SELF STUDY 2

CONTENT

1. ICT COMPANIES AND ORGANIZATIONS

Task 1: Read the text, translate and do exercises.

Futachiba

Futachiba is a leading international provider of computer hardware. The company is among the top five suppliers internationally of servers and among the top ten manufacturers of laptop computers. We have production facilities in six countries and we sell our products to almost every country in the world. With service centers in all our major markets, we provide a very high level of customer services.

IBGroup

We are a fast-growing private company that supplies cloud computing services internationally. Our products include online office applications such as word processing, spreadsheet, presentation and database programs, which people can use on the internet anywhere and at any time. Our clients include major corporations, as well as many small and medium-sized companies.

Digital World

At Digital World we proudly design the most popular games in the world! We are excited every day by the great feedback we get from our favorite people: our game-playing customers. You can play our award-winning games on all major computer operating systems, including Windows and MacOS. Many of them are also available for Apple iOS and Android. Our wonderful staff started developing games in 2005 and continue to work on new, highly entertaining products. We expect to launch the next version of our biggest game, War of the Suns, next month.

Футатиба

Futachiba — ведущий международный поставщик компьютерного оборудования. Компания входит в пятерку крупнейших мировых поставщиков серверов и в десятку крупнейших производителей портативных компьютеров. У нас есть производственные мощности в шести странах, и мы продаем нашу продукцию почти во все страны мира. Имея сервисные центры на всех наших основных рынках, мы обеспечиваем очень высокий уровень обслуживания клиентов.

IBGroup

Мы — быстрорастущая частная компания, предоставляющая услуги облачных вычислений по всему миру. Наши продукты включают онлайн-офисные приложения, такие как программы для обработки текстов, электронных таблиц, презентаций и баз данных, которые люди могут использовать в Интернете в любом месте и в любое время. Нашими клиентами являются крупные корпорации, а также множество малых и средних компаний.

Цифровой мир

В Digital World мы с гордостью разрабатываем самые популярные игры в мире! Каждый день нас радуют отличные отзывы, которые мы получаем от наших любимых людей: наших клиентов, играющих в игры. Вы можете играть в наши отмеченные наградами игры на всех основных компьютерных операционных системах, включая Windows и MacOS. Многие из них также доступны для Apple iOS и Android. Наши замечательные сотрудники начали разрабатывать игры в 2005 году и продолжают работать над новыми

интересными продуктами. Мы планируем выпустить следующую версию нашей крупнейшей игры War of the Suns в следующем месяце.

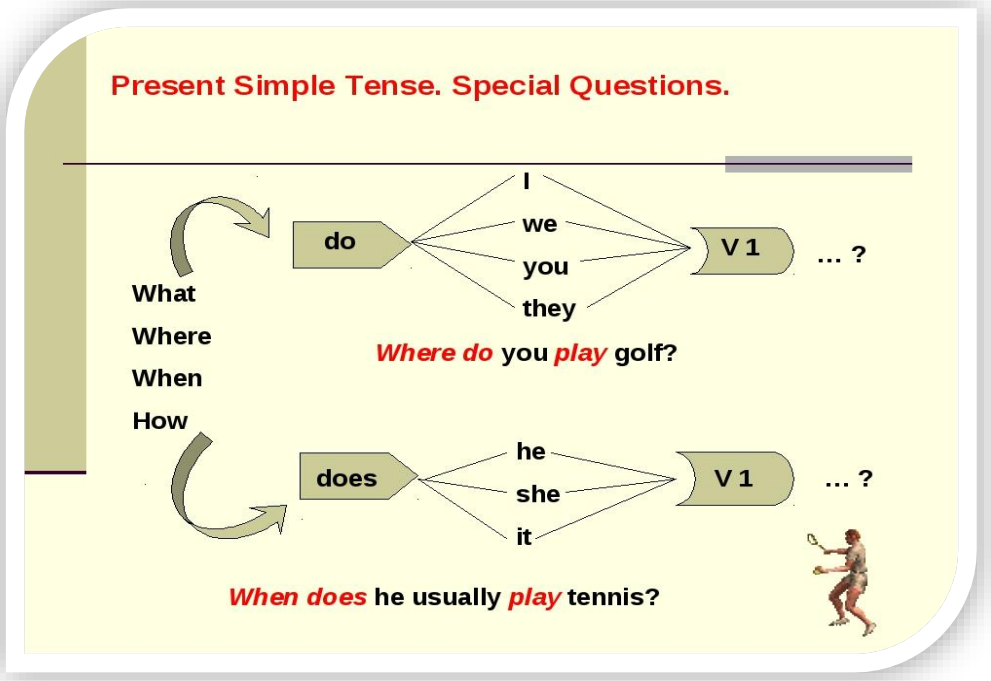
Task 2. Read the company profiles and find words that match these definitions.
A company or companies that sell things (Futachiba)-provider
Companies that make things to sell (Futachiba) - manufacturers
Factories (Futachiba)- production facilities
Things a company sells (Futachiba) - products
Using software that runs and stores information on the internet (IBGroup) - cloud
Customers IBGroup - clients
Start selling a new product (Digital world) - to launch

Task 3. Read the company profiles in 2 again and answer these questions. Then compare answers with a partner.
Which company or companies:
Is getting bigger? IBGroup
Develops software? IBGroup Digital world
Makes things in more than one country? (Futachiba)-
Has a new product to launch? Digital world
Sells software for use on the internet? IBGroup

Task 4: Speak about ICT companies' objectives

_____
_____
_____

LANGUAGE



Present Simple questions

1 Task. You are asking somebody questions.

Write questions with Do/Does
I play tennis. And you? Do you play tennis?
I like hot weather. And your sister? Does she like hot weather?
We know the answer. And your friends? Do they know the answer ?
My sister does morning exercises. And you? Do you morning exercises ?
I want to be famous. And Tim? Does Tim want to be famous ?
These questions begin with Where/What? How…? Do These questions begin with …?
I wash my hair once a week. (How often /you? How often Do you wash my hair?
They have lunch at a café. (Where/they?) Where do they have lunch?
I go to the university by bus. (How/you?) How do you go to the university?
She live in Tashkent. (Where/she?) Where does she live?
He visits museum very often. (How often/he?) How often does he visits museum?

2. WORKING WITH ICT. INTERNET SECURITY AND PASSWORDS

Task 1: Read the text and answer the questions below.

The Internet provides a wide variety of opportunities for communication and developmant, but infortunately it also has its dark side.

Crackers, or block-hat hockers, are computer crimenals who use technology to perform a variety of crimes: virus propagation,froud,intellect property theft,ect.

Internet-besed crimes include scam,email fraud to obtion money or valuables,and phishing ,bank fraud, to get banking accounts or credit card details.Both crime use emails or websites that look like those of real organizations.

Due to its anonymity, th Internet also provite the right environment for cyberstalking, online harassment or abuse, mainly in chat rooms or newspapers. Piracy, the illegal copying and distribution of copyrighted software, information, music and video files, is widespread.

But by far the most common type of crime involves malware.

MALEWARE: VIRUSES,WORMS,TROJANS AND SPYWARE

Maleware is software created to damage or alter the computer date pr its operations, These are the main types.

Viruses are programs that spead by attaching themselves to exectable files or documents. When the infected program is run, the virus propagates to other files or programs on the computer. Some viruses are designed to work at particular time or on a specific datye, e.g. On Friday 13th. An email virus speads by sending a copy of itself to everyone in an email address book.

Worms are self-copying programs that have the capacity to move from one computer to another without human help, by exploiting security flaws in computer networks.Worms are self-contained and don’t need to be attached to a document or program the way viruses do.

Trojan horses are malicious pragrams disguised as innicent-looking files or embedded within legitimate software. One they are activated, they may affect the computer in a variety of ways: some are just annoying, others are more ominous, creating a backdoor to the computer which can be used to collect stored data. They don’t copy themselves or reproduce by inffecting other files.

Spyware, software designed to collect information from computers for commercial or criminal purposes, is another example of malicios software.It usually comes hidden in fake freeware or shareware applications downloadable from the Internet .

Do not open email attachment from unknown people;

Run and update antivirus programs.

Install a firewall, a program designed to prevent spyware from gaining access to the internal network.

Make backup copies of your files regularly.

Do not accept files from high-risk sources.

Do not believe everything you read on the Net. Have a suspicious attitude toward its contents.

2 TASK: ANSWER THE QUESTIONS.

1.What kind of Internet crime typs do you know? Internet-besed crimes include scam,email fraud to obtion money or valuables,and phishing ,bank fraud, to get banking accounts or credit card details

2.What is piracy? Piracy, the illegal copying and distribution of copyrighted software, information, music and video files, is widespread.

3.Could you count types of maleware? MALEWARE: VIRUSES,WORMS,TROJANS AND SPYWARE

Maleware is software created to damage or alter the computer date pr its operations, These are the main types.

4.Give the descripton of viruses? Viruses are programs that spead by attaching themselves to exectable files or documents.

5.What is Spyware? Spyware, software designed to collect information from computers for commercial or criminal purposes, is another example of malicios software.

6.Which kind of Preventative tips do you know?

1. Do not accept files from high-risk sources.

2.Make backup copies of your files regularly.

3. Install a firewall, a program designed to prevent spyware from gaining access to the internal network.

4. Do not believe everything you read on the Net. Have a suspicious attitude toward its contents.

LANGUAGE BOX: Modal verbs

ABILITY	CAN (present) COULD (past) BE ABLE TO (other tenses)	I can speak 3 languages. When I was 5 I couldn't swim. When I am 20, I will be able to drive
PERMISSION REQUEST	CAN (informal) COULD (polite) WILL (neutral) WOULD (polite) MAY (formal)	Could I use the computer, please? Can you give me a lift to the station? Could you pass me the salt, please? May I have your attention?
ADVICE	SHOULD OUGHT TO (formal)	You look tired, you should have a holiday. What do you think I should do?
POSSIBILITY DEDUCTION	MAY, MIGHT (weaker possibility) MUST (sure) CAN'T (impossible)	It may rain later, it's getting cloudy. - The phone is ringing. It must be Mary, she said she would call at 5. - It can't be her. She's left her phone here!
OBLIGATION	MUST (present, sense of duty) HAVE TO (external authority, other tenses)	You must be on time for the lessons I had to get up early for the trip on Sunday Did you have to work yesterday?
LACK OF OBLIGATION	DON'T HAVE TO NEEDN'T	On Sat you don't have to get up early You needn't take an umbrella, it is not raining
PROHIBITION	MUSTN'T (sense of duty) CAN'T (external authority)	You mustn't drink beer, you are too young. You can't take potos in this museum.

MODAL VERBS

Task 1.Complete each sentence with the most natural-sounding modal auxiliary verb, from the selections given: Example: It might *(should, can, might)* snow later on.

1. You should really listen to your parents.
2. Is it true that you can speak Chinese?
3. There might be a problem with my new car.
4. I'm not sure, but the children might be hiding in the closet.
5. I'm sure I_ I might climb this mountain in three hours.
6. P1: Do you think I should call his parents? P2: I don't think that is necessary
7. Could you please shut the door
8. Generally speaking, you could always tell the truth
9. There are cases, however, when you could tell the truth, but you shouldn't
10. It looks like it might rain.

3. MULTIMEDIA DEVICES

Exercise 1. Read the text and do the tasks below.

Multimedia is an interactive media and provides multiple ways to represent information to the user in a powerful manner. It provides an interaction between users and digital information. It is a medium of communication.Some of the sectors where multimedias is used extensively are education, training, reference material, business presentations, advertising and documentaries.

Multimedia is a representation of information in an attractive and interactive manner with the use of a combination of text, audio, video, graphics and animation. In other words we can say that Multimedia is a computerized method of presenting information combining textual data, audio, visuals (video), graphics and animations. For examples: E-Mail, Yahoo Messenger, Video Conferencing, and Multimedia Message Service (MMS).

Multimedia as name suggests is the combination of Multi and Media that is many types of media (hardware/software) used for communication of information.

Components of Multimedia

Following are the common components of multimedia:

• **Text**- All multimedia productions contain some amount of text. The text can have various types of fonts and sizes to suit the profession presentation of the multimedia software.

• **Graphics**- Graphics make the multimedia application attractive. In many cases people do not like reading large amount of textual matter on the screen. Therefore, graphics are used more often than text to explain a concept, present background information etc. There are two types of Graphics:

• **Bitmap images**- Bitmap images are real images that can be captured from devices such as digital cameras or scanners. Generally bitmap images are not editable. Bitmap images require a large amount of memory.

• **Vector Graphics**- Vector graphics are drawn on the computer and only require a small amount of memory. These graphics are editable.

• **Audio**- A multimedia application may require the use of speech, music and sound effects. These are called audio or sound element of multimedia.Speech is also a perfect way for teaching. Audio are of analog and digital types. Analog audio or sound refers to the original sound signal. Computer stores the sound in digital form. Therefore, the sound used in multimedia application is digital audio.

• **Video**- The term video refers to the moving picture, accompanied by sound such as a picture in television. Video element of multimedia application gives a lot of information in small duration of time. Digital video is useful in multimedia application for showing real life objects. Video have highest performance demand on the computer memory and on the bandwidth if placed on the internet. Digital video files can be stored like any other files in the computer and the quality of the video can still be maintained. The digital video files can be transferred within a computer network. The digital video clips can be edited easily.

• **Animation**- Animation is a process of making a static image look like it is moving. An animation is just a continuous series of still images that are displayed in a sequence. The animation can be used effectively for attracting attention. Animation also makes a presentation light and attractive. Animation is very popular in multimedia application

Exercise 2. Match terms to their right meanings

1	Vector Graphics -e	a	process of making a static image look like it is moving
2	Animation - a	b	may require the use of speech, music and sound effects.
3	Audio - b	c	real images that can be captured from devices such as digital cameras or scanners
4	Bitmap images - c	d	require the use of speech, music and sound effects
5	Graphics - d	**e**	make the multimedia application attractive

Exercise 3. Answer the questions

1. What do you mean by multimedia device?A; Multimedia means that computer information can be represented through audio, video, and animation in addition to traditional media (i.e., text, graphics drawings, images). ... Hypermedia can be considered as one of the multimedia applications.

2. What are the main types of media?

Video file formats: MPEG-1, MPEG-2, MPEG-4, AVI, MOV, AVCHD, H.264, H.265.

Photo file formats: JPEG, GIF, TIFF, BMP

Other available video formats: DivX and DivX HD, Xvid HD, MKV, RMVB, WMV9, TS/TP/M2T, WMV.

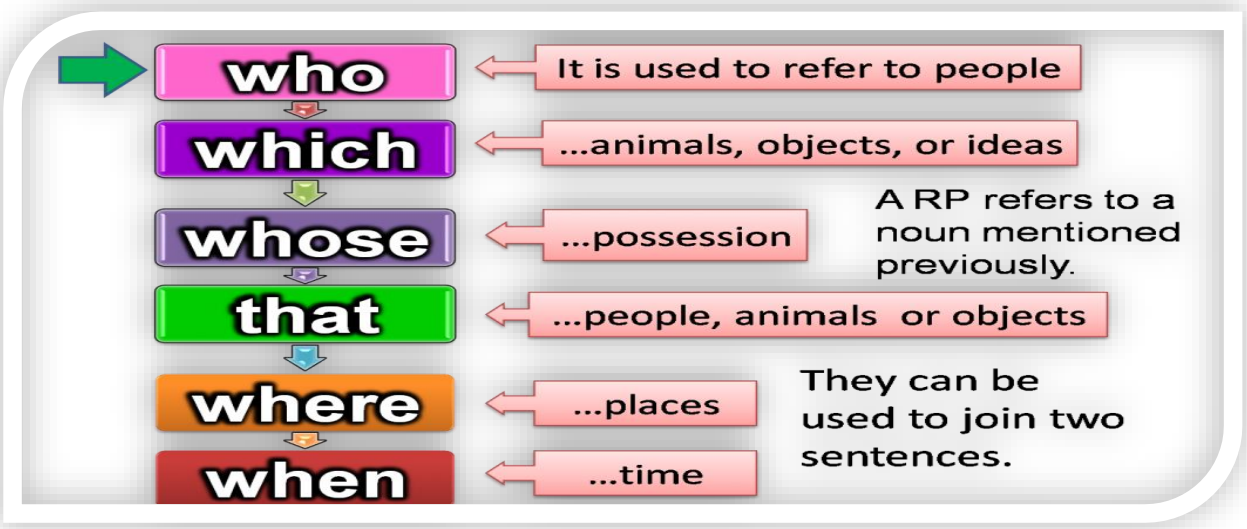
3. What are the main uses of multimedia?A;Multimedia can be anything and everything which you watch and listen in a form of text, photograph, audio, video and much more. In most of the industries, whether hospitality, aviation, banking, insurance, science and technology etc, use of multimedia in different fields can be seen.

4. What are examples of multimedia?

Popular examples of multimedia include video podcasts, audio slideshows and animated videos.

Multimedia can be recorded for playback on computers, laptops, smartphones, and other electronic devices, either on demand or in real time (streaming).

RELATIVE CLAUSES HELP BOX.



Exercise 4. Make one sentence by changing the sentence in italics into a defining relative clause. The relative pronoun can be the subject or the object of the relative clause. 1. They found the money (which / that) I dropped.

2. I broke the plate which / that was a wedding present.

3. The police arrested the man (who / that) I saw steal a handbag.

4. The Queen fired the chef (who / that) we had met.

5. She wrote to her friend who / that lives in Vietnam.

6. Jill ate the sandwich which / that had tomato and cheese inside.

7. His friend who / that is a lawyer lives in Scotland.

8. We called the secretary (who / that) I went to school with.

Exercise 5. Use help box. For each of the six questions choose the one correct answer.

1. Aberdeen, _____ my brother lives, is a town in Scotland.
a. where
b. which
c. who
d. when

2. Which word is NOT possible?
My parents live in the same house _____ they bought 50 years ago.
a. that
b. which
c. ---
d. what

3. Sheila, _____ lives next door, is a dinner-lady in our local school.
a. who
b. that
c. ---
d. which

4. The senior managers, with _____ we are meeting next week, are promising a big money deal.
a. who
b. whom
c. which
d. whose

5. I met this woman yesterday _____ husband plays golf with my husband!
a. who
b. whom
c. whose
d. who's

6. The house _____ I live in is 150 years old.
a. where
b. which
c. who
d. what

4. TERMS RELATED TO E-MAIL AND STRUCTURE OF E-MAIL

Exercise 1. Find the appropriate explanations to these terms.

	TERM		EXPLANATION
1	BODY- b	**a**	A free web-based email service
2	EMAIL-c	**b**	A company that provides access to the internet, for example Big Pond is an ISP.
3	EMAIL ADDRESS - f	**c**	A box on the screen that you type information into.
4	FIELD - e	**d**	The unique address of an email recipient. It looks something like mary@mycompany.com.au.
5	FORWARD - f	**e**	Where new incoming emails appear.
6	GMAIL - a	**f**	The main (letter) part of an email
7	INBOX - h	**g**	Sending an email you've received onto somebody else
8	INTERNET SERVICE PROVIDER (ISP) - g -	**h**	Clicking on an email to see its full contents
9	OPEN (EMAIL) - i	**i**	An email sent in response to a previous email.
10	REPLY - j	**j**	An electronic message that is sent over the internet or a private computer network.
11	SUBJECT - k	**k**	A special field containing the topic of an email.

Exercise 2. Read the text and do the given tasks.

WHAT IS EMAIL AND HOW DOES IT WORK?

Email is the modern way to send letters – you can send a message to the other side of the world and get a reply in minutes! Email is short for electronic mail. An email is a letter that is sent over a computer network instead of being sent through the post. You can attach documents and photos to emails, just like you can include a photo or a document with a letter. You can also attach computer files, such as programs and spreadsheets. Sending and receiving email is generally free, and you can actually send an email to as many people as you like. Each person on email has a unique email address, which is how you direct an email address to a specific person. You can even send emails to yourself. This sounds kind of silly, but people do this to send themselves reminders and also to transfer files from one place to another. All your emails come into your Inbox, which is like your virtual letter box. Email has its own writing conventions, which may take a little getting used to. Not many people start an email with *Dear sir*, or end it with *Regards*. It's a lot less formal than that. There's nothing wrong with being formal, of course, but some readers might think it strange. There are also abbreviations and things called emoticons that you might find useful to learn.

The dark side of email is that anybody can send email to anybody, and because it's free to send you can end up with a lot of junk (e)mail. That's called spam, and there are

tools that can filter spam out from your Inbox. You can have multiple email addresses if you like. You don't have to limit yourself to just one!

Exercise 3. Where how can you do the following?

1.Find old e-mails you have sent. Email is the modern way to send letters – you can send a message to the other side of the world and get a reply in minutes! Email is short for electronic mail. An email is a letter that is sent over a computer network instead of being sent through the post.

Find e-mails you have received. You can also attach computer files, such as programs and spreadsheets. Sending and receiving email is generally free, and you can actually send an email to as many people as you like.

1.Find e-mail addresses and other personals data. All your emails come into your Inbox, which is like your virtual letter box. Email has its own writing conventions, which may take a little getting used to. Not many people start an email with *Dear sir*, or end it with *Regards*

Put email you are working on but are not yet ready to send. See what a massage is about. Sending and receiving email is generally free, and you can actually send an email to as many people as you like.

- Show that an email is important and should be read immediately, Each person on email has a unique email address, which is how you direct an email address to a specific person. You can even send emails to yourself. This sounds kind of silly, but people do this to send themselves reminders and also to transfer files from one place to another

Find a document which has been sent with an email. The dark side of email is that anybody can send email to anybody, and because it's free to send you can end up with a lot of junk (e)mail. That's called spam, and there are tools that can filter spam out from your Inbox. You can have multiple email addresses if you like. You don't have to limit yourself to just one!

The structure of proper e- mail HELP BOX

Writing formal and informal emails

It is important that to use the correct style when writing an email

Think about	Formal	Informal
Purpose Informal	Business and important messages.	Informal messages
Audience	Business and work colleagues.	Friends and family.
Style and accuracy Don't use slang, exclamation marks or smilies in formal emails	**Professional - accurate spelling, punctuation and grammar** Thank you for your prompt response.	**Friendly - accuracy is less important** Thx 4 email, will call you l8r! ! x
Beginning and ending Email is a fairly new format and there are no agreed rules for starting and ending. Remember to use a formal style when writing	**Start and end appropriately** Dear Mr/Mrs/Chris Dear Sir/Madam Yours sincerely (if you know their name) Yours faithfully (if you don't know their name) Regards Kind regards (use first name if you know the person business or work emails.	**No rules - your choice**
Use of contractions **No contraction**: "I will not be able to come to the meeting." **Contraction:** "I won't be able to come to the party	**No contractions** Thank you very much for the voucher. I am looking forward to spending it next time I visit your shop.	**Contractions can be used** Thanks so much for the voucher - I'm chuffed, can't wait to spend it! Just gotta decide what to buy LOL!
Common contractions	I am Will not We are Was not You are	I'm Won't We're Wasn't You're

Exercise 4. Write an e-mail minimum 70 words to the manager of a company called ITEX, Complaining about a delivery service. Use the words and phrases from the box.

_____
_____
_____
_____
_____
_____

bought a product , did not work , called customer care , put me through automated teleservices, on hold , for 19 minutes , got disconnected , wrote an e-mail , reply , sorted out , 2 days , problem still unresolved

5. OUTPUT DEVICES. PRINTERS

Read the text and speak about output devices.

A **dot-matrix** printer uses a group, or matrix, of pins to create precise dots. A print head containing tiny pins strikes an inked ribbon to make letters and graphics. This **impact printing** technology allows shops, for example, to print multi-part forms such as receipts and invoices, so it is useful when self-copying paper is needed. It has two important disadvantages: noise and a relatively low resolution (fro, 72 to 120 dpi).

An **ink-jet** (also called bubble-jet) **printer** generates an image by spraying tiny, precise drops of ink onto the paper. The resolution ranges from 300 to 1200 dpi, suitable for small quantities or home use.

A standard ink-jet has a three-color cartridge, plus a black **cartridge**. Professional ink-jets have five-color cartridges, plus black; some can print in wide format, ranging from60cm up to 5 metres (e.g. for printing advertising graphics).

Some **ink-jet** based printers can perform more than one task. They are called **multi-function printers** because they can work as a scanner, fax, and a photocopier as well as a printer. Some units accept memory cards and print photos directly from a camera.

A **laser printer** uses a laser beam to fix the ink to the paper. A laser works like a photocopier; a powder called **toner** is attracted to paper by an electrostatic charge then fused on by a hot roller.

Laser prints are fast and produce a high resolution of 1200 to 2400 dpi, so they are ideal for businesses and for proofing professional graphics work.

Lasers use **a page description language** or PDL, which describes how to print the text and draw the images on the page. The best-known languages are Adobe PostScript and HP Printer Control Language.

A professional **image setter** is a typesetting printer that generates very high-resolution output (over 3540 dpi) on paper or microfilm. It’s used for high-quality publications.

A **plotter** is a special type of printer which uses ink and fine pens held in a carriage to draw detailed designs on paper. It's used in computer-aided design, maps, 3-D technical illustrations, etc.

Task 1. Choose the most appropriate type of printer for these situations from the text above.

1. A home user who wants to print text documents and family photographs.
2. Business people who need to print in large quantities at high quality in an office.
3. Engineers who want to make detailed line drawings
4. Professional typesetters in desktop publishing (e.g. to publish catalogues and magazines)

A company that wants to print carbon copies of bills and receipts

1 Ink-jet
2 ink-jet__ Toner
3Toner
4 PDL
5 Adobe PostScript
6 Plotter

5.

Task 2. Find terms in the text above which correspond to these definitions.

1. A container that holds the ink in an ink-jet printer_____
2. Powdered ink used in laser printers_____
3. Small needles that press on the inked ribbon to make the characters on paper_____
4. Printer technology that produces text and pictures by hammering pins against a ribbon and the paper_____
5. A language that tells a printer how to print a document_____
6. A peripheral which combines a printer, a fax machine and photocopying and scanning capability into one device._____

7. 1 Adobe PostScript va HP Printer Control Language
8. 2 Ink-jet
9. 3 ink-jet__ Toner
10. 4 PDL Adobe PostScript
11. 5 Plotter
12. 6 Toner

Language. Comparative and superlative degrees of adjectives.

An adjective is a word which modifies a noun or pronoun. They modify the attached nouns and give more information.

Examples; hot tea, pink skirt, intelligent person.

Every adjectives has it's three degrees. **Positive adjectives**, **superlative adjectives**, **comparative adjectives**. These degrees of an adjective express the intensity of adjective in increasing order.

Some examples;

- Happy(positive) – happier (comparative) – happiest (superlative)

▪ Lucky (positive) – luckier (comparative) – luckiest (superlative)
▪ Old(positive) – older (comparative) – oldest (superlative)

A **comparative adjective** is used to show a characteristic or a property of one thing (noun or pronoun) in a comparison to another thing (only one thing). It makes comparison between two things (not more than two). "Than" is used in a comparative sentence. They use to show comparison of the two things.

A superlative adjective is used to show a charac

teristic or a property of one thing (noun or pronoun) in a comparison to many other things (many things, more than one). It makes comparison of one thing to many other things. A superlative degree expresses highest intensity (quality or quantity) of a thing in a comparison to other many things (not one but more than one).

Task 3. Read the grammar rules above and make up at least 20 sentences using comparative and superlative degrees of adjectives.

Task 4. Put in the right form of the adjective.

1-Today is the fastday of the year. (*hot)*
2-Tom drives a very fast car. (*fast*)
3-It was the best night I remember. (*good*)
4-It is best
quiet
in the countryside than in the town. (*quiet*)
5- John is going to buy an *expensive* house next month. (*expensive*)
6-These boys are more friendly than the ones I met before. (*friendly*)
7-Jane is more beautiful as her sister. (*beautiful*)
8-This place is the most *picturesque* of all. (*picturesque*)
9-Some places are more *dangerous* than others. (*dangerous*)
10-My mother always likes to wear the *extravagant* clothes. (*extravagant*)
11-It is often more cold at night in Summer. (*cold)*
12-Which do you like better fish or meat? (*good*)
13- This is the worst_ horror film I've ever seen. (*bad*)
14-A bike is slowly than a motor-cycle. (*slow*)
15-I think this film is most interesting of the year. (*interesting*)

6. IT PRODUCTS. E-MAIL

Read the given information and speak about IT products

Information technology (**IT**) is the use of computers to create, process, store, retrieve, and exchange all kinds of electronic data and information.
Several products or services within an economy are associated with information technology, including **computer hardware, software, electronics, semiconductors, internet, telecom equipment, and e-commerce**.
Information Technology Products means any electronic equipment, communication equipment, or computer hardware or software, once they have been accepted by the

Insured's customer, or deemed to have been accepted pursuant to a contract between the Insured and the Insured's customer, as meeting the specifications agreed to in the contract between the Insured and the Insured's customer.

What is IT?
IT is_____
_____
What IT products can you name and what are their functions?
_____
_____

Language. Can and could.

Uses of Can and Could

Ability

Can expresses ability. **Cannot** (can't) shows inability.

- She **can speak** ten languages.
- I **can't cook.**
- **Can** you **speak** Spanish?

Sometimes **can** is used in the sense of **may** to give permission.

- You **can go**. OR You **may go.**
- You **can take** one of these shirts. OR You **may take** one of these shirts.

Now-a-days **can** is also increasingly used to ask permission.

- **Can** I go? OR **May** I go?

Could

Could is the past tense of **can**. It is used to talk about ability that existed in the past.

- In my younger days I **could run** four miles at a stretch.
- Till last year I **could read** without glasses.

Note that **could** doesn't always refer to past time. It refers to past time only when the context makes the time clear.

Indirect speech

Could is the past tense of **can** in indirect speech.

- He said, ' I **can** lift this box.'
- He said that he **could** lift that box.
- She said, 'I **can't** see anything.'
- She said that she **couldn't** see anything.

Possibility or uncertainty

Could may express possibility or uncertainty.

- You **could** do it, if you tried hard.
- If my brother were here, we **could** have solved this problem together.

Could is also used to ask polite questions.

- **Could** you, please, take me to the Manager?
- **Could** I have a look at your papers?

Notes

Can and **could** are followed by infinitives **without to.**

- I can knit. (NOT I can to knit.)
- She could understand nothing. (NOT She could to understand nothing.)

Questions and negatives are made **without do.**

- Can he speak English? (NOT Does he can speak English?)

• He can't speak English. (NOT He can doesn't speak English.)
There is no **-s** in the third person singular.
• She can sing. (NOT She can sings.)
Task 3. Fill in the gaps using can, could, cannot, could not.

01.- Penguins can swim very well.
02.- I can`t run very fast when I was younger.
03.- It's snowing, so we cannot go out now.
04.- Yesterday we __ could_play.
05.- ____ cannot ___ you play the piano when you were seven?
06.- You have a nice tricycle.____**can**___ **you** ride it?
07.- He has a broken leg, so he ___**can`t**_____ **walk** for a few days.
08.- I __, could not._____ **sleep** last night.
09.- We came as fast as we _ could _____.
10.- Why are you crying? Is there something I _ cannot ____ do for you?

Task 4. Make up 10 sentences using the given modal verbs.

1. *Could* – there is a chance of going to the club, but it is not certain. Also acceptable is 'might'.
2. *Should* – protecting the environment is something that is a definite responsibility. Also just acceptable is 'ought to'.
3. *Will* – here, the plan is that the essay is completed. Also acceptable is 'can'.
4. *Shall* – this is the best answer because the condition for attending the concert is the purchase of tickets. However, 'can' is also acceptable.
5. *Can* – giving the gift was not a possibility until the person arrived. Also acceptable is 'shall'.
6. *Would* – the event happened in the past, and the award of a pound was conditional on the visit to the grandparents.
7. *Might* – the chance is equal. 'Could' is acceptable, although the implication is that it probably will not escape.
8. *May* – permission is politely given. 'Can' just about passes, although this is a less polite way of giving permission.
9. *Must* – the only acceptable answer because it is an absolute condition.
10. *Ought to* – it is something that should happen, but does not absolutely have to happen. Also acceptable are 'should' and 'could'.

7. VIDEOCONFERENCE

Task 1: Answer the questions
Which method of communicating do you prefer: face-to-face, by video or by telephone?

_____

Look at the photo. Have you ever used a video conferencing set up? If so, describe the situation.

_____

_____

What do you think are the advantages of video conferencing over face-to-face?

_____

Task 2: Which of these items can you see in the photo? CABLE CONTROL PANNELS HIGH –DEFINITION MONITORS LOCAL PARTICIPANTS MICROPHONES REMOTE PARTICIPANTS SPEAKERS VIDEO CAMERAS

Write down the items

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

Task 3: Complete this glossary definitions with the words in box

(DATA) PROCESSING DEDICATED SYSTEM MCU REMOTE CONTROL

GLOSSARY OF VIDEO CONFERENCING TERMS

1._____ a system that is used for only one person, e.g. for video conferencing only, nothing else.

2. _____ a device that can control the video conferencing system from a distance, without wires. It can be passed from person to person easily

3. _____ a device that allows video conferencing systems to use more than two locations

4. _____ a way to fit audio or video into a smaller space and use less bandwidth

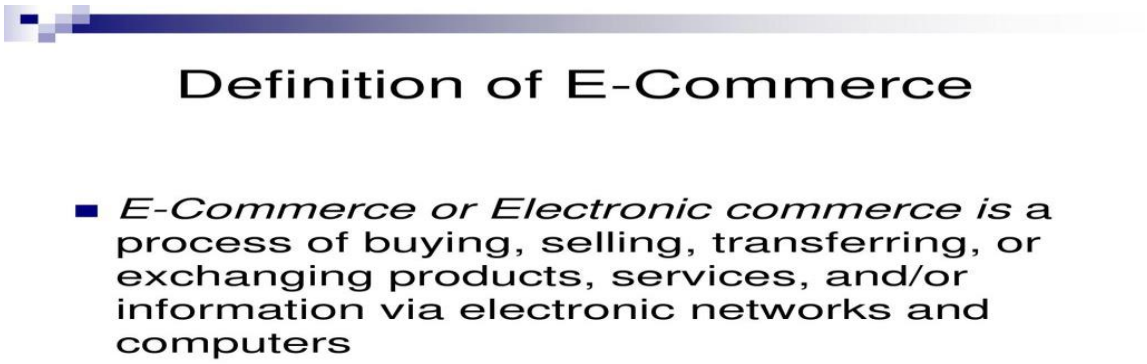
CONDITIONALS	if clause (condition)	main clause (result)
0 conditional used for **present, real/factual** situations	present simple If I study hard,	present simple I always pass my exams.
1st conditional used for **future real/factual** situatins	present simple If I study hard,	will + base verb I will pass my exams.
2nd conditional used for **present or future unreal**, imaginary situations	past simple If I studied hard,	would + base verb I would pass my exams.
3rd conditional used for **past unreal**, imaginary situations	past perfect If I had studied hard,	would have + past participle I would have passed my exams.

Examples:

1._____
2._____
3._____
4._____
5._____
6._____

8. E-COMMERCE COMPANIES

Task 1: Study the charts and explain what is E-COMMERCE



Explanation of E-commerce

E- commerce is **E-commerce** (**electronic commerce**) is the activity of electronically buying or selling of products on online services or over the Internet. E-commerce draws on technologies such as mobile commerce, electronic funds transfer, supply chain management, Internet marketing, online transaction processing, electronic data interchange (EDI), inventory management systems, and automated data collection systems. E-commerce is in turn driven by the technological advances of the semiconductor industry, and is the largest sector of the electronics industry.

Task 2: Study MODAL VERBS chart and give your own example with modal verbs

Modal Verbs

Modal verbs are a special kind of helping verb. A modal verb helps the main verb to express the mood of the subject and at the same time it can indicate possibility, persuasion, ability, willingness, etc.

Examples:

can	will	may	must
could	would	might	should

Can, Could	Ability	*She <u>can</u> play the piano.* *I <u>could</u> run fast when I was young.*
Can, Could, May	Permission	*<u>Can</u> I borrow your phone?* *You <u>may</u> have a cookie if you eat your dinner.*
Should	Advice	*I think you <u>should</u> exercise more.* *<u>Should</u> I go to school today?*
Must, Have to	Obligation	*You <u>must</u> finish your homework.* *We <u>have to</u> clean the house.*
Might, May, Could, Can	Possibility	*I <u>might</u> go to the gym today.* *We <u>can</u> hangout tomorrow if you're free.*

Examples:

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

9. IT TERMS

Task 1. Explain the meaning of most common IT terms

#	IT TERM	MEANING
1	Access to Internet	
2	Software	
3	Hardware	
4	Peripherals	
5	apps	
7	Java	
8	CMS (content management system)	
9	Deployment	
10	Malware	
11	Bandwidth	
12	Browser	
13	CPU (central processing unit)	
14	RAM (random access memory)	
15	ROM (read only memory)	
16	Encryption	
17	Database	
18	Back up	In information technology, a **backup**, or **data backup** is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event. The verb form, referring to the process of doing so, is "back up", whereas the noun and adjective form is "backup
19	Server	
20	Cloud computing	

10. PROJECT MANAGEMENT

Task 1: Study the fgiven material on Project management

What Is Project Management?

Project management involves the planning and organization of a company's resources to move a specific task, event, or duty towards completion. It can involve a one-time project or an ongoing activity, and resources managed include personnel, finances, technology, and intellectual property. Project management is often associated with fields in engineering and construction and, more lately, healthcare and information technology (IT), which typically have a complex set of components that have to be completed and assembled in a set fashion to create a functioning product.

No matter what the industry is, the project manager tends to have roughly the same job: to help define the goals and objectives of the project and determine when the various project components are to be completed and by whom. They also create quality control checks to ensure completed components meet a certain standard.

Understanding Project Management

Generally speaking, the project management process includes the following stages: planning, initiation, execution, monitoring, and closing.

From start to finish, every project needs a plan that outlines how things will get off the ground, how they will be built, and how they will finish. For example, in architecture, the plan starts with an idea, progresses to drawings, and moves on to blueprint drafting, with thousands of little pieces coming together between each step. The architect is just one person providing one piece of the puzzle. The project manager puts it all together.

Every project usually has a budget and a time frame. Project management keeps everything moving smoothly, on time, and on budget. That means when the planned time frame is coming to an end, the project manager may keep all the team members working on the project to finish on schedule.

Gantt Chart Definition

A Gantt chart is a stacked bar chart that contains project tasks on a vertical axis and timelines that represent task duration on a horizontal axis. Summary elements, task dependency relationships and milestones in the project schedule are all depicted. The Gantt chart is named after Henry Gantt who popularized this project management chart in the early 20th century.

To better understand this definition, take a close look at this sample Gantt chart below. It was created with a Gantt chart maker.

Task 2: You work for a computer games company. Your manager has asked you to prepare a rough plan for a new project: a website to advertise a new computer game. Develop a Guannt chart for this Project

Tasks	Weeks														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
backup, or data backup	1					1					1		1	1	
Storage		1	1	1	1		1								
Backup methods										1	1	1	1	1	
Incremental	1				1		1		1	1	1				1
Near-CDP		1		1		1		1			1				
Reverse incremental		1										1	1	1	
Storage media			1	1	1	1	1	1	1	1	1	1			
Hard disk					1	1	1				1	1	1	1	1