



Facultad Regional Venado Tuerto

# **TECNICATURA UNIVERSITARIA EN PROGRAMACIÓN**

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## **INGLÉS I**

### **UNIT 4**

- ❖ Information Technology
- ❖ Devices
- ❖ Grammar: prefixes, suffixes, compound nouns, phrasal verbs, collocations
- ❖ Articles
- ❖ Adjectives: describing and comparing devices

# 5 Information technology 1

## ADJECTIVE

## NOUNS

**A**

Information systems collect, organize, store, process, retrieve and display information in different formats (text, video, and voice). Information technology allows very fast, automated manipulation of digital data and their transformation from and to analogue.

Two basic technologies have been responsible for the development of the necessary hardware: integrated circuits and digital communications. Parallel advances have been made in software, particularly easy-to-use software products to create, maintain, manipulate, and query files and records. Many of these software programs are designed for use both by computer professionals and enthusiastic amateurs. Another important factor is the development of computer networks (► 6).

**B**

As technology develops, new models and types of computer appear. At the heart of all computers is the hardware. However, without software, computers are just dumb boxes, unable to perform any calculations or operations.

## Models and types of computer

desktop • laptop • mainframe • notebook • server • terminal • workstation

## Computer hardware

CPU (central processing unit) • dot matrix printer • expansion card • inkjet printer  
keyboard • laser printer • monitor • mouse • RAM (random access memory)  
scanner • screen • storage devices

## Software

applet • application software • browser • database software • email software  
graphics software • operating system • search engine • spreadsheet  
word processing

**C**

Many words in the field of IT come from American English. So you may see the following spellings:

British English	American English
programme	program
analogue	analog

The area of IT is developing very quickly; and the language to describe hardware, software and applications is also evolving at a high speed. As a result new noun + noun combinations often change to single nouns

noun + noun	single noun
lap top	laptop
note book	notebook
work station	workstation
desk top	desktop

## TASKS

## 1 Label the diagram.



## 2 Combine one word from A and one word from B and match it with the appropriate definition in C.

A	B	C
create	products	a monitor will do this on a computer screen
central	information	this describes the format of 0 and 1 in which information is stored
software	processing unit	these enable a computer to perform word processing, to create databases, and to manipulate numerical data
display	card	when two or more components are combined and then incorporated into a single package
digital	files	to make new programs, utilities or documents
expansion	network	a group of electronic machines connected by cables or other means which can exchange information and share equipment (such as printers and disk drives)
integrated	data	the principal microchip that the computer is built around
computer	circuits	you plug this into a slot to add features such as video, sound, modem and networking

## 3 Complete each gap in the following text with a phrase from the table above.

- The computer monitor will display information so you can see it on screen.
- Information is stored on a computer as Digital data.
- Spreadsheet and graphic software are examples of Software products.
- Digital communications and Integrated circuits have allowed developments in hardware to be made.
- In order to organise data you should Create file where you can store data.
- When several computers are linked together you have a Computer Network.
- The part of the computer which interprets and carries out instructions is the Central processing Unit.
- An Expansion Card can be inserted in your computer to give your computer extra capabilities.

# 6 Information technology 2

## A

A network includes:

- – techniques
- – physical connections
- – computer programs

used to link two or more computers.

Network users can:

- – share files, printers and other resources
- – send electronic messages
- – run programs on other computers

Each network operates according to a set of computer programs called network **protocols** for computers to talk to one another. Computer networks can now be **interconnected** efficiently through **gateways**. The biggest network is the **World Wide Web**. It consists of a large number of smaller interconnected networks called **internets**. These internets may **connect** tens, hundreds, or thousands of computers. They can share information with each other, such as **databases** of information. The internet allows people all over the world to **communicate** with each other effectively and inexpensively.

## B

Before a network can operate, it needs physical *connections* so that signals can be transmitted. After the network has been connected, it is ready for *operation*.

### TAREA HACER DEFINICIONES EN LISTA

Network connections

- bandwidth • baud • bits per second (bps) • optical fibre • packet receive • signal • transmit • transmission speed • twisted pair

Network operation

- configure • download • hack • hub • install • internet service provider (ISP)  
local area network (LAN) • switch • transmit • upload • web page • website  
wide area network (WAN) • wireless

## C

A prefix comes at the beginning of a word and usually has a specific meaning, for example *inter* = between.

Look at the following prefixes and their use in the above IT words/phrases:

prefix	meaning of prefix	example of use
inter-	between	internet, interconnect, interactive, international
intra-	within	intranet, e.g. company intranet
trans-	across	transmit, transfer, transaction
co-/com-/con-	with	combine, compatible, connect, configure
up-	up (to internet)	upload
down-	down (from internet)	download, downtime, i.e. when the network is down (not working)

**1** Choose the correct word in each of the following.

- 1 The speed with which a modem can process data is measured in B.
  - a) bandwidth
  - b) bits per second (bps)
  - c) signal
- 2 Cables consisting of several copper wires each with a shield are known as A cables.
  - a) twisted pair
  - b) optical fibre
  - c) power cables
- 3 Computers that are connected together within one building form a C.
  - a) WAN
  - b) ISP
  - c) LAN
- 4 If you transfer a file from a remote computer to your computer, you B.
  - a) download
  - b) upload
  - c) run
- 5 To send out information is to C.
  - a) signal
  - b) packet
  - c) transmit
- 6 A document containing information and graphics that can be accessed on the internet is A.
  - a) a website
  - b) a web page
  - c) the World Wide Web

**2** Complete the words in the following sentences by adding the prefix *inter-*, *intra-*, *trans-*, *com-*, *con-*, *up-* or *down-*.

- 1 Last month computer Intratime cost the company over €10,000 in lost production.
- 2 The computers in the production department have now been successfully Interconnected with those in the planning department.
- 3 Once you have completed payment details the data will be Transmitted via a secure link.
- 4 We cannot network these computers because the systems are not Compatible.
- 5 Many companies distribute internal documents on their own Intranet.
- 6 Once the home page has been completed, we'll be ready to Upload the site.
- 7 Cables are being laid throughout the building as the network requires physical Connections.
- 8 Using the network he was able to Combine the data from different reports.

**3** Here is a list of instructions for someone wanting to set up a small network. Put the instructions in the correct order.

## TAREA

- a Make wiring and layout plans for your network.
- b Hook up the network cables by connecting everything to the hub.
- c Check that each computer has an IP address and give it a name.
- d If you're installing a small network, twisted pair will be adequate. However, in order to span greater distances and to minimize magnetic and electrical interference use fibre optic cable.
- e Decide on the type of network you want to install. To enable you to transfer large amounts of data, choose Fast Ethernet (100BaseT).
- f Install network adapters in the computers.
- g Add an internet gateway to your network to set up a shared internet connection.
- h Install driver software for the adapter driver and install client software to share printers and files.
- i Check which protocols are installed and add any other protocols you require.
- j Get the hardware you need: an Ethernet adapter card for each computer that doesn't have an Ethernet port, a hub if you've got more than two computers, cables and wall jacks.

E, A, J, D , F ,H , I, C, G

**A Compound nouns**

Compound nouns consist of two or more words used together as a single word, e.g. *hard drive*. In a compound there is a headword and one or more modifiers.



Modifiers can refer to different things:

- material, e.g. **silicon chip** = a chip made of silicon
- use or function, e.g. **search engine** = a program used to find information on the Web
- activity or profession, e.g. **software engineer** = a person who designs software
- place, e.g. **web portal** = a site on the Web that acts as a gateway to other sites

Compound nouns are written in different ways:

- as two separate words, e.g. **control panel** = a utility that lets you configure and adjust a system
- as two words joined with a hyphen, e.g. **self-test** = an automatic examination of a device
- as one word, e.g. **clipboard** = a holding place for text or graphics you've just cut or copied

Unfortunately there are no rules. For example, you may see *clip art*, *clip-art* and *clipart*.

Some compounds change over time, for example two words – *web site* – become hyphenated after a time, and then eventually end up as one word – *website*.

The two parts may be:

- |                              |   |
|------------------------------|---|
| 1 noun + noun                | <b>address bus</b> = a set of wires that identifies locations, addresses, in the main memory<br><b>bandwidth</b> = the rate at which data flows through a cable or network<br><b>mail merge</b> = a tool that combines a standard letter with a mailing list to create personalized letters |
| 2 adjective + noun           | <b>broadband</b> = high-speed connection, e.g. cable or ADSL Internet access<br><b>shortcut</b> = a small file, 1KB in size, that links to a real file stored elsewhere<br><b>smart card</b> = a plastic card that contains a small chip  |
| 3 verb or verbal noun + noun | <b>scrollbar</b> = part of a window that lets you move through a document<br><b>recording head</b> = a mechanism that transfers data to a disk  |
| 4 verb + particle            | <b>add-on</b> = a hardware or software module that can be added to a computer<br><b>set-up / setup</b> = the way in which a program or device is configured   |

Compound nouns normally have the main stress on the first part and a secondary stress on the second part, e.g. screen saver /skrɪn ,seɪvə(r)/.

**B Compound adjectives**

Compound adjectives are made up of two words, normally with hyphens between them. The second part is often a past participle.

- A menu-driven program lets you select a command from a menu.
- A voice-activated product is activated by the user's voice.
- Object-oriented programming is based on objects and their effects on each other, rather than on a series of instructions.

Other common patterns include:

- noun + present participle  
Space-saving PCs take up very little desktop space.
- noun + adjective  
A hands-free device does not require the hands for operation.  
A stand-alone computer or business can operate on its own.



An experimental robot receiving voice-activated instructions

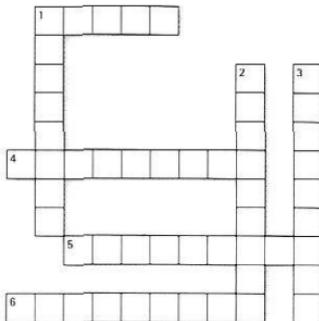
**5.1** Look at A opposite. Which compound do these definitions refer to?

- 1 a small piece of silicon which is used in computers
- 2 a site that offers email, news, forums, web searching, online shopping and links to other sites
- 3 a utility used to adjust computer settings such as fonts, sound and networks
- 4 the read/write head of a disk drive
- 5 a computer bus used by the CPU to communicate memory locations

**5.2** Complete these sentences with a compound from A opposite.

- 1 ..... enables you to combine two files, one containing names and addresses and the other containing a non-specific letter intended for multiple recipients.
- 2 A USB headset is a useful ..... , the ideal accessory for your computer games and music.
- 3 The printer's ..... didn't identify any errors.
- 4 Because the Web has no central organization, every Web surfer needs a ..... – a special site that locates other sites based on words or phrases you type in.
- 5 They are seeking a ..... to help write and test a new operating system.

**5.3** Complete the puzzle with compound nouns.



**Across**

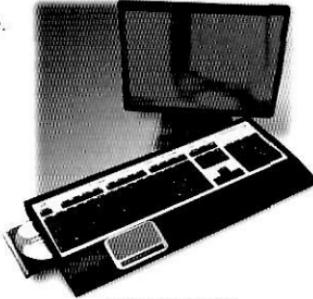
- 1 the configuration of hardware and software
- 4 a bar that allows you to select the portion of the document you want to see
- 5 an area that holds the things you copy, ready to be pasted anywhere else
- 6 a type of data transmission that provides fast Internet access

**Down**

- 1 a special file which redirects to another file or program
- 2 a small card with an embedded microchip
- 3 the amount of data that can be transmitted along a channel

**5.4** Complete these sentences with a compound adjective from B opposite.

- 1 A ..... - ..... telephone allows people with limited mobility to dial and answer the phone with just the sound of their voice.
- 2 A fax machine is a ..... - ..... device, so it does not require any other device to function.
- 3 A ..... - ..... application is operated by making choices from menus instead of giving instructions on a keyboard.
- 4 In some countries it is obligatory to use a ..... - ..... car kit when you are using a mobile phone while driving.
- 5 An ..... - ..... language like C++ lets the programmer concentrate on individual units (e.g. a piece of text, a graphic or a table) and give each object functions which can be changed easily.
- 6 They've launched a new ..... - ..... computer, an entire PC embedded inside a keyboard.



A space-saving PC

## You and computers



Access the *Professional English in Use ICT* website at [www.cambridge.org/elt/ict](http://www.cambridge.org/elt/ict). Then do the activity **Combinations with 'card' and 'web'**.

## See also

Unit 61

Singular and plural nouns

Unit 62

Countable and uncountable nouns

## A Sample sentences

- The cost of making a telephone call has fallen.
- The advertising campaign was a big success.
- I went for a job interview today.
- He handed me his business card.

## B Form

A noun compound is a phrase with two or more nouns together; e.g.

**computer      software**  
noun      +      noun

1. The first noun is like an adjective; it gives more information about the second noun:

- A: I need some information.  
 B: What type of information?  
 A: I need some product information.

2. The first noun is normally in the singular:

*finance director    trade fair    fax machine    but sales manager*

## C Uses

We use noun compounds because:

1. They are shorter:

- A: What about Severcise?  
 B: There will be a major product launch in 2012. (*rather than* the launch of the product)  
 A: And Herbigrade?  
 B: We are shortly going to launch an advertising campaign. (*rather than* the campaign of advertising)

2. They have more impact:

- A: This approach to management development requires a serious commitment by the organization. (*rather than* the development of management)  
 B: I agree. We need more training seminars. (*rather than* seminars for training)

3. Usually stress falls on the first word of the compound.

## Notes

Some noun compounds are written as one word:

*chequebook    taxpayer    newspaper    flowchart    notebook*

Some are written with a hyphen:

*factory-worker    work-force    air-conditioning    tape-recorder*

Some are written as two words:

*employment law    insurance claim    adult education    growth rate*



## Vocabulary

### Technology

- 1 Find and circle six technology words in the wordsnake.



- 2 Label the pictures with the words in the box.

charger e-reader games console  
text message website



text message



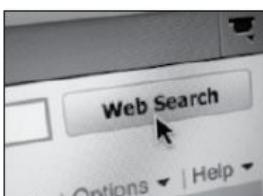
1 charger



2 games console



e-reader



4 website

- 3 Complete the sentences with the words in the box.

cloud computing earphones  
landline laptop reader

I store all my information on the internet – I think cloud computing is great!

- 1 Can I use your e-earphones to listen to music? I can't hear anything with mine!  
2 She hasn't got a landline at home, she uses her mobile phone to make phone calls.  
3 I need a new laptop but computers are so expensive!  
4 I got an e-reader for Christmas. I'm reading *Harry Potter and the Philosopher's Stone* at the moment.

- 4 Circle the correct words.

I use my e-reader /laptop to do my homework.

- 1 She always sends text messages from her landline / mobile phone.  
2 Can I use your charger / earphones, please? My battery's dead.  
3 Cloud computing / A social networking site is used to store information online.  
4 I can't download apps / earphones on my mobile phone because it's very old.

- 5 What types of technology do you use ...

- 1 at home?

I use my deskstop computer

- 2 at school?

I use desktop Computer at university

- 3 when you are out with friends?

I use my phone and my laptop

# VOCABULARY

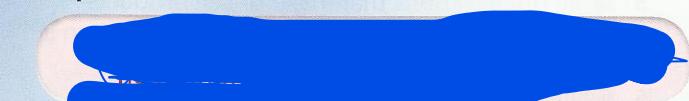
## Technology around the home

- 1 Match these words with the technology (A–F) we can control with a phone app.

Air conditioning    Dishwasher    Fridge  
Microwave    Washing machine



- 2 Complete the sentences with these words/phrases.



- 1 There was a problem with the speakers at the party so they couldn't hear the music.
- 2 Ellie doesn't like her curly hair, so she uses her hair straighteners on it every day.
- 3 I'm buying some new headphones because my old ones are too big for my ears.
- 4 Go and get the hairdryer. It's cold, and you shouldn't go out with wet hair.
- 5 It's great watching action films on our new 3d TV because the picture is really good.
- 6 I don't know which plug is for the computer. There are too many cables here.
- 7 Be careful when you use the iron on those trousers. It's very hot.

- 3 3.1 Listen to six sounds. What are they? Use some of the words in the boxes in Exercises 1 and 2.

## Word XP

### Compound nouns

We can put two nouns together to make a compound noun. We usually do this in two ways, e.g. *washing machine* (two separate nouns), *hairdryer* (two nouns together).

- 4 Make a list of the different compound nouns on the page.

- 5 Match these phrasal verbs with the correct meanings (1–6).

~~pick up~~    ~~plug in~~    switch off    switch on  
~~turn down~~    turn up

- 1 connect a piece of equipment to the electricity supply: *plug in*
- 2 lift something or someone: *pick up*
- 3 make the sound louder: *turn up*
- 4 start the electricity supply to something: *switch on*
- 5 make the sound quieter: *turn down*
- 6 stop the electricity supply to something: *switch off*

- 6 Complete the second sentence with the phrasal verbs in Exercise 5.

- 1 Don't leave your bedroom light on when you go out. Switch off the light when you leave the room.
- 2 The music is too loud. Make it quieter, please. turn down the music, please. It's too loud.
- 3 They wanted to move the fridge, but it was heavy and they couldn't lift it. They couldn't pick up the fridge because it was very heavy.
- 4 Can you start the dishwasher before you go out? Can you turn off the dishwasher before you go out?
- 5 Where can I connect my laptop to the electricity supply? Where can I plug in my laptop?
- 6 The cake isn't cooking because the oven isn't hot enough. The cake isn't cooking. Can you turn on the oven?

## Game on

Work with a partner. On a piece of paper, take it in turns to draw a picture explaining one of the words or phrasal verbs from the page. Can your partner guess what the word or phrasal verb is?

**Articles (*a / an, the* and zero article)**

**Form** We use *a* when the next word begins with a **consonant sound** and *an* when it begins with a **vowel sound**:

a bill a European a house a magazine a union an ability  
an estimate an hour an MBA an umbrella

**Uses of *a / an, the* and zero article (Ø)**

1 Before unspecified singular countable nouns:

He lives in **a** flat. (we don't know anything else about it)

2 Before professions:

She's **a** chemical engineer and he's **a** project manager.

3 In expressions of measurement:

The speed limit is 55 miles **an** hour.

It costs €1.15 **a** litre.

4 To describe 'all examples of the same kind':

A balance sheet is **a** document that lists assets and liabilities.

5 Before a **specific noun** that we have mentioned before:

I had a Jaguar and a Mercedes but I sold **the** Jaguar to my brother.

6 When it is clear what particular thing or place is meant:

I'll meet you in **the** staff car park behind **the** warehouse. Where are **the** toilets?

7 When two nouns are joined with **of**:

**the** history **of** commerce **the** balance **of** trade **a** mountain **of** photocopying **a** breach **of** contract

8 Before adjectives to specify a category of people or things:

**the** rich **the** poor **the** middle classes **the** mobile phone (a type of phone) **the** textile industry

9 Before some institutions:

**the** United Nations **the** IMF **the** Bundesbank **the** BBC

10 In superlative expressions:

General Motors is **the** biggest car manufacturer.

11 With uncountable nouns used in a general sense:

Nothing succeeds like **(Ø)** success. **(Ø)** Information is **(Ø)** power.

**(Ø)** Unity is **(Ø)** strength.

12 Before unspecified plural nouns:

**(Ø)** People often distrust **(Ø)** politicians.

13 Before the names of places and people:

**(Ø)** Oxford **(Ø)** Singapore **(Ø)** Dr Schweitzer **(Ø)** President Lincoln

# Articles #01

Put the correct article, "a", "an", "the":

a/the team

the tests

a/the peach

an/the elephant

a uniform

the moon

the giant

the dogs

the igloo

the sun

the hotel

the/an artist

the/an answer

the stars

the/an house

the island

the/an crocodile

the universities

Put the "a" or "an" in the sentences:

1. This is an easy question.
2. Would you like to see a movie?
3. I have an yellow dress.
4. This dog is a poodle.
5. Nick has a big nose.
6. Christmas comes once a year.
7. a doctor is coming to see you.
8. Is there a telephone here?
9. There is a museum in the city.
10. He has an old car.
11. There is a long line.
12. There is a dog in the street.
13. There is an ant in my tea.
14. France is a country.
15. David is a good student.
16. She needs an uniform.
17. It is an easy book.
18. Do you have a English dictionary?
19. Give me an hour.

## Articles #02

Put “a” or “an”:

1. Can I have a cup of tea?
2. Neil has a dog.
3. I need a new towel.
4. Let's read a story.
5. There is a man outside.
6. Let's read a English story.
7. My father is an engineer.
8. What a nice day!
9. Give me a piece of the cake.
10. He is a good player.
11. I know an old game.
12. Bill is a good friend.
13. Today is an hot day.
14. Hawaii is an island.
15. The Nile is a river.

Hunger

Fill in the blanks with “the” or ∅:

1. The apples on the basket are good.
2. The birds sing.
3. I love the cats.
4. 0 sun is shining.
5. the cow is very big.
6. All the bears are nice.
7. There are giraffes and lions in 0 Africa.
8. The flowers are yellow.
9. The books on the table are new.
10. Sarah has the best computer.
11. the letter is in the envelope.
12. My cousin never drinks 0 tea.
13. 0 short boy is my brother.
14. Today is 0 Monday.
15. Carol is the best student in class.

## Articles #03

Put “a”, “an” or “the”:

_____ apple	_____ dress	_____ early morning
_____ snail	_____ tests	_____ good book
_____ bulbs	_____ eagle	_____ hour
_____ sofa	_____ vest	_____ tasty pears
_____ elephant	_____ clever man	_____ young trees
_____ tables	_____ hot bottles	_____ doctor

A or An?

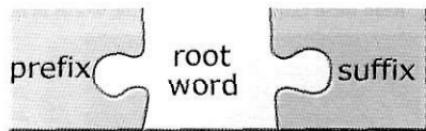
1. Lucy has **a** dog.
2. Let's sing \_\_\_\_\_ song.
3. Emily needs \_\_\_\_\_ new desk.
4. Ben has \_\_\_\_\_ old bike.
5. There is \_\_\_\_\_ English book on the desk.
6. They have \_\_\_\_\_ idea.
7. That man is \_\_\_\_\_ pilot.
8. This is \_\_\_\_\_ expensive bike.
9. My father is \_\_\_\_\_ honest person.
10. Peter has \_\_\_\_\_ aunt in Berlin.

Complete the text with the correct article, if necessary:

I am from Liverpool. Liverpool is \_\_\_\_\_ city in \_\_\_\_\_ England. I live in \_\_\_\_\_ house in \_\_\_\_\_ quiet street in the countryside. \_\_\_\_\_ street is called "Hudson Street" and \_\_\_\_\_ house is old, more than 100 years old! I am \_\_\_\_\_ English teacher at \_\_\_\_\_ college near \_\_\_\_\_ centre of \_\_\_\_\_ town. I like \_\_\_\_\_ books, music and taking \_\_\_\_\_ photographs. I usually have \_\_\_\_\_ lunch at college. I usually go \_\_\_\_\_ home by \_\_\_\_\_ car. We have all kinds of food in \_\_\_\_\_ England. I like \_\_\_\_\_ Italian food very much. Sometimes, I go to \_\_\_\_\_ Italian restaurants. \_\_\_\_\_ restaurant is called Nona's. \_\_\_\_\_ Italian food is delicious!

**A****Common prefixes**

We can form new words by using prefixes and suffixes, e.g. **micro-process**-or  
**prefix + root + suffix.**



Word parts are like puzzle pieces

Prefixes come before the root word and usually change its meaning. Here are some common ones in ICT.

■ Negative prefixes meaning 'not':

**non-** Non-volatile memory retains its content when the power is turned off.

**un-** An unformatted disk has not been 'initialized'; it doesn't allow data to be stored.

■ Prefixes of location:

**trans-** (= across) Data transmission can be wired or wireless.

**inter-** (= between) The Internet consists of millions of computers interconnected in a global network.

**intra-** (= within) An intranet is a private network, restricted to a company's internal use.

**extra-** (= outside, in addition to) An extranet links a company with its customers and suppliers.

**tele-** (= over a distance) Teleconferencing enables users in different places to talk to and see each other.

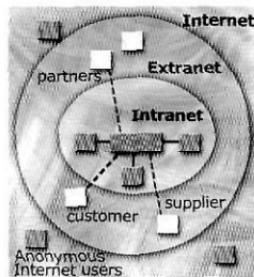
■ Prefixes of size:

**super-** (= large, better) A supersite offers links to other websites on a certain topic.

**semi-** (= half, partly) A semiconductor is neither a good conductor nor a good insulator (e.g. silicon, used to make computer chips).

**micro-** (= small) A microbrowser is designed to display web pages on PDAs and mobiles. Prefixes of size are also used in units of memory like **megabyte** and **gigabyte**.

■ Another common prefix is **re-** in words like **reprint**, **rewritable** and **reboot**, to start the computer again.



An extranet is like an extended intranet

**B****Verb prefixes**

Prefixes used to form verbs which mean 'to cause to be something':

**en-** encrypt: to change data into a secret code so that only someone with a key can read it

**up-** update: to modify data in a file and thus ensure the file reflects the latest situation

upgrade: to add or replace hardware or software in order to expand the computer's power

upload: to send files to a central, often remote computer; compare with 'download'

Prefixes that mean 'the opposite of an action' or 'to reverse an action':

**de-** decrypt: to convert secretly coded (encrypted) data back into its original form

decompress: to restore compressed data back to its original size

debug: to correct errors in a program or system

defragment: to reorganize data stored on disk by putting files into contiguous order

**un-** uninstall: to remove hardware or software from a computer system

**C****The prefixes e- and cyber-**

The e- prefix means 'electronic'; cyber- describes things relating to computer networks.

**e-** The term e-learning refers to the use of ICT to provide education and training. An e-zine is a magazine or newsletter published online.

E-commerce is the buying and selling of products or services over the Internet.

**cyber-** The electronic space in which online communication takes place is called cyberspace. Cyberslacking means using a company's Internet access for activities which are not work-related, e.g. emailing friends, playing games, etc.; it is also called 'cyberloafing'.

## A Common suffixes

Suffixes change the class of the root word. For example, by adding the suffix **-er**, the verb *publish* becomes the noun *publisher*. Suffixes can tell you if a word is a noun, adjective, verb or adverb.

Suffixes for jobs:

<b>-er</b>	<i>manufacturer</i> <i>webmaster</i>	The two major manufacturers of processor chips are Intel and AMD.
<b>-eer</b>	<i>engineer</i> <i>auctioneer</i>	Greg is a software engineer, which means he writes computer programs.
<b>-or</b>	<i>animator</i> <i>operator</i>	He worked as a computer animator on <i>Toy Story</i> .
<b>-ant</b>	<i>IT consultant</i> <i>IT assistant</i>	She's a computer consultant and specializes in e-commerce, data protection and IT strategies.
<b>-ian</b>	<i>technician</i> <i>electrician</i>	A computer technician installs, troubleshoots and upgrades hardware and software.
<b>-ist</b>	<i>typist</i> <i>scientist</i>	Anyone who works as a typist may develop a problem with their hands.

Other common suffixes in ICT:

Nouns	<b>-ion, -ment, -ics, -ity</b> (activity, state)	compression, management, robotics, electricity
Adjectives	<b>-able, -ible</b> (able to be) <b>-ful</b> (full of), <b>-less</b> (without)	programmable (keyboard), convertible (format) colourful, colourless (picture)
Verbs	<b>-ize, -ise</b> (to make)	synthesize (music – to make it with a synthesizer)

## B Word families

It is useful to know how to build up word families by adding suffixes. Look at these examples:

Nouns	Verbs	Adjectives	Adverbs
magnet, magnetism	magnetize	magnetic, magnetized	magnetically
recorder, recording	record	recordable, recorded	
digitizer, digitizing	digitize	digital, digitized	digitally

Adding a suffix may change the pronunciation. Look at how the stress changes in these words:

photograph    photographer    photographic    photographically

## C We love 'wares'

The suffix **-ware** refers to products of the same type. In computing, *software* refers to programs executed by a computer, as opposed to the physical devices on which they run – the *hardware*. It is commonly used to form jargon terms for classes of software.

- **freeware:** available free of charge, but protected by copyright; it differs from 'free software', which can be changed and distributed subject to licence
- **shareware:** distributed similarly to freeware, except that it requires payment after a trial period
- **malware:** designed to infiltrate or damage a computer (e.g. viruses, trojan horses, spyware)
- **spyware:** designed to monitor the actions of your computer and send this data via the Net
- **adware:** devised to display advertisements; some includes spyware
- **groupware:** enables a group of people connected to a network to work on the same project



Be careful of spyware!

**1** Which IT professionals from A opposite are described here?

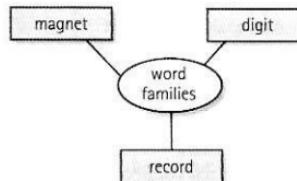
- 1 a person who designs and maintains software applications
- 2 a person who gives expert, professional advice
- 3 a person who uses graphics software to make or edit animated pictures
- 4 a person who is employed to type letters, reports and other documents
- 5 a person or enterprise that produces goods in large numbers, using machines
- 6 a specialist in the technical details of computers

**2** Complete each sentence using the word in brackets and the correct suffix from A opposite.

- 1 IBM's BlueGene is the most ..... supercomputer. (POWER)
- 2 Most library databases are ..... via the Internet. (ACCESS)
- 3 I'll email my report to you as an ..... . (ATTACH)
- 4 This book will show you how to ..... your small business. (COMPUTER)
- 5 An ..... optical disc allows data to be deleted and new data to be recorded on it. (ERASE)
- 6 The growth of the Internet has increased the need for effective data ..... . (SECURE)
- 7 The combination of ..... and new textile materials has made it possible to create musical jackets and smart shirts that can read our heart rate. (ELECTRON)
- 8 Bluetooth is a ..... technology designed to connect computers, mobile phones and other devices, replacing direct cable links. (WIRE)
- 9 Aircraft flight ..... is used to train pilots. (SIMULATE)

**3** Look at the word families in B opposite and complete these sentences with the correct word.

- 1 From kitchen magnets to computer disks, ..... plays a central role in the technology of everyday life.
- 2 Hard disks are ..... storage devices.



- 5 A video ..... is used to convert analogue video into digital video files.
- 6 Sound and pictures can be stored ..... , as on a CD.

- 3 My digital voice ..... has a storage capacity of 2 GB.
- 4 Blu-Ray Disc is a new ..... optical disc format developed by nine electronic manufacturers.

**4** Look at C opposite. What type of software do these descriptions refer to?

- 1 software that transmits data about your Web surfing habits without your consent
- 2 also known as 'try before you buy' software
- 3 short for malicious software
- 4 software that periodically pops up advertising material
- 5 collaborative software
- 6 programs that you don't have to pay for



You and computers



Access the *Professional English in Use ICT* website at [www.cambridge.org/elt/ict](http://www.cambridge.org/elt/ict). Then do the activity **More 'wares'**.

"Do you still refuse to run pirated software?"

**A** What a collocation is

A collocation is a pair or group of words that are often used together. You need to learn them in order to sound natural in English. For example, in computing we say 'attach a file', not 'enclose a file'.

New collocations are particularly common in ICT. Notice the combinations that are worth learning from these reviews.

With the Nokia 770 Internet Tablet you can **browse your favourite sites** and catch up on your email – from right where you are. Whether you're relaxing on the sofa or enjoying the moment at your favourite café, if you have broadband access over Wi-Fi, the Nokia 770 Internet Tablet gives you instant wireless access to the Web. You can also **stream<sup>1</sup>** files, tune in to Internet radio and News Reader, or play your favourite videos and music.



A Blu-ray Disc is a new optical disc that provides five times more data storage than a DVD, with a capacity of 25 GB (single-layer), 50 GB (dual-layer) and 100 GB (four-layer). Unlike current DVDs, which use a red laser to read and write data, Blu-ray uses a blue laser (which is where the format gets its name). Blu-ray discs can record and play back high-definition television and digital audio, as well as computer data.



- <sup>1</sup> Listen to audio or watch video directly from the Internet rather than downloading and saving it first  
<sup>2</sup> Able to share data with older systems

Blu-ray Disc players are **fully backward compatible<sup>2</sup>** with CD/DVD formats. They also let users go online and download subtitles.

**B** Some types of collocations

## Verb + noun

The easiest way to connect to the Internet is by using a DSL modem.

A DSL modem can transmit data at high speed.

Your ISP will probably give you a CD with instructions on how to install the software on your PC.

Once you are online, you can access the Web or send and receive emails.

You may like to burn CDs, i.e. copy your favourite songs or important files onto CDs.

## Verbs with particles

Can you show me where the microphone plugs into the computer?

If you want to log onto your account you will need your user ID and password.

Computer criminals are getting better at hacking into other people's computers.

## Adjective + noun

High-speed networks and multimedia phones allow customers to view live TV.

To send outgoing mail and retrieve incoming mail, you need to configure the email settings. Most teenagers use instant messaging to chat with friends.

Electronic commerce – from a PC, digital TV or mobile phone – offers competitive prices.

Wireless hotspots provide Wi-Fi Internet access in airports, hotels and other places.

Users can interact with a virtual environment through the use of VR displays and data gloves.

Typical interactive TV uses are voting in polls, video on demand and shopping from home.

## Adverb + adjective

Don't send highly sensitive information via email or fax unless it is encrypted.

This movie is freely available on the Internet, so it can be downloaded free of charge.

## Phrases

When you chat in a chat room, you are interacting in real time since it is immediate.

A USB device is a good example of plug and play; you install it and use it immediately.

To drag and drop, just click on the object and drag it to a different location.

## 5.1 Look at A opposite. Match each word on the left with its partner on the right.

- |                   |                        |
|-------------------|------------------------|
| 1 high-definition | a Internet radio       |
| 2 read and write  | b disc                 |
| 3 play            | c videos and music     |
| 4 tune in to      | d television           |
| 5 broadband       | e data                 |
| 6 optical         | f your favourite sites |
| 7 browse          | g compatible           |
| 8 fully backward  | h access               |

## 5.2 Answer these questions using collocations from B opposite.

- 1 What sort of locations or access points can be used to surf the Net without wires?
- 2 What feature allows an electronic device to be used as soon as it is connected to a computer?
- 3 If you are *gaining illegal or unauthorized access to computer data*, what are you doing?
- 4 If you want to move a picture to a new location, what do you do?
- 5 What expression is used to refer to personal, confidential or classified information?

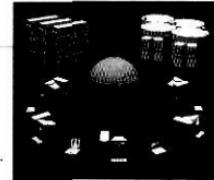
## 5.3 Read these statements by computer users and complete them with suitable collocations.

- 1 'I have a program that monitors both incoming and ..... mail and also blocks spam.'
- 2 'With a webcam you can add video to online chats and ..... messaging. Simply ..... the software included, plug the webcam ..... your PC, and start having video conferences.'
- 3 'This software enables you to burn ..... and DVDs containing any data files.'
- 4 'I use a media player to ..... audio and video files from the Web; I can play them directly.'
- 5 '*NetMeeting* allows us to perform video conferencing in ..... time, without any delay.'
- 6 'We have decided to make the material ..... available on the Web.'
- 7 'I often log ..... my Internet bank account to make payments; I never forget to log off.'

## 5.4 Complete the collocations in this text.

### Fast connections

Connecting to the (1) ..... using DSL lines, cable TV and satellite increases bandwidth dramatically, making the Web more useful. Increased speed has ignited an explosion of (2) ..... commerce, video on demand, telecommuting, collaborative scientific projects, video conferencing and (3) ..... environments.



### Internet2, shaping the future

Internet2 is not a single network, but a consortium of hundreds of (4) ..... networks linked by fibre-optic backbones that span the United States and link to other countries. The network transmits (5) ..... at speeds up to 2.4 gigabits per second – 45,000 times faster than a 56 Kbps modem – allowing scientists to test their laboratory discoveries in the real world.

The next-generation network went (6) ..... in February 1999, linking a number of universities around the world. When it is in commercial use, services will be available like (7) ..... television, virtual 3-D videoconferencing, and much more.

### A new kind of Web

While PCs were once the primary means of accessing the Internet, we're now seeing Internet-enabled devices such as PDAs and cell phones that send and receive (8) ..... and access the (9) ..... . Soon, everything from your car to your refrigerator will be connected to the global network, all communicating with each other wirelessly.

[www.learnthenet.com](http://www.learnthenet.com)

## You and computers



Access the *Professional English in Use ICT* website at [www.cambridge.org/elt/ict](http://www.cambridge.org/elt/ict).  
Then do the activity Word combinations relating to mobile phones.

## 1.2 Some useful verbs

### A. Match the verbs with the nouns.

- |                     |                                  |
|---------------------|----------------------------------|
| 1. recharge         | a. digital photos                |
| 2. click on         | b. faxes                         |
| 3. dial             | c. a number on your mobile phone |
| 4. give             | d. a presentation                |
| 5. move             | e. something with the mouse      |
| 6. print out        | f. the battery                   |
| 7. send and receive | g. the mouse                     |
| 8. take some        | h. twenty pages                  |

### B. Choose the best verb.

9. To turn on the computer, \_\_\_\_\_ the "Start" button.  
a. touch      b. press      c. switch
10. The printer has \_\_\_\_\_ of ink.  
a. finished      b. ended      c. run out
11. Unfortunately, my scanner isn't \_\_\_\_\_ at the moment.  
a. working      b. going      c. doing
12. Please \_\_\_\_\_ the CD ROM.  
a. insert      b. introduce      c. inject
13. The projector isn't working because it isn't \_\_\_\_\_.  
a. plugged      b. plugged in      c. plugged into
14. The batteries in my digital camera are nearly dead. They need \_\_\_\_\_.  
a. to change      b. exchanging      c. changing
15. I have to \_\_\_\_\_ a computer screen for eight hours a day.  
a. see      b. look at      c. watch
16. Switch off your computer, and \_\_\_\_\_ it from the wall socket.  
a. de-plug      b. unplug      c. non-plug
17. I turned off the photocopier and \_\_\_\_\_ the plug.  
a. pulled out      b. extracted      c. took away
18. \_\_\_\_\_ any key to continue.  
a. Kick      b. Smash      c. Hit

### WORDZONE

You can make your English sound more natural by learning which words go together.

access a website

do a search

write a blog



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## 2.2 Using software: useful verbs

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**Match the words on the left with the words on the right.**

### Set 1

- |                                |                          |
|--------------------------------|--------------------------|
| 1. <b>arrange</b> the          | a. a Microsoft Word file |
| 2. <b>cut</b> and <b>paste</b> | b. a new window          |
| 3. <b>install</b>              | c. photo. It's too big.  |
| 4. <b>open</b> the document in | d. an application        |
| 5. <b>resize</b> the           | e. some text             |
| 6. <b>save</b> it as           | f. icons on the desktop  |

### Set 2

- |                          |                             |
|--------------------------|-----------------------------|
| 1. <b>copy</b> the       | a. for a lost file          |
| 2. <b>customize</b> your | b. a program                |
| 3. <b>launch</b>         | c. "search" function        |
| 4. <b>search</b>         | d. text into a new document |
| 5. <b>send</b> the file  | e. to a different folder    |
| 6. <b>use</b> the        | f. desktop                  |

### Set 3

- |                                   |                    |
|-----------------------------------|--------------------|
| 1. accidentally <b>deleted</b> an | a. menu            |
| 2. <b>exit</b>                    | b. important file  |
| 3. <b>click</b> on that button    | c. an application  |
| 4. <b>pull down</b> a             | d. as a web page   |
| 5. <b>replace</b> the existing    | e. on the task bar |
| 6. <b>view</b>                    | f. file            |

### Set 4

- |                         |                        |
|-------------------------|------------------------|
| 1. <b>close down</b> an | a. after a session     |
| 2. <b>log off</b>       | b. all folders         |
| 3. <b>look in</b>       | c. application         |
| 4. <b>put</b> the file  | d. hard drive          |
| 5. <b>run</b> a         | e. on a USB memory key |
| 6. <b>wipe</b> the      | f. program             |

# 10



# COMPUTER UPDATE

## Vocabulary in context

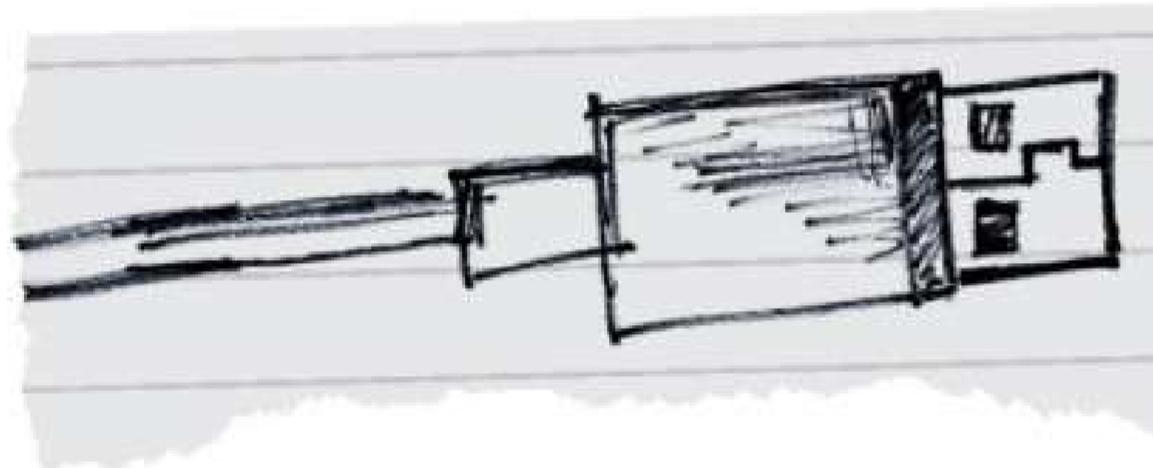
### Computers and accessories

### Using a computer and the Internet

- 1 **SPEAKING** Take it in turns to draw one of these words and see if your partner can guess the word. Use a dictionary if necessary.

#### 72 Computers and accessories

desktop • (external) hard drive • flash drive •  
headset (headphones/microphone) • keyboard •  
monitor/screen • mouse • printer • scanner • speaker •  
touchpad • touchscreen • USB cable • USB port • webcam



I think it's a  
USB cable.

- 2a Read this text. Check that you understand the words in bold. Use a dictionary if necessary.

## A BASIC GUIDE TO SETTING UP A NEW COMPUTER

The first thing you should do is to (a) **set up** your operating system. Then there are certain things you need to (b) **install** on your computer. One of the most important is your favourite (c) **browser**, which you need to (d) **download**. Then you should (e) **update** your new computer's security. Maybe there's already an (f) **antivirus software** on the computer, but you may decide you need a stronger one. Don't forget to choose a good password for when you (g) **log in** to your computer or any personal accounts.

It can also be a good idea to search for any extra apps that came with the computer but that are not really necessary. If you find any of these, just (h) **delete** them. Then look for useful free (i) **software**. Remember to (j) **subscribe** to your favourite newsletters and YouTube channels.

Finally, don't forget to (k) **back up** your hard drive on an external drive. That way, if your computer (l) **crashes**, you can still (m) **restart** it.

- 2b Are any of the words in 2a in your language? If so, which?

3a Some of the words in 2a can be verbs and nouns. Look at the words in **italics** in each pair of sentences. Write V for verb and N for noun. Is there any difference in the way they are written?

- 1a I want to *download* this song. ....  
1b The *download* didn't work. ....  
2a I always make regular *backups* of my documents. ....  
2b Did you remember to *back up* the computer? ....  
3a The *set-up* is taking forever. ....  
3b It takes time to *set up* a new computer. ....  
4a My antivirus software has automatic *updates*. ....  
4b I need to *update* my operating system. ....  
5a You need to remember to *log in* each time. ....  
5b I can remember my *login*, but not my password. ....

## COLLOCATIONS

### Computer technology

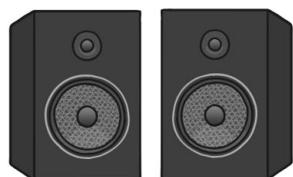
- 1 Choose the word or phrase, A, B, C or D, that best completes each sentence.

- 1 If you want to get more information, just ... on this link.  
**A** upload **B** send **C** click **D** surf  
2 Most websites employ designers to make the text and .... look good.  
**A** codes **B** links **C** graphics **D** blogs  
3 Computers are great for storing large amounts of .... in one place.  
**A** data **B** users **C** chat rooms **D** message boards  
4 It's quite easy to .... music from your home computer to an MP3 player.  
**A** access **B** download **C** receive **D** protect  
5 ICT lessons at school help many young people to become .... literate.  
**A** chat **B** message **C** surf **D** computer  
6 I've just signed .... to a great new website.  
**A** up **B** off **C** out **D** over  
7 The teacher told us to .... a web search to find information for our project.  
**A** have **B** do **C** take **D** send  
8 A good security system will stop people trying to .... dangerous websites.  
**A** go **B** sign **C** access **D** get  
9 Angela has already .... me ten instant messages today.  
**A** received **B** answered **C** published **D** sent  
10 I don't know how to .... these photos to the school website.  
**A** give **B** surf **C** click **D** upload

# Technology Uses

Which objects can...

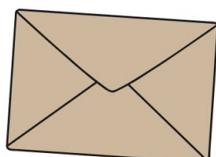
play music:



make a picture:



send a photo:



help you write a letter:



# Electronic devices (vocabulary)

## 1) Choose six words and label the pictures.

tablet PC / smartphone / HD TV / notebook / digital photo frame / camcorder / games console / ebook reader / satellite TV / digital radio / MP3player / hard disc recorder / satnav /

1 \_\_\_\_\_  
3 \_\_\_\_\_  
5 \_\_\_\_\_

2 \_\_\_\_\_  
4 \_\_\_\_\_  
6 \_\_\_\_\_



## 2) Complete the names of the electronic devices with the words from the box.

reader	frame	book	TV	PC	nav	player	recorder	TV
1 sat _____	2 ebook _____	3 MP3 _____						
4 tablet _____	5 hard disc _____	6 note _____						
7 satellite _____	8 digital photo _____	9 HD _____						

## 3) What electronic devices should these people buy?

1. Mike: 'My laptop is a bit old, and quite heavy.' \_\_\_\_\_
2. Mary: 'I like to listen to music while I'm walking in the park.' \_\_\_\_\_
3. Ted: 'My sister is always getting lost in her car.' \_\_\_\_\_
4. Sam: 'I want to make a film of my summer visit to China.' \_\_\_\_\_
5. Jane: 'I like to read books, but they take up too much space.' \_\_\_\_\_
6. Ann: 'I like to take pictures, and I can store them on it.' \_\_\_\_\_
7. Paul and Jim: 'We can record over 100 hours of television programmes on it.' \_\_\_\_\_

## 4) Find 7 electronic devices in the word search.

C	H	U	O	I	J	G	B	N	E
S	A	T	N	A	V	A	M	V	N
Z	E	M	E	C	O	T	H	P	O
X	F	A	C	S	S	R	D	E	H
C	E	B	O	O	K	I	T	A	P
V	H	Y	P	R	R	U	V	O	T
B	K	H	A	U	C	D	D	T	R
M	P	3	P	L	A	Y	E	R	A
O	L	M	Y	I	N	M	I	R	M
T	A	B	L	E	T	P	C	E	S

## 5) These are phrasal verbs connected with the use of electronic devices. Match the opposites.

- |              |               |
|--------------|---------------|
| 1. turn on   | A. pull out   |
| 2. put on    | B. put away   |
| 3. turn up   | C. switch off |
| 4. take out  | D. turn down  |
| 5. plug in   | E. turn off   |
| 6. switch on | F. take off   |

## 6) Complete the sentences. Use one word in each gap.

1. \_\_\_\_\_ up the radio. I can't hear it.
2. Everybody pulls \_\_\_\_\_ the plug on his/her TV before going to bed.
3. Your music is too loud. Can you turn it \_\_\_\_\_, please, or \_\_\_\_\_ on your headphones.
4. The museum is a special area. Please, switch \_\_\_\_\_ your mobile phones.
5. I need to charge my battery. Can I \_\_\_\_\_ in my phone at your house?
6. Don't take \_\_\_\_\_ your tablet PC. Someone might steal it. Leave it in your bag.
7. Sam! Your room is a mess. Please put \_\_\_\_\_ all these clothes.
8. Ted, can you turn \_\_\_\_\_ the radio? There's a really good music programme on in a minute.

## 7) Choose one of the electronic devices and make a short advertisement for it. (Work in pairs).

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## LISTENING & SPEAKING

### 2 Using mobile devices



**Listen to John talking about his smartphone. Tick the uses that he mentions.**



- |                               |                          |
|-------------------------------|--------------------------|
| making phone calls            | <input type="checkbox"/> |
| listening to music            | <input type="checkbox"/> |
| sending text messages         | <input type="checkbox"/> |
| GPS navigation                | <input type="checkbox"/> |
| checking the weather          | <input type="checkbox"/> |
| following the news            | <input type="checkbox"/> |
| reading ebooks                | <input type="checkbox"/> |
| watching videos               | <input type="checkbox"/> |
| taking pictures               | <input type="checkbox"/> |
| playing games                 | <input type="checkbox"/> |
| keeping important information | <input type="checkbox"/> |

### SPEAKING:

**What do you use your smartphone for?**

**E.G.: I use my smartphone to make calls.**

**// I use my smartphone for making calls.**

### Things you can do with your mobile

Match the verbs on the left to the words on the right.

- |                            |               |
|----------------------------|---------------|
| 1. click/tap               | a. a file     |
| 2. enter/forget/reset      | b. a link     |
| 3. log into/browse/like    | c. an email   |
| 4. send/receive/write/read | d. a password |
| 5. download/upload/share   | e. a video    |
| 6. watch/stream/download   | f. a website  |

Now complete the questions below. More than one word is possible for each question.

1. How often do you \_\_\_\_\_ spam emails?
2. How often do you \_\_\_\_\_ online videos?
3. What kinds of files do you \_\_\_\_\_ with your friends?
4. Do you sometimes \_\_\_\_\_ your password?
5. Which websites do you \_\_\_\_\_ every day?
6. Do you always \_\_\_\_\_ interesting links?

Answer the questions. You must speak for 1 (ONE) minute.

What verb tense is used in the questions?

### Talking point - Websites

Do you use any of the websites below? What for?

Add any other website that you currently use. Share your answers with your classmates and your teacher.

Yahoo.com  
Twitter.com  
YouTube.com  
Facebook.com  
Spotify.com      Google.com  
Amazon.com      Paypal.com  
ebay.com

## 1.7 Some useful adjectives

***Choose the best adjective.***

# 60 I can explain similarities and differences

## Labradors

In looks, Boss and Sam are almost **identical except that** Sam is a bit bigger. Jake and Boss are **similar except for** their colour. The **similarity between** Sam and Jake is that they both have large ears. In character though, they're not **alike**. **Compared with** Jake and Boss, Sam is very lazy. In fact, he's **completely different** from the other two, **apart from** the fact that he's **greedy** – all labradors are greedy given the opportunity. With the other two, **the main difference** is that Boss is rather quiet in **comparison with** Jake.



Boss

Sam

Jake

## Glossary

**identical** without a single difference. **SYN exactly the same.**

**except** not including sb/sth (**except that** + clause or **except for** + noun).

**similar (to sb/sth)** like sb/sth but not the same. **similarity N** (a **similarity between** things).

**alike** very similar (don't use **alike** before a noun).

**completely different** different in every way.

**apart from** sb/sth **SYN except for** sb/sth.

**greedy** wanting to take more than you need (usually food).

**the main difference** the most important difference.

## spotlight compare v., comparison

When you **compare** people or things, you say how they are different.

If you **compare** dogs **and/with** cats, dogs are usually more greedy.

**Compared with/to** dogs, cats are very clean.

**In comparison with** dogs, cats are more independent.

### 1 Replace the underlined words with a different word or phrase with the same meaning.

► Barley is like my other dog. similar to

1 She's very tall compared with Elena.

2 I liked all of them except for the blue one.

3 The two boys aren't very similar.

4 The most important difference is colour.

5 Poland is very big in comparison with Hungary.

6 The twins are exactly the same.

### 2 Complete the sentences.

► If you compare the two books, it's amazing how different they are.

1 She is very \_\_\_\_\_ to her mother; they both laugh all the time.

2 \_\_\_\_\_ with his last album, the new one's a bit boring.

3 There is a \_\_\_\_\_ between the two tables: they're both made of the same wood.

4 This chair is like the one in your bedroom, \_\_\_\_\_ that this one's a bit softer.

5 Max always tries to eat his brother's food as well as his own; he's a \_\_\_\_\_ dog.

6 Some people say my brother and I are \_\_\_\_\_, but I think we're \_\_\_\_\_ different.

7 I didn't like the film, \_\_\_\_\_ from the ending, which was great.

8 The main \_\_\_\_\_ between the two students is that Carlo has better pronunciation.

### 3 ABOUT YOU AND YOUR COUNTRY Write sentences about the similarities and differences between two members of your family or two cities in your country.