

Unit 1 test

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1 Complete these sentences with the words in the boxes. You do not need all the words.

carry out check connect database diagnose provide send support

- 1 If you have a problem with your computer hardware, call the support technician.
- 2 I check my emails twice a day to see if anyone has sent me a message.
- 3 First, diagnose the problem. Then solve it.
- 4 In our company we provide support to users of all kinds of operating systems.

agenda characters clients data minutes normally occasionally suppliers

- 5 Make sure you read the agenda before the meeting so that you know what we'll talk about.
- 6 I travel a lot in my role as salesperson because my company has many clients in different countries.
- 7 Passwords must be eight or more characters long, including both letters and numbers.
- 8 I'm usually at my desk but I occasionally go out to visit a supplier.

2 Correct the mistakes in these sentences. Underline one incorrect word and write the correct word on the line.

- 9 I use a computer very day. I use a computer every day
- 10 Do your company supply software? Does your company supply software?
- 11 I stand up new computers and maintain old ones. I set up (or install) new computers and maintain old ones
- 12 How for buying some new computers? What about buying some new computers?
- 13 We produce hardware for office workers, such as word processors and spreadsheets. We produce applications (or software) for office workers, such as word processing and spreadsheets
- 14 What are the rules about mobile phones in your office? Need you use mobile phones? Can you use mobile phones?
- 15 'Have we buy some new computers?' 'Yes, great idea! We need some new ones.' Shall we buy some new computers?

3 Complete these sentences with job titles from Unit 1.

- 16 An database administrator looks after databases.
- 17 A system analyst writes specifications for software.
- 18 A project manager manages projects.
- 19 A helpdesk supervisor manages a team of helpdesk workers.
- 20 An support technician maintains computers.
- 21 A software developer writes software. PHOTOCOPIABLE © 2012 Pearson Longman ELT 2

4 Put these words in the correct order to make sentences and questions.

- 22 at / centre / does / he / service / the / work / ?
Does he work at the service centre?
- 23 computers / repair / I
I repair computers
- 24 answer / calls / don't / in / office / personal / phone / the
Don't answer personal phone calls in the office
- 25 change / every / month / must / password / you / your
You must change your password every month
- 26 computers / up / I / new / set
I set up new computers
- 27 company / my / sells / software
My company sells software
- 28 company / facilities / has / my / production / two
My company has two production facilities
- 29 buy / computers / new / shall / we / ?
Shall we buy new computers?
- 30 about / how / software / the / upgrading / ?
How about the software upgrading?