Activity:In a group of 3 – rotate making direct-indirect-answerA: Direct question: What did you do last night?B: Change to indirect question: Can you tell me what you did last night?C: Answer: I played play station last night.C: Direct question: …

What did you do this morning?  
Can you tell me what you did this morning?  
I played computer games this morning.

Getting a Job

What do these people do? Write a short description of their job.

Webmaster Responsible for building, managing, and updating a company’s website.

Help-desk troubleshooter Support and technical assistance for customers.

Applications programmer Responsible for developing, testing, and writing program documentation.

Security specialist Designing and managing computer security; e.g. anti-virus, firewalls, employee training.

Systems programmer Installs and maintains the operation system. Responsible for installing/upgrading sofrware.

Complete the table:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Job Title 2. Nature of work 3. Formal qualifications 4. Personal qualities 5. Technical skills 6. How to get started 7. How to make progress | **A**  programmer  Make program  work history  good memory, attention to detail, logical mind  logical mind  read a lot of  programming magazines, programming training | **B**  **1. Computer Consultant**  **2. Consultanting program**  **3. .**  **4. university degree**  **5. understanding** | **C**   1. **IT managers** 2. **manage projects, technology, and people.** 3. **five years’ experience, good knowledge of hardware and software.** 4. **Positive, friendly personality, lead others** 5. **Software developing** |

A.

The main requirements for being a good programmer are good memory, attention to detail, and a logical mind. You should also be a good problem solver, able to break a problem down into smaller tasks.But you need more than a logical mind to get a job. An employer will want to see some formal qualifications and a work history. It is best if you can show an employer a piece of software that you have made.The best way to start is to read a lot of programming magazines, do a lot of programming in your free time, and take some training courses.

B.

To be a good computer consultant you can’t know everything but you must have a good general understanding of a lot of things in IT. Consultants usually work for a short time - a few days or a week - for a few companies that keep giving them work again and again.Qualifications are important but don’t just rely on your university degree. You also need to take some training courses because these are very useful.Here’s how to progress in this job. After leaving university, get a technical job and spend your weekends and evenings taking courses. (Hopefully your employer will pay for these!) Change companies after a couple of years to get more experience. After this, you should be ready to try to get a job in a consulting company. Finally, you might be able to start your own consultancy business.

C.

IT managers manage projects, technology, and people. You will be responsible for making sure everyone’s computer is working, maintaining the servers, installing new software, and running the help-desk. You could also be responsible for developing and maintaining software for the company.An IT manager needs more than five years’ experience in the field and a good knowledge of hardware and software. They are usually between 30 and 45 years old.You need to have a positive, friendly personality and be someone who can lead others well. These skills usually can’t be taught, so technical qualifications are usually less important.

Which careers match these statements?:

1. You may only work for a few days for one company. Consultant
2. You should buy books on languages, e.g. Python. Programmer
3. You may be responsible for developing software for the company. Programmer/IT manager
4. You should be able to break down a problem into smaller tasks. Programmer
5. You should take training courses. Programmer/Consultant
6. You should try to become self-employed. Consultant
7. You need to have a positive, friendly personality. IT manager

|  |  |
| --- | --- |
| Language: **need to, have to, must, be + essential/critical** | |
| Positive:  You **need to** be able to work well with others.  IT managers **have to** work hard.  You **must** have at least 3 years’ experience.  Experience with Java **is essential/critical**.  You must have experience whit Java. | Negative:  You **don’t need to** have a degree in computing.  You **don’t have to** be an expert in everything.  You **must not** use the computer for personal projects. |

Fill in the Blanks:

1. Some technical qualifications have/need to be renewed every 2 years.
2. You don’t need to/have to know every programming language.
3. You must/need to/have to have good communication skills to be a manager.
4. You don’t need to/have to be an expert in hardware to become a programmer.
5. You must/need to/have to have worked with IBM mainframes for at least one year.
6. You must/need to/have to be able to show leadership.
7. You must/need to/have to have a degree and it needs/has to be in computing science.
8. You need/have to have experience with JavaScript.
9. Experience with Python is essential/critical these days. = You must have experience with Python.





1. Personal Information
2. Work Experience / Job History / Work History
3. Position Held / Job title
4. Main activies and responsibilities / Duties
5. Education and Training
6. Title of qualification awarded
7. Subjects/Occupational skills covered
8. Personal skills
9. Organisational skills
10. Technical skills

|  |  |
| --- | --- |
| Webmaster   * Strong Unix experience * Able to use JavaScript and Python * Knowledge of Shell Scripts | Systems Manager   * Technical specialist * Min. 2 years experience * Computer science degree not required |

