listen to a conversation between two employees at a publishing company. Act out the dialogue based on this conversation.

Student A: Talk to Student B about:

- Switching to PCs

- Benefits of PCs

- Drawbacks of Macs.

Student B: You are an employee. Talk to Student A about the benefits of Macs.

THAT`S INTERESTING TO KNOW

Education in the USA

Americans place a high value on education. Universal access to quality education has been one of the nation's historic goals. America's first college, Harvard was founded in 1636. In 1865 education was becoming available to all. The peculiar feature of American education is the absence of national administration. Each of the 50 states controls and directs its own school. Most states require that children attend school from the time they reach six or 7 years old until they are 16 or 17. There is no school uniform organization or curriculum throughout the nation. But certain common features exist. Preschool education is part of the elementary school. Elementary and secondary schools consist of 12 years of classes, which meet for about ten month a year, five days a week and five hours a day.

Almost every elementary school curriculum includes English, mathematics, science, social studies, music, art and physical education. Many schools include classes teaching basic computer skills. After graduating from secondary schools a growing number of Americans go on to higher education. American institutions of higher education include: technical training schools, community colleges; and universities which contain one or more colleges and graduate schools offering master's or doctoral degree programs.

UNIT 10

Task 1. Before reading the text translate into Russian the definitions of the following words:

If software is *open source*, it can be distributed with the same basic source code.

A *free software license* allows users to change and distribute programs.

A *Linux distribution* is a collection of software for Linux.

A *vendor* is someone who distributes programs and utilities.

OpenOffice is an open source software package similar to Microsoft Office.

Microsoft Office is a software package that offers word processing and spreadsheet programs.

An *interface* provides a way for a user to interact with a computer.

A *command line* is a word or phrase that makes a computer perform an operation.

A *terminal* is a computer that allows users to input command lines.

Ubuntu is an operating system based on Linux.

Samba is a Linux program that allows Linux to act as a client on a Window-based network.

A *TCP/IP protocol* is a set of rules that determine how a computer connects to a network or the Internet.

Task 2. Read and translate the text.

LINUX

Over in the IT department we've received complaints about the office's computers. The hardware itself is fine. The problem, I believe, is the operating system. The system is rife with communication errors and virus threats. Then, there's the fortune we spend on upgrading our software every year. That`s why I'm suggesting we switch to **Linux®** or some other OS related to Unix®. For example, **Ubuntu®** is very popular with users. Linux® works with any hardware including both Macs® and PCs.

Linux® is free, **open source** and many of its programs have a **free software license.** We can get **Linux® distributions** from **vendors** that have entire software packages that we can use. For example, **OpenOffice[0]** does everything that **Microsoft Officer** does.

I've talked to many staff members about this already. Some expressed concern with the **interface.** Specifically, most people I talked with thought Linux® required entering **command lines** into a **terminal.** Actually, many Linux® operating systems use a graphical interface just like the average desktop operating system. As for networking, Linux® comes with a program called **Samba**. This program allows Linux® to interact with Windows®-based clients. This means we don't have to worry about printer trouble over the network once the **TCP/IP protocol** is reconfigured.

Task 3. Answer the questions.

1. What have the employees of the IT department received?

2. What is the problem with the operating system?

3. What operating system is popular with users?

4. What are the characteristics features of Lunix?

5. What interface do Lunix operating systems use?

6. What program allows Lunix to interact with Windows®-based clients?

Task 4. Choose the correct answer.

1   What is the text mainly about?

A the benefits of changing operating systems

B how to enter command lines into a terminal

C which Linux® distribution is right for the company

D differences between OpenOffice® and Microsoft Office®

2   What is the benefit of Samba®?

A   It creates a graphical interface.

B   It improves printers' efficiency.

C   It is similar to Microsoft Office®.

D   It lets different operating systems interact.

3   What can you infer about Brandon Peters?

A He uses Linux® on his computer.

B He expects Linux® to increase costs.

C He has only mentioned Linux® to Shirley.

D He thinks Linux® has fewer virus threats.

Task 5. Match the words (1-7) with the definitions (A-G).

1. Ubuntu

5. Open Source

2. OpenOffice

6. Samba

3. Vendor

7. Interface

4. Terminal

A		has word processing and spreadsheet programs

B		Linux®-based operating system

C		how users communicate with a computer

D		allows Linux® computers to connect to networks

E		able to be modified by the user

F		distributes products and software

G		used to input command lines.

Task 6. Fill in the gaps with the correct word or phrase.

*Linux		free software license		Linux distribution		command line*

*Microsoft Office			TCP/IP protocol*

1. You have to enter a … to make the system do everything.

2. I can`t decide which … will work best for me.

3. You need to reconfigure the computer`s … to get online.

4. This program has a …, so anyone can use it.

5. … has an excellent word processing program.

6. I hate my current OS so I`m switching to … .

Task 7. Listen to a conversation between an IT worker and a manager. Act out the dialogue based on this conversation.

Student A: An employee has suggested switching to Linux. Ask Student B questions to find out about:

- Antivirus software
- Compatible programs
- Printing programs

Student B: You are an employee. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

Education in the UK

In most schools boys and girls learn together. In the 1-st stage, which is called primary education, all children are educated according to the same program. As they grow older, it is considered necessary to offer different programs.

There are 3 stages of education: primary, or elementary, education, secondary education and higher education.

Primary education is given to children between 5 and 11 years of age. A primary school is subdivided into an infant school for children aged 5 to 7 and a junior school for children aged 7 to 11.

Secondary education embraces the children from 11 years of age to 16 years of age. Until recently there were 3 main types of secondary schools: grammar schools, technical schools, and modern schools. Children were sent to one of these three types of school according to their abilities. These 3 types of schools still exist, but their number is decreasing. They are being replaced by the so-called comprehensive schools. The comprehensive schools are the most modern development in secondary schools. The main advantages of the comprehensive schools are that these schools are open to children of all types of ability from the age of 11. They are large schools which give a much wider range of subjects than smaller schools, so that teenagers can choose a course of studies according to their individual inclinations and abilities.

UNIT 11

Task 1. Before reading the text translate into Russian the definitions of the following words:

Automation is the use of programmed machines to perform tasks without human assistance.

CAM (Computer Aided Manufacturing) is the use of programs to control machines that manufacture products.

An *embedded system* is a combination of hardware and software designed to perform a specific task.

An *integrated circuit* is a small chip that has several electronic devices attached to it.

An *Ethernet network* is a high-speed network that links computers together.

Encoders are devices that convert mechanical information into electronic signals.

An *open system* is a system that can use many different types of machines.

Redundancy is the inclusion of duplicate components in a system to maintain production when one component fails.

Latency is the time between the end of one computer communication and the start of another.

Fault tolerant is the ability to continue functioning even though an error has occurred.

A *priority inversion* is a delay that occurs in a computer system when a low-priority task is dealt with before a high-priority task.

An *oscilloscope* is a device that allows the user to view the electrical voltage of a machine.

Task 2. Read and translate the text.

WORLD INDUSTRIES

In today's business world, investors are looking for companies that can compete. That's why World Industries is proud to announce an upgraded **automation** system that will increase production and efficiency. As you consider investing in our company, see what this new system will do.

World Industries' system uses **CAM** (Computer Aided Manufacturing) programs. Our integrated system of hardware and software allows for complete computer integrated manufacturing.

The new production line employs **embedded systems** and **integrated circuits,** allowing the hardware to work together. These devices are connected through a high-speed **Ethernet network. Encoders** in each device send mechanical information to the network through device drivers.

We have an **open system** that allows us to use any type of equipment. Our devices have a high **redundancy** for simple replacement.

Equipment at World Industries is designed to work fast and hard. All of our machines have the lowest possible **latency** time and a high **fault tolerant.** Our software is protected from **priority inversions** that could lower production. **Oscilloscopes** monitor all of our hardware to ensure that any problem will be repaired immediately by our trained engineers. Our investments in automation have rewarded us with success. An investment in World Industries will do the same for you.

Task 3. Answer the questions.

1. What companies are investors looking for in today`s business world?

2. What will upgraded automation system increase?

3. What programs does World Industries` system use?

4. How do embedded systems and integrated circuits work?

5. What system allows using any type of equipment?

6. What are the characteristics of the equipment at World Industries?

Task 4. Choose the correct answer.

1. What is the main idea of the text?

A why World Industries has slowed production

B how World Industries has improved its automation

C why World Industries should invest automation

D where World Industries is building automation system

2. What does NOT protect the efficiency of an automation system?

A low latency

B high redundancy

C high fault tolerant

D low network speeds

3. What can you infer about a machine with low redundancy?

A It is difficult to replace.

B It is in a closed system.

C Its oscilloscope is broken.

D Its latency time is too low.

Task 5. Match the words (1-7) with the definitions (A-G).

1. Ethernet network   3. priority inversion   5. automation   7. computer aided manufacturing

2. fault tolerant   4. encoder   6. open system

A   a device that relays mechanical data to a network

B   the ability to continue functioning after an error

C   this links computers together at high speeds

D   the use of machines to perform tasks without human assistance

E   a system that can use many different types of machines

F   the use of programs o control machines that manufacture products

G   a software problem that can lower production.

Task 6. Fill in the gaps with the correct words: *oscilloscope, integrated circuit, latency time, redundancy, embedded systems.*

1. Check the … to see if this machine is working correctly.

2. A(n) … is very small but has several devices attached to it.

3. If the … on the machine is too long, it might need a new processor.

4. This factory has low …, so it doesn`t replace machines quickly.

5. The … uses the newest software and hardware.

Task 7. Listen to a conversation about solving an automation problem. Act out the dialogue based on this conversation.

Student A: You are an engineer. Help Student B identify a problem. Ask about:

-       What the problem is
-       Possible solutions

Student B: You are an engineer. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

Higher Education in the USA

Many students, upon finishing high school, choose to continue their education. The system of higher education includes 4 categories of institutions.

The community college, which is financed by the local community, offers different professions. Tuition fees are low in these colleges, that's why about 40 per cent of all American students of higher education study at these colleges. On graduation from such colleges American students get "associate degree" and can start to work or may transfer to 4-year colleges or universities (usually to the 3rd year).

The technical training institution, at which high school graduates may take courses ranging from six months to three-four years, and learn different technical skills, which may include design business, computer programming, accounting, etc. The best-known of them are: the Massachusetts Institute of Technology and the Technological Institute in California.

The four-year college is not a part of a university. The graduates receive the degree of Bachelor of Arts (BA) or Bachelor of Science (BS). There are also small Art Colleges, which grant degrees in specialized fields such as ballet, film-making and even circus performance. There are also Pedagogical Colleges.

The university, which may contain: several colleges for students who want to receive a bachelor's degree after four years of study; one or more graduate schools for those who want to continue their studies after college for about two years to receive a master's degree and then a doctor's degree. There are 156 universities in the USA.

Any of these institutions of higher education may be either public or private. The public institutions are financed by state. Most of the students, about 80 per cent, study at public institutions of higher education, because tuition fees here are much lower. Some of the best-known private universities are Harvard, Yale and Princeton.

It is not easy to enter a college at a leading university in the United States. Successful applicants at colleges of higher education are usually chosen on the basis of: their high-school records which include their class rank, the list of all the courses taken and all the grades received in high school, test results; recommendation from their high-school teachers; the impression they make during interviews at the university, which is in fact a serious examination; scores on the Scholastic Aptitude Tests.

The academic year is usually nine months, divided into two terms. Studies usually begin in September and end in July. Each college or university has its own curriculum. During one term a student must study 4 or 5 different courses. There are courses that every student has to take in order to receive a degree. These courses or subjects are called major subjects or "majors".

At the same time there are subjects which the student may choose himself for his future life. These courses are called 'electives". A student has to earn a certain number of "credits" (about 120) in order to receive a degree at the end of four years of college. Credits are earned by attending lectures or laboratory classes and completing assignments and examinations.

Students who study at a university or four-year college are known as undergraduates. Those who have received a degree after 4 years of studies are known as graduates. They may take graduate program for another 2 years in order to get a master's degree. Further studies are postgraduate which result in a doctor's degree.

UNIT 12

Task 1. Before reading the text translate into Russian the definitions of the following words:

To telecommute is to work at a location away from a main office by using technology.

Basecamp is a program offered by the company 37 signals that organizes projects and can be accessed by multiple users simultaneously.

If something is *web-based,* it is available on the Internet instead of on a disk.

To centralize things is to bring from multiple places and make them available in one location.

Color-coding is the practice of labeling things with different colors in order to tell them apart.

A *dashboard* is a display on a computer that shows commonly or recently used files and programs.

A *gallery* is a collection of icons or pictures that have been organized in a file or page.

To toggle is to move from one file or setting to another.

A *message board* is an online application that displays and organizes messages from users.

If information is updated or shown in *real time*, it is updated or shown at the same time as new information is received.

Skype is software that enables people to call one another using computers rather than telephones.

A *tour* is a series of web pages that offer information about a product or site.

Task 2. Read and translate the text.

TELECOMMUTING

Mr. Tobin,

I'm writing to you today on behalf of several employees with a request to start a **telecommuting** program here at Zone Solutions. To do so will require changes, but they would ultimately benefit our company.

I suggest that we invest in **Basecamp®.** It`s a **web-based** software package. Regardless of where we're working, it will increase productivity. Basically, we would **centralize** all projects, communication and updates.

Basecamp® opens in any browser, so employees can use it from home or the office. And it's easy to navigate, so there's no training required. **Color-coding** identifies different projects. The **dashboard** displays recently accessed files, so we can all see what is being worked on. The project **gallery** allows everyone to **toggle** quickly between files. And a **message board** is updated in **real time** to facilitate rapid exchanges.

In addition to Basecamp®, free **Skype™** software can be downloaded for any communications that require speaking person to person. We can have conference calls with clients around the world without even needing a phone. Should you require specific details, I would be happy to discuss the issue with you. Additionally, both Backpack® and Skype™ offer **tours** with detailed information about their products.

I look forward to your response.

Sincerely,

Erica Robin

Task 3. Answer the questions.

1. What does the author require to start?

2. What is Basecamp®?

3. What are the advantages of Basecamp®?

4. What can be loaded for communications?

5. What do Backpack® and Skype™ offer?

Task 4. Choose the right answers.

1. What is the employee doing in the letter?

A requesting that the company reorganize projects

B proposing an expansion of the telecommuting program

C suggesting that the company create web-based software

D explaining how employees could work from home

2. According to the letter, the dashboard...

A identifies projects by color.

B helps users toggle between files.

C shows what is being worked on.

D allows communication without a phone.

3. What can be inferred about Skype?

A It is a part of the Basecamp software package.

B It requires users to pay a monthly subscription.

C It provides better sound quality than phones.

D It allows users talk to each other on computers.

Task 5. Match the words (1-6) with the definitions (A-F).

1. toggle   3. real time   5. telecommute

2. dashboard   4. web-based   6. message board

A being updated as new information arrives

B to switch from one file to another

C a display that shows recently used files

D available on the Internet

E a series of pages that offer information about a product

F to work away from an office using technology.

Task 6. Place the following words under the correct heading: *basecamp, centralize, tour, gallery, Skype, color-code.*

Programs	Actions	Website Features

Task 7. Listen to a conversation between an employee and manager. Act out the dialogue based on this conversation.

Student A: You are talking to an employee. Ask Student B about:

- Monitoring production
- Communication

Student B: You are talking to an owner. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

Higher Education in the UK

Having completed a compulsory education, 16 year-olds may start work, remain at school or study at a Further Education college. At schools and colleges they can take the school-leaving General Certificate of Secondary Education (GCSE) exams — in a range of subjects. Other students prefer to pursue work-based training such as General National Vocational Qualifications (GNVQs), which provide skills and knowledge some in vocational areas such as business, engineering, etc. Having completed GCSEs most students usually specialize in three to four subjects leading to General Certificate of Education (GCE) A Levels. Others can take higher grade GNVQs.

Many students then move towards higher education training at universities, colleges and institutes offering studies at degree level and higher. The most common degree courses, which usually take three years to complete are the Bachelor of Arts (BA), Bachelor of Science (BSc), Bachelor of Education (BEd), Bachelor of Engineering (BEng) and Bachelor of Laws (LLB). Master degrees for those undertaking further study include the Master of Arts (MA), Master of Science (MSc), Master of Business Administration (MBA) and Master of Laws (LLM). Then there are research-based postgraduate courses leading to the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD/DPhil).

These academic qualifications involve thousands of courses at more than 180 higher educational establishments in Britain. The most famous British universities are, of course, Oxford and Cambridge called 'Oxbridge' and famous for their academic excellence.

UNIT 13

Task 1. Before reading the text translate into Russian the definitions of the following words:

A *hacker* is a person who exploits computer hardware and software for their own purposes.

A *virus* is a harmful computer program file that takes up residence in a computer without the owner's knowledge or permission.

A *host* is a computer system that has a computer virus attached to it.

To piggyback is to gain unauthorized access to a computer system by taking advantage of the owner's legitimate connection.

To log in is to provide a computer security system with the proper identification to use the computer.

An *overwriting virus* is a computer virus that copies its code over and destroys the files of the original data.

An *anti-antivirus virus* is a computer virus that attacks and often disables anti-virus software.

A *resident virus* is a computer virus that becomes part of a file or disk drive but does nothing until activated by a trigger event.

A *resident extension* is an add-on to a computer virus that causes it to become a part of the host computer's operating system.

To imbed is to become a part of something.

To replicate is to make copies of oneself.

To infect a computer is to contaminate it with a computer virus.

Task 2. Read and translate the text.

HACKERS AND VIRUSES

(Wilmington) - Donald Greene has been arrested by Interpol on computer hacking charges. Interpol claims that Greene, a computer **hacker,** planted **viruses** on unwitting **host** computers. It is thought that Greene used a method called **"piggybacking"** to gain access to computers when their owners **logged in.** This gave him access to the computer's protective firewall and allowed him to disable it.

Interpol says that Greene has done over $50 million in damage. Most of this damage was done when he used overwriting **viruses** to overwrite and destroy files on government computer systems. But Greene targeted home computers, too. For these anti-virus software was unable to stop Greene's viruses because he included **anti-antivirus viruses** with them. These viruses essentially shut down anti-virus software. Greene is also alleged to have used **resident viruses.** These viruses **imbed** themselves in a file or disk drive. When **resident extensions** are included with them, they become a part of the computer's operating system. This makes them nearly impossible to get rid of. As with all viruses, Greene's viruses are said to have **replicated** themselves quickly to **infect** multiple computers.

Task 3. Answer the questions.

1. Why has Donald Greene been arrested by Interpol?

2. What method did Greene use?

3. What was the damage?

4. Why was the anti-virus software unable to stop Greene`s viruses?

5. What else has he used?

Task 4. Choose the right answer.

1.   What is the text mainly about?

A new types of computer virus

B a man who is investigating viruses

C the capture of a man who used viruses

D a way to protect computers from viruses

2.   Which type of virus was the most harmful?

A overwriting viruses

B anti-antivirus viruses

C resident extensions

D resident viruses

3.   What can be inferred about resident viruses?

A They can disable firewalls.

B They aid hackers with piggybacking.

C They do less damage than anti-antivirus viruses.

D They do not always include resident extensions.

Task 5. Match the words (1-7) with the definitions (A-G).

1. piggyback

2. hacker

3. host

4. overwriting virus

5. anti-anti virus

6. resident extension

7. virus

A a virus that attacks anti-virus software

B a program file that installs itself without permission

C an add-on that makes a computer virus part of the host computer's operating system

D a virus that copies its code over and destroys the files of the original data

E to gain unauthorized access to a computer system by using the owner's connection

F a computer system that has a virus attached to it

G a person who illegally exploits computer hardware and software.

Task 6. Write a word that is similar in meaning to the part in italics.

1. Email is used *to contaminate* computers with viruses.

I - - - c -

2. *Enter identification that allows one to use a computer* first.

I - - - n

3. Some viruses can *make copies of themselves*.

r - - - i - - t -

4. If the virus *becomes a part of something else*, it will be hard to delete.

- m- - - s

5. *Viruses that become part of files but do nothing until* activated can go unnoticed for months.

r - - - d - - t   - - r - - c - -.

Task 7. Listen to a conversation between an employee and his manager. Act out the dialogue based on this conversation.

Student A: You are talking to a concerned employee. Ask Student B about;

-viruses

- potential damage.

Student B: You are a concerned employee. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

Holidays in the UK

There are some holidays in G.B. They are Christmas day, Boxing Day, new years day, Easter, mayday, spring bank holiday and summer bank holiday. Public holidays in G.B. are called bank holidays because the banks as well as most of the offices and shops are closed. The most popular holiday is Xmas. Every year the people of Norway give the city of London the present. It is a big Xmas tree and it stands in Trafalgar square. Central streets are beautifully decorated. Before Xmas groups of singers go from house to house. They collect money for charity and sing carols traditional Xmas songs. Many churches hold a carol serves on the Sunday before Xmas. The fun starts the night before, on the 24 of December. This is the day when people decorate their trees. Children hang stocking at the end of their beds, hoping that Santa Claus will come at night and full them with toys and sweets. Xmas is a family holiday. Relatives' prepare for the big Xmas dinner of turkey and Xmas pudding and every one gives and gets presents.

The 26 of December is Boxing Day. It is an extra holiday after Xmas. This is the time to meet friends or sit at home and watch TV. New Year`s day is less popular in Britain than Xmas.

On October 31st British people celebrate Halloween. It is undoubtedly the most colorful and exciting holiday of the year. Though it is not a public holiday, it is very dear to those who celebrate it, especially to children and teenagers. Children celebrate Halloween in unusual costumes and masks. It is a festival of merrymaking, superstitions spells, fortunetelling, traditional games and pranks. Halloween is a time for fun.

Midsummer's Day, June 24th, is the longest day of the year. On that day you can see a very old custom at Stonehenge, in Wiltshire, England. Stonehenge is one of Europe's biggest stone circles. A lot of the stones are ten or twelve meters high. It is also very old. The earliest part of Stonehenge is nearly 5,000 years old.

Besides public holidays there are some special holidays in Britain. One of them takes place on the 5 of November. On that day in 1605 Guy Fawkes tried to blow up the House of Parliament and kill King James the first. But he didn't succeed. The King's man found the bomb and took Guy Fawkes to the tower. Since that day the British celebrate the 5 of November.

UNIT 14

Task 1. Before reading the text translate into Russian the definitions of the following words:

Identity theft is the process of stealing another person's personal information and using it for personal gain.

Fraud is an action that results in the loss of another person's property.

Card scanning is the practice of capturing the personal information stored on credit cards, debit cards, or passports.

A *scanner* is a device used to capture the personal information stored on credit cards, debit cards and passports.

If something is *cyber*, it is related to computers or the Internet.

Cyber criminal is a person who uses computers and the Internet to commit crimes such as identity theft and fraud.

Malware is any type of malicious, harmful software.

Spyware is a type of computer program that gathers someone's personal information without their knowledge.

A *Trojan horse* is a computer program that appears to be beneficial but is actually malicious.

A *worm* is a type of malicious software that replicates itself through email.

Phishing is a process wherein thieves trick people into giving away their personal information through email.

Pretexting is a process wherein thieves trick people into giving away their personal information over the phone.

Pharming is a process wherein thieves reroute people to a fake website that appears to be legitimate in order to trick them into giving away their personal information.

Task 2. Read and translate the text.

IDENTITY THEFT

Dear Valued Customer,

Recently, a series of identity thefts has affected our customers. Unfortunately, this led to several instances of fraud occurring at our bank. The best way to avoid these events is to be informed. Please take a moment to familiarize yourself with some common ways that criminals steal personal information.

Card scanning is one simple form of identity theft. This is when someone uses a card **scanner** to record the information stored on credit or debit cards. Card scanning can be used to collect passport information as well.

Email also presents opportunities for **cyber** thieves. Spam, or unsolicited emails, can contain **malware.** This malicious software includes **spyware, Trojan horses,** and worms that can infect one's computer and steal information. **Phishing** is also conducted over email. This occurs when thieves trick people into giving them information by pretending to represent a legitimate business.

Pretexting is similar to phishing but is often done over the phone. Pharming occurs when a hacker redirects someone to a site operated by them. The site looks legitimate and tricks people into giving away personal information.

If you believe you may be the victim of identity theft, contact us immediately. We will take steps to ensure that your assets are safe.

Task 3. Answer the questions.

1. Who has affected the customers?

2. What is the best way to avoid identity thefts?

3. What is card scanning?

4. What presents opportunities for cyber thieves?

5. What does spam include?

6. What is phishing?

7. What is pretexting?

Task 4. Mark the following statements as true (T) or false (F).

1. Pretexting occurs on telephones.

2. Pharming relies on the use of card scanners.

3. Trojan horses are spread by pharming sites.

Task 5. Write a word similar in the meaning to the part in italics.

1. I had a lot of *malicious software* on my old computer.

  - - l - - r –

2. You have a *malicious virus that seems beneficial.*

   - - - - an   - - r - -

3. *Tricking people into giving information through email* is a serious crime.

p - - - h - - g

4. *Stealing another`s personal information* is on the rise.

  i - - - - i - -   - h – f –

5. It`s a *program that gathers personal information.*

  - p - - - - e

6. *Capturing information stored on cards* is a new form of stealing.

  - - - d   - c - - - - n –

7. *Using a legitimate-looking website to trick people* fools many people.

  p - - - m - - -.

Task 6. Fill in the gaps with the correct word.

fraud   pretexting   cyber   worm   scanner

1. The man on the phone was part of a … scam.

2. I got a … in my email and now my computer won`t work.

3. The criminal used a … to steal the information on her card.

4. The man was arrested and went to jail for committing … .

5. Avoid … crime by being safe on your computer.

Task 7. Listen to a conversation between a customer and a bank employee. Act out the dialogue based on this conversation.

Student A: You are talking to a bank employee. Ask Student B about:

- Phishing scams

- What to do next

- Your money`s safety.

Student B: You are a bank employee. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

American Holidays

The traditions of any people can learn from the way they celebrate their festivals. Strictly speaking, the U.S. has no unified national holidays. Each of the 50 states appoints the holidays on its territory, regardless of other states. However, there are a number of national and state holidays that are celebrated throughout the America. Among them are the following major holidays:

The 1st of January is New Year's Day. People do not go to bed until after midnight on December 31. They like to see "the old year out and the new year in". Many people give parties on New Year's Eve.

Memorial Day, or Decoration Day, (last Monday in May) is dedicated to those who fought in the War of Independence, in World War I or in World War II.
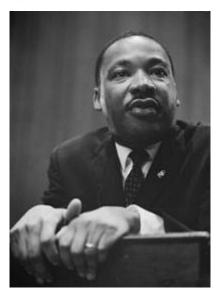
The 4th of July is Independence Day. It is the biggest national holiday in the USA. The Declaration of Independence was proclaimed in Philadelphia on July 4, 1776, when the American colonies were fighting for independence against England.

On the 11th of November there is Veteran's Day. It is dedicated to those who fell in the two World Wars.

Thanksgiving Day is on the fourth Thursday in November. In the autumn of 1621, the Pilgrim Fathers celebrated their first harvest festival in America and called it Thanksgiving Day. Since that time it has been celebrated every year.

Christmas is celebrated on the 25th of December. People usually stay at home at Christmas time, and spend the day with their families.

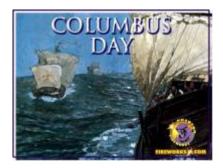**Martin Luther King (Martin Luther King Day) the third Monday in January**

This day is a day off in many institutions. This day is a symbol of the peaceful struggle of African-American population in the constitutional equality.

Day Trade Unions (Labor Day) the first Monday in September

The first parade was organized by trade unions September 5, 1882 in New York. Twenty thousand workers marched down Broadway (Broadway). Over the next few years, parades spread throughout America and in 1894 Congress declared the holiday state. For most Americans, Trade Union Day marks the end of the summer. For students this day marks the beginning of the school year.

Columbus Day (Columbus Day) second Monday in October

This day is dedicated to the Italian navigator Christopher Columbus (Christopher Columbus), landed in the New World, October 12, 1492. The main ceremony held in New York, where you can see a huge parade. The official holiday on that day was the anniversary of Columbus' discovery of America.

Easter

Easter is a church holiday, so people celebrate it according to their beliefs. In America, the first day of Easter, the children wake up and find candy in their baskets. Children hunted for eggs on the whole area around the house. Many organizations organize Easter egg hunt, and the child who finds the most eggs gets a prize. On Easter Monday, the president of the United States with the children taking part in the annual "Skating Easter eggs" in the White House lawn.

UNIT 15

Task 1. Before reading the text translate into Russian the definitions of the following words:

Security is the state of being safe from attack.

A *bug* is a flaw in a computer program.

A *backdoor* is a hidden way to get by security in computers and programs, sometimes intentionally created.

An *intruder* is a person or program that attempts to access a network or computer without permission.

A *keylogger* is type of Trojan virus that tracks what keystrokes are entered into a computer.

A *patch* is a piece of code that is used to fix a flaw in a computer program.

A *firewall* is a program that restricts access on a network.

An *attack* is an attempt to get through computer security.

A *popup* is an advertisement that suddenly appears in a new window in an Internet browser.

To authenticate something is to make sure that it is legitimate.

An *audit log* is a record of who has accessed a computer system and what actions they took.

Protocol is a set of rules that must be followed for the sake of security.

Task 2. Read and translate the text.

PREVENTATIVE MEASURES

By now, you are all aware of the recent **security** breach. The IT department has traced it to a **bug** in our browsers. This bug created an unwanted **backdoor** in the network, allowing **intruders** in. They installed **keyloggers** that track our passwords.

The IT department removed the keyloggers, and the software supplier is releasing a **patch** that will fix this error. We will inform you when this patch becomes available.

However, this provides a good opportunity to remind you of the measures we must take to make our network safer.

Remember, you must keep the **firewall** settings as strict as possible on your computer. This prevents **attacks** from hackers and keeps certain types of malware out of the system.

Be cautious when downloading files. Perform a virus scan on every email attachment. Also, enable your browsers to block popups**.** Otherwise, spyware can get on to your computer.

Only download company-approved programs to your computer. Unauthorized programs may contain Trojans that can do irreversible damage to our system. Please consult the IT department for a list of **authenticated** programs.

In addition, we will review our **audit logs** from now on. This is to make sure no one violates security **protocol.** Employees violating protocol will receive disciplinary action.

Task 3. Answer the questions.

1. What did the bug create in the network?

2. What tracks the passwords?

3. What provides a good opportunity to remind you of the measures?

4. Why must you keep the firewall settings as strict as possible on your computer?

5. What rules should you follow when downloading files?

Task 4. Choose the correct answer.

1. What is the text mainly about?

A   improving security at the company

B   detecting key logger programs

C   installing a patch on a web browser

D   punishing employees for violating security protocol

2. The company will monitor employees by ...

A   installing spyware.

B   performing virus scans.

C   reviewing the audit logs.

D   looking for authenticated programs.

3   What can you infer about Harper Company?

A   They have authenticated the patch.

B   They already have a virus scan program.

C   They allow many authenticated programs.

D   This is their first security breach.

Task 5. Match the words (1-8) with heir definitions (A-H).

1. popup	3. security	5. backdoor	7. protocol
2. bug	4. audit log	6. patch	8. intruder

A   set of rules

B   error in a program

C   unwanted advertisements on a web browser

D   someone who accesses a system without permission

E   safety of a computer system and its data

F   part of a program giving undesired access

G   record of who has used a computer and what they've used it for

H   code to fix errors in a program

Task 6. Fill in the gaps with the correct word.

authenticate   keylogger   attack   firewall   patch

1. Management has to … the program before you download it.

2. A(n) … will record your password.

3. Without antivirus software, computers are open to a(n) … .

4. Put up a(n) … to keep hackers out of your computer.

5. Download the … to make the program work correctly.

Task 7. Listen to a conversation between two employees at Harper Company. Act out the dialogue based on this conversation.

Student A: Your computer cannot access the Internet. Talk to Student B about:

-       The problem
-       What works on the computer
-       Firewall settings.

Student B: You are Student A`s coworker. Answer his or her questions.

THAT`S INTERESTING TO KNOW

American Culture (Part 1)

American culture encompasses the customs and traditions of the United States, including language, religion, food and the arts. Nearly every region of the world has influenced American culture, as it is a country of immigrants, most notably the English who colonized the country beginning in the early 1600s. The U.S. culture has also been shaped by the cultures of Native Americans, Latin Americans, Africans and Asians.

As the third largest country in the word with a population of more than 315 million, the United States is the most culturally diverse country in the world. The Northeast, South, Midwest, Southeast and Western regions of the United States all have distinct traditions and customs. Here is a brief overview of the culture of the United States.

Language

There is no official language of the United States, although 31 of 50 states have made English their official language or given it exceptional status. More than 90 percent of the U.S. population speaks and understands at least some English, and most official business is conducted in English.

Religion

Nearly every known religion is practiced in the United States, which was founded on the basis of religious freedom. More than 75 percent of Americans identify themselves as Christians. About half are Protestant, about one-quarter are Catholic, and a small percentage are Mormon.

UNIT 16

Task 1. Before reading the text translate into Russian the definitions of the following words:

Anti-virus software searches a computer system for computer viruses.

Security software is software that keeps a computer safe from threats such as computer viruses and cyber crimes.

To block something is to prevent access to it.

Web page analysis is a process wherein the security of a website is determined in order to help computer users know whether or not the website is safe.

To sweep a computer system is to search it for computer viruses.

To detect something is to discover it.

To quarantine something is to place it in complete isolation where it cannot access or infect anything else.

A *false positive* is when anti-virus software incorrectly indicates that a clean file has been infected with a computer virus.

A *false negative* is when anti-virus software incorrectly indicates that an infected file is clean.

Virus removal software destroys computer viruses, removing them from the files they have infected.

A *rootkit* is a type of computer virus that is created to gain total control over a computer system by overwriting parts of its operating system.

Cyber criminal is a person who uses computers and the Internet to commit crimes such as identity theft and fraud.

To backup is to create a duplicate copy of data that is stored on a separate hard drive or computer system to prevent the loss of the data.

Task 2. Read and translate the text.

ANTI-VIRUS SOFTWARE

People who want to protect their children from the dangers of the Internet use *WebAdvisor.* This software **blocks** the types of websites that you decide are unsafe. It also provides instant **web page analysis,** helping you avoid phishing and pharming scams.

Anti-Virus Plus with RapidClean

Anti-Virus Plus is an update of our first product, *Anti-Virus.* This **anti-virus software sweeps** your computer system to **detect** viruses. All viruses are then **quarantined** so they cannot harm your computer. It's the most reliable software on the market, providing fewer **false positives** and **false negatives** than any other software.

RapidClean is a **virus removal software** that destroys the malicious software discovered by *Anti-Virus Plus.* This includes **rootkit** viruses. These viruses are designed to disguise themselves as a part of your computer's operating system. This makes them very difficult to get rid of. Most security software won't destroy rootkits but, with *RapidClean,* you can.

Defender

Defender is the ultimate **security software.** A combination of both of our software packages, *Defender* keeps your computer completely safe from **cyber criminals.** *Defender* also comes with our computer **backup** service. This means that the data on your computer's hard drive will be backed up on our company's servers. With *Defender,* you cannot lose your files.

Task 3. Answer the questions.

1. How can people protect their children from the dangers of the Internet?

2. What does *WebAdvisor* provide?

3. What software is discussed in the text?

4. What are the characteristics features of each one?

5. What is the best anti-virus software?

Task 4. Choose the right answer.

1. What is the text mostly about?

A   damage that rootkits can cause

B   kinds of web page analysis

C   types of security software

D   how to prevent false negatives

2   Which of the following is intended to block unsafe Internet pages?

A   *Anti-Virus*   C   *WebAdvisor*

B   *RapidClean*   D   *Anti-Virus Plus*

3   What can be inferred about false negatives and false positives?

A   They aid virus detection.

B   They disrupt web page analysis.

C   They mark the presence of a virus.

D   They occur in most anti-virus programs.

Task 5. Match the words (1-9) with the definitions (A-I).

1. bacup   3. block   5. quarantine   7. false negative   9. web page analysis

2. rootkit   4. sweep   6. false positive   8. cyber criminal

A   a person who commits illegal acts online

B   to stop a file from being downloaded

C   to isolate a file

D   to save all information on a system

E   labeling a safe file as dangerous

F   labeling a dangerous file as safe

G   a service that checks websites for safety

H   a virus that hides itself as part of an OS

I   to search a system for viruses.

Task 6. Check the sentences that use the parts in italics correctly.

1. – A *Security software* protects computers.

   – B *Virus removal software* infects email.

2. – A *Anti-virus software* detects viruses.

   - B *Phishing* is malicious software.

3. – A A *rootkit* notifies users of scams.

   – B *Virus removal software* keeps computers clean.

4. – A It is wise to use *anti-virus software*.

   – B *Web page analysis* detects false positives.

Task 7. Listen to a conversation between a caller and an employee. Act out the dialogue based on this conversation.

Student A: You are talking to an anti-virus software company employee. Ask Student B about:

- Software options
- Software functions
- Software costs

Student B: You are an anti-virus software company employee. Answer tudent A`s questions.

THAT`S INTERESTING TO KNOW

American Culture (Part 2)

American style

The cowboy is an American icon of style and attitude.

Clothing styles vary by region and climate, but the American style of dressing is predominantly casual. Denim, sneakers and cowboy hats and boots are some items of clothing that are closely associated with Americans. Ralph Lauren, Calvin Klein, Michael Kors and Victoria Secret are some well-known American brands. American fashion is widely influenced by celebrities.

American food

American cuisine has been influenced by Europeans and Native Americans in its early history. Today, there are a number of foods that are commonly identified as American, such as hamburgers, hot dogs, potato chips, macaroni and cheese and meat loaf. "As American as apple pie" has come to mean something that is authentically American.

There are also styles of cooking and types of foods that are specific to a region. Southern-style cooking is often called American comfort food and includes dishes such as fried chicken, collard greens, black-eyed peas and corn bread. Tex-Mex, popular in Texas and the Southwest, is a blend of Spanish and Mexican cooking styles and includes items such as chili and burritos and relies heavily on shredded cheese and beans.

Arts

The United States is widely known around the world as a leader in mass media production, including television and movies. New York is home to Broadway and Americans have a rich theatrical history.

American folk art is an artistic style and is identified with quilts and other hand-crafted items.

American music is very diverse with many, many styles, including rhythm and blues, jazz, gospel, country and western, bluegrass, rock 'n' roll and hip hop.

Sports

Baseball is called America's favorite pastime.

The United States is a sports-minded country, with millions of fans who follow football, baseball, basketball and hockey, among other sports. The game of baseball, which was developed in colonial America and became an organized sport in the mid-1800s, is known as America's favorite pastime, although its popularity has been eclipsed by football.

UNIT 17

Task 1. Before reading the text translate into Russian the definitions of the following words:

Cloud computing is use of the Internet for software and other resources.

Utility computing is a way of selling computer use as a metered service like water and electricity.

Elasticity is a computer system's ability to gain or lose computer resources as a user sees it.

Scalability is a system's ability to change size as needed in a given situation.

A *private cloud* is a service offered to specific users who have purchased it and is not available publicly.

A *public cloud* is a service offered for any users on the Internet.

PaaS (platform as a service) is a service where users receive a computing operating system and related components over the Internet.

SaaS (software as a service) is a service where users receive applications over the Internet instead of buying and installing them.

IaaS (infrastructure as a service) delivers such elements as servers and software over the Internet.

CDN (content delivery network) is a system of computers on a network containing copies of data that nearby users can access.

Pay as you go is a model for payment where customers pay according to how much they use a resource.

Deployment is introducing new software into a group of hardware.

Task 2. Read and translate the text.

CLOUD COMPUTING

Cloud computing provides many businesses with affordable and customizable services. Yet many avoid this technological resource because they don't understand it. This week's column should explain the concept.

Cloud computing is a lot like **utility computing.** However, cloud computing focuses on using the Internet for software and other resources.

Cloud computing offers more **elasticity** and **scalability** than normal computing. Businesses have access to many resources from both the **private** and **public clouds.** Computers can easily switch to a new OS with **PaaS** (platform as a service). They can also switch to a new server with **laaS** (infrastructure as a service).

Businesses benefit from the **pay as you go** pricing of cloud computing. And with **SaaS** (software as a service), the **deployment** of new software is almost automatic. It eliminates the need to buy software and install it on every single computer. Furthermore, businesses can monitor their usage and cancel services anytime.

Installing a **CDN** (content delivery network) is a local form of cloud computing that will increase bandwidth. A CDN designates computers on a network for storage. Instead of all computers clogging one server to retrieve data, each user accesses data on a nearby CDN storage computer.

Task 3. Answer the questions.

1. What does cloud computing provide many businesses with?

2. Why do many businesses avoid cloud computing?

3. What is the difference between cloud computing and normal computing?

4. What helps eliminate the need to buy software and install it on every single computer?

5. What may increase bandwidth?

Task 4. Choose the correct answer.

1   What is the advice column about?

A   how to set up a CDN

B   ways to deploy and cancel SaaS

C   the benefits of cloud computing

D   differences between cloud and utility computing

2   What is the benefit of SaaS?

A   It makes a CDN work faster.

B   It eliminates elasticity and scalability.

C   It increases a server's available bandwidth.

D   It reduces the time and money lost installing software.

3   What can you infer about the column?

A   Its author uses cloud computing.

B   It is only available online.

C   The last entry was on utility computing.

D   It helps people understand computer terms.

Task 5. Match the words (1-7) with the definitions (A-G).

1. public cloud   5. PaaS

2. cloud computing   6. private cloud

3. utility computing   7. laaS

4. scalability

A   Internet services available for a fee

B   Internet services available to everyone

C   receiving server functions over the Internet

D   receiving operating systems over the Internet

E   use of the Internet for software and other services

F   potential for a system to change size

G   computing as a metered service.

Task 6. Fill in the gaps with the correct word.

deployment   SaaS   pay as you go   elasticity   CDN

1. Thanks to … pricing, we`re only billed when we use it.

2. Set up a … to increase the available bandwidth.

3. Cloud computing increases the … of our computer systems.

4. Use … to avoid installing new programs on each computer.

5. Cloud computing makes … of new software much easier.

Task 7. Listen to a conversation between an IT worker and a manager. Act out the dialogue based on this conversation.

Student A: You are talking to an employee about cloud computing. Ask Student B about:

-      A possible problem
-      Benefits
-      Setting it up.

Student B: You work with Student A. Answer his or her questions.

THAT`S INTERESTING TO KNOW

Traditions in the UK (Part 1)

Every nation and every country has its own traditions and customs. Traditions make a nation special. Some British customs and traditions are known all over the world.

Some are funny and some are strange. But they are all interesting. There is the long menu of traditional British food. There are many royal occasions. There are songs, saying and superstitions. They are all part of the British way of life.

English traditions can classified into several groups: traditions concerning the Englishmen's private life (child's birth, wedding, marriage, wedding anniversary); which are connected with families incomes; state traditions; national holidays, religious holidays, public festival, traditional ceremonies.

What about royal traditions? There are numerous royal traditions in Britain, some are ancient, and others are modern.

The Queen is the only person in Britain with two birthdays. Her real birthday is on April 21st, but she has an "official" birthday, too. That is on the second Saturday in June. And on the Queen's official birthday, there is a traditional ceremony called the Trooping of the Color. It is a big parade with brass bands and hundreds of soldiers at Horse Guard's Parade in London.

The changing of the Guard happens every day at Buckingham Palace, the Queen's home in London. The ceremony always attracts a lot of spectators – Londoners as well as visitors come to the British capital.

So soldiers stand on front of the palace. Each morning these soldiers (the "*guard*") change. One group leaves and another arrives. In summer and winter tourists stand outside the palace at 11:30 every morning and watch the Changing of the Guard.

Traditionally the Queen opens Parliament every autumn. But Parliament, not the Royal Family, controls modern Britain. The Queen travels from Buckingham Palace to the Houses of Parliament in a gold carriage – the Irish State Coach. At the Houses of Parliament the Queen sits on a "*throne*" in the House of Lords. Then she reads the "*Queen's Speech*". At the State Opening of Parliament the Queen wears a crown. She wears other jewels from the Crown Jewels, too.

Every year, there is a new Lord Mayor of London. The Mayor is the city's traditional leader. And the second Saturday in November is always the day for the Lord Mayor's Show. The Lord Mayor drives to the Royal Courts of Justice in a coach. The coach is two hundred years old. It is red and gold and it has six horses.

As it is also a big parade, people make special costumes and act stories from London's history.

In Britain as in other countries costumes and uniforms have a long history.

One is the uniform of the Beefeaters at the tower of London. This came first from France. Another is the uniform of the Horse Guards at Horse Guard's Parade, not far from Buckingham Palace. Thousands of visitors take photographs of the Horse Guards.

There is a very special royal tradition. On the River Thames there are hundreds of swans. A lot of these beautiful white birds belong, traditionally, to the king or queen. In July the young swans on the Thames are about two months old. Then the Queen's swan keeper goes, in a boat, from London Bridge to Henley. He looks at all the young swans and marks the royal ones. The name of this strange nut interesting custom is Swan Upping.

UNIT 18

Task 1. Before reading the text translate into Russian the definitions of the following words:

EHR (Electronic Health Record) is a computerized version of a patient's health record.

CDSS (Clinical Decision Support System) is a system that helps doctors diagnose problems.

PACS (Picture Archiving and Communications System) is a system that captures and stores medical images from different sources.

CPOE (Computerized Provider Order Entry) is a system that lets a doctor fill out electronic orders.

An *ADM (Automated Dispensing Machine)* is a hospital machine that measures out specific amounts of medication into containers.

EMM (Electronic Materials Management) is a system that helps hospitals keep track of medications and medical supplies.

Bar coding is a system in which doctors scan medicines and match them to patients.

Interoperability is the ability to easily send or combine electronic health data from one system into another.

An *optic scanner* is a device that reads and records identification labels on medications.

A *lab-on-a-chip* is a tiny device that holds cells and fluid that a doctor can analyze easily.

Microrobotic tweezers are very tiny tweezers that allow a doctor to operate in extremely small or delicate areas.

An *implanted microchip* is a tiny device in a person's body that releases specific amounts of medicine.

Task 2. Read and translate the text.

IMPROVING HEALTH

Health technology is a rapidly growing field. The HER (Electronic Health Record) is one technology already in place. EHRs let doctors access patient data easily and efficiently. They also enable CDSS (Clinical Decision Support System) functions. These alert doctors to harmful drug interactions. EHRs can also store data from PACS (Picture Archiving and Communications System). It lets physicians in different clinics easily share records.

Other technology has also become popular. Many doctors use CPOE (Computerized Provider Order Entry) systems. These reduce handwriting and communication errors. Bar coding is another common practice. Here, doctors use optic scanners to match patients to their medicines. They often use ADMs (Automated Dispensing Machines). These dispense drug dosage, which can reduce dosage errors. Many hospitals use EMM (Electronic Materials Management) systems. These keep track of drugs and other medical supplies.

Some technology is still in development. With the lab-on-a-chip, doctors will not have to send culture to labs for analysis. Micro robotic tweezers will let doctors operate in very small areas. Implanted microchips will measure and releae drug dosage precisely.

Task 3. Answer the questions.

1. Have you used CPOE before?

2. Why is CDSS helpful?

3. What is the optic scanner for?

4. Are you familiar with ADMs?

5. Does this hospital use EMM?

6. How can technology benefit doctors and hospitals?

7. What kind of medical technology do you know about?

Task 4. Mark the following statements as true (T) or false (F).

1. CPOE systems help to reduce mistakes related to handwriting.

2. Doctors use optic scanners to measure and release precise doses.

3. The lab-on-a-chip has saved money and lives.

Task 5. Match the words (1-7) with their definitions (A-G).

1. implanted microchip   3. HER   5. interoperability   7. micro robotic tweezers

2. PACS   4. lab-on-chip   6. bar coding

A   a computerized version of a patient`s health record

B   a device that holds cells and fluid that a doctor can analyze easily

C   a system in which doctors scan medicines and match them to patients

D   very tiny tools that let a doctor operate in very small areas

E   a tiny device in a person`s body that releases medicine

F   the ability to send electronic health data between systems

G   a system that stores medical images from different sources.

Task 6. Listen to a conversation between an IT worker and a doctor. Act out the dialogue based on this conversation.

Student A: You want to learn about the hospital`s new electronic systems. Ask Student B about:

-       What the new system is for

-       How to use it.

Student B: You are an IT worker at the hospital. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

Traditions in the UK (Part 2)

There are some British traditions and customs concerning their private life. The British are considered to be the world's greatest tea drinkers. And so tea is Britain's favorite drink. The English know how to make tea and what it does for you. In England people say jokingly: 'The test of good tea is simple. If a spoon stands up in it, then it is strong enough; if the spoon starts to wobble, it is a feeble makeshift'.

Every country has its drinking habits, some of which are general and obvious, others most peculiar. Most countries also have a national drink. In England the national drink is beer, and the pub "*pub*", where people talk, eat, drink, meet their friends and relax.

The word "*pub*" is short for "public house". Pubs sell beer. (British beer is always warm). An important custom in pubs is "buying a round". In a group, one person buys all the others a drink. This is a "round". Then one by one all the people buy rounds, too. If they are with friends, British people sometimes lift their glasses before they drink and say: "*Cheers*". This means "*Good luck*".

Pub names often have a long tradition. Some come from the thirteenth or fourteenth century. Every pub has a name and every pub has a sign above its door. The sign shows a picture of the pub's name

And as you know, the British talk about the weather a lot. They talk about the weather because it changes so often. Wind, rain, sun, cloud, snow – they can all happen in a British winter – or a British summer.

UNIT 19

Task 1. Before reading the text translate into Russian the definitions of the following words:

A *system administrator* is a person whose job is to manage and maintain a computer system.

A *duty* is a task that someone is responsible for completing at a job.

To install something is to add a new component or program to a computer or system.

To configure something is to modify or arrange it so that it works in a certain way.

Performance tuning is the act of adjusting a network or system so that it works as efficiently as possible.

File archiving is the process of organizing computer files in an orderly way. This lets you retrieve them easily.

To purge is to delete files or data from a computer.

Troubleshooting refers to the process of identifying and fixing technical problems.

Something that is *technical* involves information from the areas of science and industry.

Unix is a specific type of computer operating system. Servers often use this operating system.

A *resume* is a document that shows a person's education, work history and qualifications and is used when applying for jobs.

A *cover letter* is a document that explains why a person is applying for a job and why that person believes he or she is qualified for that job.

Task 2. Read and translate the text.

SYSTEM ADMINISTRATION

Bell Tower Industries is seeking a full-time **system administrator** to join our growing company. The system administrator will be responsible for setting up and maintaining Bell Tower's computer system. Main job **duties** will involve:

- **installing** and maintaining system servers
- **configuring** and repairing computer hardware and peripherals
- regular **performance tuning** of networks

This position involves several other duties as well. When it is necessary, the administrator will install patches for our operating systems and software. He or she will also perform weekly backups. These backups prevent critical files and data from becoming lost or damaged. The administrator will also be responsible for regular **file archiving.** In addition, the administrator will regularly **purge** old data to protect client information. The ideal candidate for this job will be able to think and act quickly. He or she will have experience offering **troubleshooting** help. Candidates must have a degree in a **technical field**. Candidates must also have experience working with Unix®. Experience working with additional operating systems is a plus. Interested applicants can send a **resume** and **cover letter** to hr@belltower.net.

Task 3. Answer the questions.

1. Whom is Bell Tower Industries seeking?

2. What are the duties of the system administrator?

3. What are the other duties does this position include?

4. What degree must candidates have?

5. What experience must candidates have?

Task 4. Choose the correct answer.

1.   What are the main responsibilities of the advertised position?

A configuring and purging file archives

B organizing and maintaining computer systems

C troubleshooting and backing up damaged files

D researching and improving computer hardware and peripherals

2.   Why is information deleted from the system?

A to make room for new data

B to protect clients' data

C to organize system logs

D to repair system servers

3.   What is NOT needed to get the job?

A   familiarity with a Unix® operating system

B   holding a degree in a technical area

C   experience offering troubleshooting help

D   experience working as a system administrator.

Task 5. Match the words (1-6) with the definitions (A-F).

1. technical   3. Unix   5. troubleshooting
2. purge   4. configure   6. cover letter

A to modify or arrange something

B involving science or industry

C a computer operating system

D to delete files or data from a computer

E the process of identifying and fixing technical problems

F a document that explains why a person wants, and is qualified for, a job.

Task 6. Write a word that is similar in meaning to the part in italics.

1. With some *adjustment to increase efficiency*, our network would be faster.

- e - - - r – a - - -   t - - i - -

2. List all previous jobs on your *document showing qualifications*.

r - - - m –

3. Lucy is a *person who manages a computer system*.

s - - te -   - d - - n - - tr - - o –

4. Get the new software and *add it* to the system.

- n - - a - -

5. *Organizing computer files in an orderly way* is important.

f - - e   a - - h - v - - g

6. Fixing the network is the manager`s *task to complete*.

- - t -.

Task 7. Listen to a conversation between two employees at Bell Tower Industries. Act out the dialogue based on this conversation.

Student A: You are an employee deciding who to hire for a position. Ask Student B about:

-        candidate
-        qualifications
-        drawbacks.

Student B: Discuss with Student A about the candidate for the position. Answer Student A`s questions.

THAT`S INTERESTING TO KNOW

New York – city and port are located at the mouth of the Hudson River, southeastern New York State, and northeastern U.S. It occupies Manhattan and Staten islands, the western end of Long Island, a portion of the mainland, and various islands in New York Harbor and Long Island Sound.

The city consists of five boroughs (Manhattan, Brooklyn, Queens, the Bronx, and Staten Island [formerly Richmond]), which correspond to five counties of New York state (New York, Kings, Queens, Bronx, and Richmond, respectively). The city's waterfront is used for shipping and recreation.

Manhattan is the economic and cultural heart of the city and is often considered to be "the city." The shopping promenade of Fifth Avenue, the financial institutions of Wall Street, the residential mansions of Park Avenue, or the bohemian life in the East Village and SoHo give typical impressions. Only Brooklyn of the other boroughs has a similar ethnic heterogeneity and a similar range of social life, with commercial and industrial districts and residential areas. Queens is mainly residential and middle class, and Staten Island is partly suburban but still rural in some areas. In the Bronx luxurious residences and solid middle-class apartments prevail in some sections, but other areas, especially the South Bronx, are the scene of severe urban blight.

New York City also has large numbers of Italians, Irish, Puerto Ricans, and West Indians, as well as the largest Jewish population of any city in the world. The Statue of Liberty, located on Liberty Island off Manhattan, has long stood as a symbol of refuge and opportunity.

New York City is a centre of world trade and finance, communications, art and entertainment, and fashion. The city is the financial capital of the United States and holds the headquarters of many of the world's largest corporations. Wall Street in Manhattan is home to the nation's largest stock exchange and is the headquarters of the country's largest brokerage firms. With the headquarters of the nation's television

and radio networks and the main offices of the largest advertising agencies, New York City is the heart of the mass media in the United States. Printing and publishing are also of great importance, and most of the nation's major publishing houses are based in midtown Manhattan. The city's economic life also depends on the great diversity of its numerous small businesses and manufacturing establishments.

Theatrical arts and entertainment are also widespread: Broadway is the synonym for musical comedies and legitimate drama; Carnegie Hall is one of the most famous concert halls in the world; and Lincoln Center for the Performing Arts is the home of the Metropolitan Opera, the New York City Opera, the New York Philharmonic, and the New York City Ballet. Though the importance of Broadway has declined, theatre is very much alive in the more venturesome Off-Broadway and off-off-Broadway productions. The city has numerous motion-picture theatres, among which are many revival and foreign-film houses.

The New York Public Library is one of the best research libraries in the world. Most famous among the city's many museums are the Metropolitan Museum of Art, the Museum of Modern Art, the Solomon R. Guggenheim Museum, the Whitney Museum of American Art, and the American Museum of Natural History. Many lesser known museums house special collections. The city's extensive system of public parks includes Central Park in Manhattan.

New York City has an extensive public university system. Outstanding private colleges and universities in the city include Columbia, New York, Rockefeller, and Fordham universities, numerous medical schools, the New School for Social Research, and the Juilliard School.

New York City's subway system carries more than one-third of all mass-transit passengers in the metropolitan area, with the balance provided by commuter rail lines and buses.

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