Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Progress test 1 (Units 1–2)**

Section 1: Vocabulary

Complete these sentences. Use one or two words in each gap.

1 A(n) \_\_hard drive\_\_\_\_\_\_ stores large amounts of data.

2 Please disconnect the \_\_\_external\_\_\_\_\_ hard drive from the computer.

3 I really like the people I work with: my \_\_colleagues\_\_\_\_\_\_ are all great people!

4 The \_\_\_motherboard\_\_\_\_\_ is the internal part of the computer that everything else connects to.

5 Use the \_scroll bar \_\_\_\_\_\_\_ at the side of the window to move down so that you can see the

whole page.

6 A big advantage of open \_\_source\_\_\_\_\_\_ software is that it’s usually free.

7 You may have to \_\_\_partition\_\_\_\_\_ your disks while installing the operating system if you want to divide your big drive into some smaller ones.

8 Don’t forget to \_\_back up\_\_\_\_\_\_ your data so that you always have a copy!

Section 2: Language

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

1 check / every / emails / I / day / my

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I check my emails everyday.

2 company / software / does / develop / your / ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Does your company develop software?

3 a / computer / latest / need / new / OS / run / the / to / we

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_We need a new computer to run the lastes OS

4 personal / use / must / purposes / staff / not / for / computers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff must not use computer for personal purposes.

5 problem / afraid / a / the / there’s / I’m / with / software

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I am afraid there is a problem with the software

6 projector / you / off / could / turn / that / just / ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Could you just turn off that projector?

7 unplug / first / headphones / you / video camera / could / from / the / the / ?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Could you unplug the headphones from the video camera, first?

8 operators / off / to / computer / their / day / need / computer / all / switch / every

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_All computer operators need to switch off their computer everyday

Section 3: Reading

Read the job advertisement. Are these sentences *true* (T) or *false* (F)?

1 Ordinary people can buy the company’s products in shops. (T / F)

2 ADS now has offices in nine countries. (T / F)

3 The company is having problems now. (T / F)

4 Clients like ADS because of its low prices. (T / F)

5 If you haven’t worked in IT before, you could apply for this job if you have a Diploma in Software Development. (T / F)

6 You need to understand more than one OS to do this job well. (T / F)

7 Working for several years in a small company isn’t useful for this job. (T / F)

8 This job is suitable for people who don’t need to live close to their family. (T / F)

**Atlantic Digital Services**

Atlantic Digital Services (ADS) is a software development company providing services to other companies (1). With over 2000 employees in seven different countries, we are able to help a wide range of clients in many different parts of the world. We are growing very quickly and plan to open offices in two more countries later this year. Our customers keep coming back to us because we can develop high quality software (4) to their specifications very quickly and because of our great customer service.

**Software developer positions available**

We have positions available in our new international offices for people with the following:

• a Diploma in Software Development with good grades

• experience developing software for the Windows and Linux operating systems

• two years’ experience in a company similar to ours (5)

Applicants must be happy to travel to our international offices for some projects (8), which may last from a few weeks to a year.

Section 4: Writing

Use the prompts to complete this email to Fred, who has never used a computer before. Explain how to connect an external drive to a computer and save files to it. Include a greeting and a signing off and remember to introduce the topic.

(1) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_,

Here’s how to connect your (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . First,

(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (connect / USB cable / hard drive / computer). Then (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (click / ‘Start’ menu / open / Windows Explorer). Next, (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (right-click / ‘Computer’) and (6) \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (should / see / hard drive). Now (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (drag and drop files / folders / hard drive).

(8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 5: Listening

► 08 Listen and correct the mistakes. Underline one incorrect word and write the correct word on the line.

1 a quad-core processor \_\_dual\_\_\_\_\_\_

2 a quad-speed DVD drive \_\_Blu-ray\_\_\_\_\_\_

3 a 3.5-millimetre plug \_\_socket\_\_\_\_\_\_

4 a millimetre \_\_\_micrometre\_\_\_\_\_

5 80 nanometres \_\_\_18\_\_\_\_\_

6 a 56-kilobyte file \_\_\_26\_\_\_\_\_

7 4.2 megahertz \_\_\_2.4\_\_\_\_\_

8 4 gigabytes \_\_\_terabytes\_\_\_\_\_