

- 1. 5. Final Exercises -

- 1. 5. 1. Paper - How to structure your writing -

Before you begin to write your paper or essay, it is a good idea that you plan how are you going to structure your writing.

Normally, your paper should have 3 different basic parts: introduction, body and conclusion.

1. Introduction:

Firstly, introduce your topic in the introduction section.

The introduction should only have one paragraph, that usually has about three to five sentences in length.

The introductory paragraph should briefly orient the reader to the topic and provide a conceptual map of the rest of the paper.

2. Body:

Secondly, the body section should consist of at least several paragraphs where you will provide support for your statement in the form of reasons, evidence, arguments, justification, and so on.

That is, you have something you want to communicate and here is your chance to explain it in detail, support it, and defend it.

Each paragraph in the body section should have a topic sentence and, perhaps, a transition sentence.

The topic sentence is the particular point you are trying to make in the paragraph. It's sort of like a mini-thesis statement. It should usually be the first sentence of the paragraph, though in some cases it is appropriate to be the second sentence.

A transition sentence is a sentence that helps link the points of each paragraph together by making a smooth transition from the previous paragraph. It can be done in the first sentence of the new paragraph or the last sentence of the previous one.

A good way to tie all the points together throughout the body section is to have them all clearly state how they support the thesis statement. That way it is obvious that all of your paragraphs tie together.

3. Conclusion / Summary:

The conclusion or summary section is a short recap of what you have said in the essay.

The conclusion is a summary of the main points made in the body paragraphs and a final and personal comment (if appropriate).

The conclusion section should be only one paragraph long.

- 1. 5. 2. Grammar - Connectors -

[Click here to download the PDF file.](#)

- 1. 5. 3. Exercise: Writing -

You have bought a new computer with a 500 GB internal hard drive (named hard drive "A") and you are going to install Windows 10 on it.

You also have bought an additional 500 GB external USB hard drive (named hard drive "B") in order to use it as a backup hard drive in the future.

You have to create the different partitions of both hard drives ("A" and "B").

You have to explain how many partitions you are going to create in order to use the backup, restore and recovery utilities of Windows 10 in the case that you have a problem in the future.

For each hard drive ("A" and "B"), you have to detail all the partitions that you are going to create, and for each partition you have to detail the following information:

- Size (GB).
- Drive letter.
- Label.
- File system format.
- What are you going to store in that partition and why.

You should write at least 200 words.

You are going to create a new Google Document inside the "1. Windows Client" folder of your Google Drive, named:

"1. 5. 3. Exercise: Writing - Apellidos, Nombre"

being "Apellidos, Nombre" your Last Name and Name.

Share this Google Document with the teacher (jorge@iesdoctorbalmis.com) with "Edit" permissions.

- 1. 5. 4. Speaking - 7 Powerful Public Speaking Tips -

1. Don't talk right away.

You should never talk as you walk out on stage.

A lot of people start talking right away, and it's out of nerves: that communicates a little bit of insecurity and fear.

Instead, quietly walk out on stage.

Then take a deep breath, find your place, wait a few seconds and begin.

2. Show up to give, not to take.

Often people give presentations to sell products or ideas, to get people to follow them on social media, buy their books or even just to like them.

These kinds of speakers are called “takers,” and audiences can see through these people right away.

And, when they do, they disengage.

We are highly social animals.

Even at a distance on stage, people can tell if you're a giver or a taker, and people are more likely to trust a giver (a speaker that gives them value, that teaches them something new, that inspires them) than a taker.

3. Make eye contact with audience members one by one.

Scanning and panning is your worst enemy.

While it looks like you're looking at everyone, it actually disconnects you from your audience.

It's much easier and effective, if you directly look at specific audience members throughout your speech.

If you can, give each person that you intently look at an entire sentence or thought, without breaking your gaze.

When you finish a sentence, move on to another person and keep connecting with individual people until you're done speaking.

It's like you're having a conversation with your audience.

You're not speaking *at* them, you're speaking *with* them.

This tactic not only creates a deeper connection with individuals but the entire audience can feel it.

4. Speak unusually slowly.

When you get nervous, it's not just your heart beat that quickens.

Your words also tend to speed up.

Audiences are more patient and forgiving than we know.

They want you to succeed up there, but the more you rush, the more you turn them off.

If you just go quiet for a moment and take a long, deep breath, they'll wait for you.

It's kind of amazing.

It's incredible that you can stand on stage and speak so slowly that there are several seconds between each of your words and people... will... hang... on... your... every... word.

It really works.

5. Ignore the naysayers.

Dismiss the people furrowing their brows, crossing their arms or shaking their heads "no."

Instead, focus only on your supporters: the people who are visibly engaged, enjoying your presentation and nodding "yes."

If you find the audience members who are positively interacting with you, you'll be much more confident and relaxed than if you try to convince the naysayers.

6. Turn nervousness into excitement.

When you're up on stage you will likely go through moments of anxiety.

That's when you should say to yourself out loud, "I'm not nervous, I'm excited!".

When you do that, it really has a miraculous impact in helping you change your attitude to what you're about to do.

7. Say thank you when you're done.

Applause is a gift, and when you receive a gift, it's only right to express how grateful you are for it.

This is why successful speakers always close out their presentations with these two simple yet powerful words: thank you.

- 1. 5. 5. Speaking - Fix your really bad Powerpoint -

[Link to the presentation.](#)

- 1. 5. 6. Oral Exercise -

Working individually, you have to prepare a presentation about Windows Client.

You must use the vocabulary that we have studied in class.

You have to choose a Windows Client feature and prepare a presentation file (using Google Drive Presentations, OpenOffice Impress, Microsoft PowerPoint...), where you will explain in detail a particular Windows Client feature.

Here you have some examples:

- History of Windows / Microsoft.
- Earlier Windows / Microsoft years.
- Evolution of the Windows GUI.
- Evolution of storage systems and file formats.
- Windows as a multimedia center
- Installing Windows.
- Personalizing Windows.
- Windows networking essentials.
- Managing user accounts, passwords, and credentials.
- Securing Windows devices.
- Differences between Windows desktop programs and Windows apps.
- Cortana + other AI assistants.
- History of Internet Explorer + Microsoft Edge.
- Productivity and communication tools.
- Groove Music.
- Photos.
- Movies & TV.
- Gaming in Windows.
- OneDrive.
- Windows Store.
- Managing users and groups in Windows.
- Windows services.
- Task scheduler.
- Task manager.
- Hardware and drivers in Windows.
- Managing disks and drives.
- Backup, restore, and recovery.
- Windows Update.
- Windows registry.
- Remote access.
- Command prompt.
- Sharing resources and NTFS.

- Networking.

If you have another idea for your presentation, you can tell that idea to the teacher so he can approve your idea.

After you have prepared the presentation, you must show it to the teacher.

Finally, you must represent the scene to the whole class, without reading any papers (you can show your presentation on the screen).