

2 Vocabulary and Functional Language

1 Circle the correct answer.

1. A **USB port** / **processor** allows devices to be connected to each other.
2. The **heat sink** / **motherboard** connects all the different parts of the computer.
3. The **processor** / **DVD drive** performs the instructions of a computer program.
4. If the computer gets hot, you should check the **RAM chip** / **heat sink and fan**.
5. Has your computer got a **hard drive** / **sound card**? I can't hear the music.

2 Find eight adjectives in the wordsearch. Then use the adjectives to complete the mini-dialogues.

v	p	a	d	l	j	f	y	n	w	s
s	d	b	a	s	i	c	u	a	t	p
q	u	i	c	k	h	k	s	r	x	n
u	d	c	s	w	c	f	e	r	m	z
h	j	y	t	b	h	m	f	o	s	k
t	l	a	r	g	e	q	u	w	r	w
s	n	z	r	n	a	r	l	o	u	d
h	e	a	v	y	p	g	s	j	k	t

1. A: How much does that computer cost?
B: £500.
A: That's not **cheap** !
2. A: Which course are you interested in?
B: I'd like to take a **basic** course in Photoshop.
3. A: Is that a new laptop?
B: Yes. My old one is too **heavy** .
I can't carry it to class.
4. A: How long will it take to repair the computer?
B: It's not a serious problem, so it'll be **quick** .
5. A: Are you going to open up the computer?
B: Yes, because the old fan makes a **loud** noise.
6. A: Do you use all the apps on your phone?
B: Yes, I find them very **useful** .
7. A: Where do you work?
B: In the **large** office building at the corner of Maple and Brook Streets.
8. A: Can you put the computer here?
B: No, it won't fit. The space is too **narrow** .

3 Match A to B. Pay attention to the words in bold.

A

1. This laptop is very **light**.
2. Our web designs are **expensive**.
3. My old computer is **useless**.
4. Our data entry operator is **slow**.
5. This component is too **wide**.
6. It's **quiet** in the office today.
7. You need all these **little** parts.
8. The technology we use is very **advanced**.

B

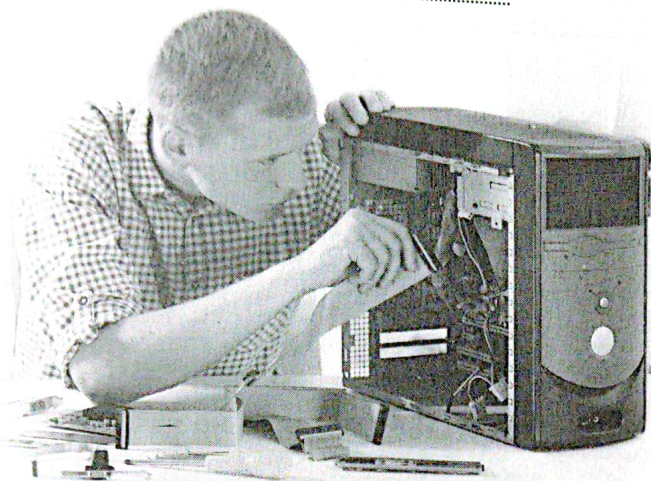
- a. It can't go into the motherboard.
- b. You can carry it to school.
- c. but he's a good worker.
- d. because the technicians are at a computer exhibition.
- e. so I want to buy a new one.
- f. so you'll get the most sophisticated hardware.
- g. but we've got many happy customers.
- h. so be careful not to lose them.

4 Circle the correct answer to form phrases.

1. Turn on a
a. mouse
b. TV
c. keyboard
2. Insert a
a. tablet
b. smartphone
c. sound card
3. Plug in a
a. DVD drive
b. computer
c. hard drive
4. Disconnect the
a. monitor from the computer
b. processor from the computer
c. fan from the computer
5. Attach
a. the heat sink to the motherboard
b. software to the laptop
c. a processor to the keyboard
6. Remove a
a. keyboard from the computer
b. monitor from a computer
c. hard drive from a computer

Write them next to the correct sentences.

1. Will you please **unscrew** the computer before you leave?
2. You need to **turn off** the sound card into place.
3. You must **unplug** the monitor to the computer.
4. In order to remove the motherboard, you must **connect** it.
5. **Detach** the computer before you put in any hardware.
6. Do I need to **screw** the fan from the heatsink in order to clean it?



6 Circle **TWO** words connected to the word in bold.

case: side panel ■ socket ■ front panel
power supply: switch ■ cable ■ heat sink

7 Complete the sentences with the words below.

clips ♦ cable ♦ slot ♦ socket ♦ switch

1. You must insert the sound card into this slot.
2. Use this switch to turn on the computer.
3. The socket hold the heat sink in its place.
4. You can plug the lamp into this clips.
5. The cable isn't long enough to connect the computer to the TV.

8 Look at the sign below. Then complete the sentences with ordinal numbers.

●	floor 9	Smartphone Accessories
⬆	floor 8	BEI Retail Computers
⬆	floor 7	A&P Electronics
⬆	floor 6	MIG Mobile Phones
⬆	floor 5	Ace Web Designers
⬆	floor 4	Laptop Repairs
⬆	floor 3	REM Technology
⬆	floor 2	Software Solutions
⬆	floor 1	T&T Education Software

1. The electronics company is on the seventh floor.
2. Go to the third floor for REM Technology.
3. You can find web designers on the fifth floor.
4. To buy a new computer, go to the eighth floor.
5. On the second floor, they solve software problems.
6. Are you looking for a new phone? Go to the sixth floor.
7. You can get your laptop fixed on the fourth floor.
8. You need computer programs for your school. Go to the first floor.

Say It!

Complete the mini-dialogues with the sentences below. There is one extra.

How can I help? ♦ Good. Now put the panel back on the computer.

What do you need to use it for? ♦ It's on special offer this week.

1. A: Check the new sound card is working.
B: Yes, it is.
A:
2. A:
B: For Word documents and PowerPoint.
3. A:
B: Can you help me install a new sound card in my computer?
4. A: How much is it?
B:
It's only £280.

3 Vocabulary and Functional Language



1 Write the correct phrase next to the number.

command key ♦ backspace key ♦ arrow keys
delete key ♦ escape key ♦ caps lock key
numeric pad ♦ function keys ♦ control key
space bar ♦ return key ♦ modifier key

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

2 Answer the questions with the phrases below.

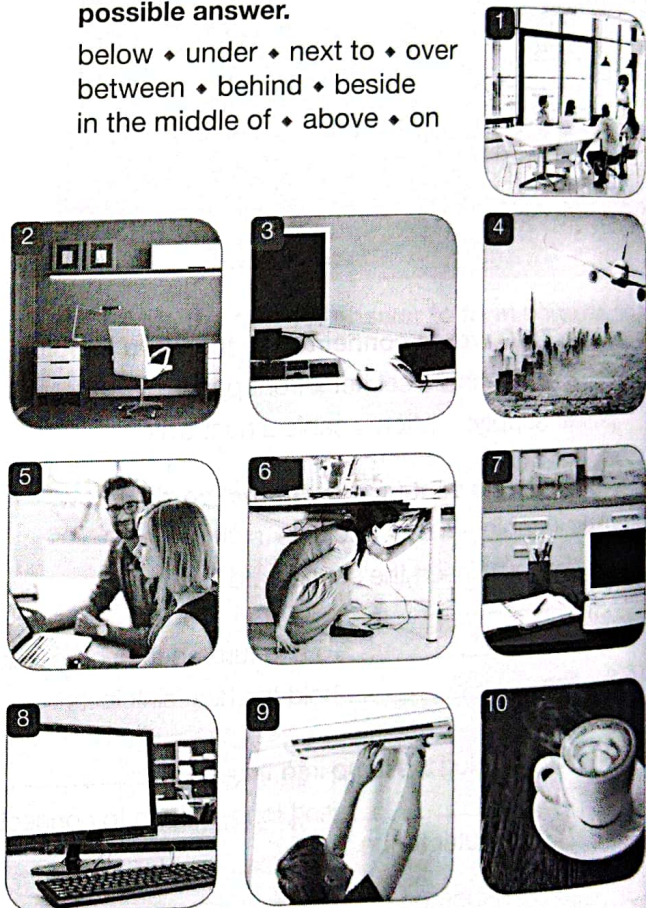
alt key ♦ tab key ♦ arrow keys ♦ delete key
shift key ♦ space bar ♦ function keys

Which key or keys do you press ... ?

1. to move the cursor in different directions
.....
2. to make a space
3. to type single capital letters
.....
4. for functions, eg *Help*
.....
5. to correct a mistake
.....
6. to move the cursor to the next tab stop
.....
7. to change the function of other pressed keys
.....

3 Complete the sentences about the pictures with the words below. There may be more than one possible answer.

below ♦ under ♦ next to ♦ over
between ♦ behind ♦ beside
in the middle of ♦ above ♦ on



1. The table is the room.
2. The shelf is the desk.
3. The mouse is the keyboard and the book.
4. The plane is flying the city.
5. The man is sitting the woman.
6. The woman is the desk.
7. The laptop is the notebook.
8. The screen is the keyboard.
9. The man is the air-conditioner.
10. The coffee is the table.

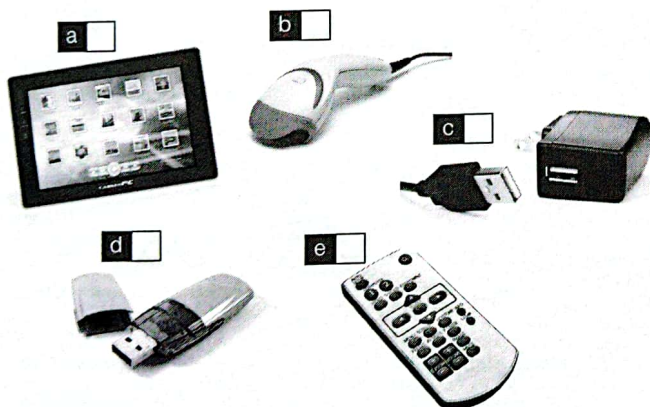
4 Write the name of the correct punctuation mark needed in each sentence with the words below. There are more words than you need.

slash • colon • brackets • semicolon
underscore • asterisk • and symbol
question mark • full stop • comma
quotation marks • hyphen • at symbol
exclamation mark • apostrophe

1. Where do you live.....
2. Tim is usually here at 8.00.... but he's late today.
3. johnferry...instep.com
.....
4. They close the office at 4.00....
.....
5. That's great.... I'm so excited.
.....
6. Thomas Jackson Computer Company
.....
7.It's cold in here,.... said Polly.
.....
8. Each student must bring his her laptop to class.
9. Where is David....s phone?
.....
10. We've got twenty....three webcams.
.....

5 Match the phrases to the pictures.

- | | |
|-------------------|--------------------|
| 1. flash drive | 4. barcode scanner |
| 2. touch screen | 5. USB charger |
| 3. remote control | |



6 Match the words in A to the clues in B.

A

1. microphone
2. projector
3. headset
4. scanner
5. speakers
6. webcam
7. printer
8. gaming controller
9. stylus pen

B

- a. You put this over your ears to hear music.
- b. You put paper into this.
- c. Sound comes out of these.
- d. This small camera is on the computer.
- e. You can record your voice with this.
- f. This projects images onto a screen.
- g. You use this to put printed documents or photos into your computer.
- h. You can write on a screen with this.
- i. You can use it to control games.

7 Complete the dialogue with the words below.

reorder • ordered • overstocked • broken
run out of • obsolete • run low on

A: There aren't any microphones on the shelf. We've ¹ them.

B: I ² 20 last week, but they haven't arrived. I'll call the supplier and ³

A: We are ⁴ with headsets. Would you please send 10 back to the supplier? And please check the webcams. I don't want us to ⁵ them.

B: OK. What about these digital cameras?

A: This model is ⁶ Nobody uses it anymore. Oh, one more thing – the projector in the conference room is ⁷ Would you please ask the technician to repair it?

Say It!

Match the sentences in A to the responses in B.

A

1. Have we got enough microphones?
2. Now plug the keyboard in.
Press the space bar and see what happens.
3. I've got a problem with my mouse.
4. I can't see any USB chargers on the shelf.
5. The escape key on my keyboard is stuck.
6. Which printers have we got?

B

- a. Ten model A printers and six model B.
- b. But I ordered a couple of boxes last week.
- c. Alright. Good – it's working now.
- d. Is it a standard or wireless?
- e. No. We need to order some urgently.
- f. If the keys have got dirt inside, they sometimes get stuck.