SPEAKING SCRIPT

REPORT TEXT

**Computers**

Computers are machine that handle information automatically. They can perform calculations and process data. Computers can work with numbers to solve problems in a few seconds. Computers can remember a great deal of information. That is why computers are widely used in places such as banks, offices and companies.

Computers work like calculators. But most calculators can do only one thing at a time. We tell them what to do by pressing various buttons. To do the same work, we can give a series of instructions to a computer. We call this a computer program. If we set up a program, the computer can provide other information, such as a list, numbers, letters, word or even graphs or pictures. Once we provide a program, the computer can do all this work automatically without further help or instruction.

A computer stores and handles numbers. The numbers may be mathematical formulas or columns of figures. The numbers may also be codes that stand for letters of the alphabet, words or instructions to the computer.

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