

Done by Samuel Rodriguez

UNIT 15. PAGE 63

Exercise 1

1. False. You need at least 700MHz
2. False. You should always back up your data.
3. True
4. True
5. True

Exercise 2

1. B
2. C
3. E
4. A
5. D

Exercise 4

1. Partition
2. Back up
3. 5GB
4. Version
5. Reboot

Exercise 5

1. E
2. C
3. F
4. B
5. A
6. D

Exercise 6

1. Pre-installed
2. Crash
3. BIOS
4. Bit
5. Prerequisite

Exercise 7

1. Distro → patch

2. Kernel → screen resolution
3. Infrastructure → distro
4. Screen resolution → segment
5. Environment → kernel
6. Patch → infrastructure
7. Segment → environment

Exercise 8

1. B
2. C
3. D
4. E
5. F
6. A

WORKBOOK

missing letters.

1. If the software is r p r a y , you must pay for it.
2. G a i a u i t e f e uses the computer's graphics so that the user doesn't have to know command languages.
3. We have waited the e n t i r e afternoon for the tech rep.
4. Pete works for a big company as a software d e v e l o p e r .
5. A c o m m a n d l i n e interface is a way for people to interact with computers.
6. B u n d l e d s o f t w a r e is often included with the purchase of a computer.

2 Tick the logical sentences. Pay attention to the words in bold. Then correct the illogical sentences using the words below.

programmers • flash drive • fee

1. **Commercially owned** companies give their customers software for free.
2. The operating system **coordinates** hardware and software so that they work well together.
3. Helpdesk technicians work on the **development** of a product.
4. Programmers use a special **programming language code** to create software programs.
5. A USB charger is used for **storage**.
6. You may **modify** software if you want to use it for a specific purpose.

3 Solve the clues and find the hidden word. Then use the word to complete the sentence below.

1. everyone can have access
2. to do two or more things at the same time
3. free software
4. the sum of money you can spend
5. to bring something out
6. works well and doesn't change

In business, there are to solve every day.

1. Adjust the **distro** / **screen resolution** in order to improve the display quality.
2. You need many different **components** / **kernels** to set up a network.
3. The company didn't **allocate** / **partition** enough money for the event.
4. Technicians often correct a software problem with a **patch** / **crash**.
5. You need to install that slowly, **prerequisite** / **step-by-step**.
6. A good company will meet the customer's **requirements** / **environment**.

5 Complete the sentences with the words below.

BIOS • distro • bit • run • pre-installed segments • infrastructure

1. The Linux is an operating system made from a software collection.
2. A is the smallest unit of data in a computer.
3. A company's IT includes all the IT devices and products.
4. Most computers contain software when we buy them.
5. The is a program that the computer uses to start up.
6. Data can be divided into different
7. We've the computer program, but nothing happens.

6 Complete the sentences with the missing words.

1. The e usually refers to the software and hardware in a particular computer system.
2. Knowing the alphabet is a p to working on a keyboard.
3. You need to p your hard drive if you want to install another operating system.
4. A k is the central part of the computer's operating system.
5. When a computer c , it suddenly stops working.



Ex 1.

1. proprietary
2. Graphical user interface
3. Entire
4. Developer
5. Command line
6. Bundled software

Ex 2

1. Commercially owned companies offer software for a fee.
2. Correct

3. Developers work on the development of a product
4. Correct
5. A flash drive is used for storage
6. Correct

Ex 3

1. Freely available
2. Multitask
3. Open source
4. budget
5. Release
6. Stable
7. Issues

Ex4

1. Screen resolution
2. Components
3. Allocate
4. Patch
5. Step-by-step
6. Requirements

Ex 5

1. Distro
2. Bit
3. Infrastructure
4. Pre-installed
5. BIOS
6. Segments
7. Run

Ex 6

1. Environment
2. Prerequisite
3. Partition
4. Kernel
5. crashes

7 Complete the speech bubbles with the phrases below.

on the development • the budget for it • have you allocated • freely available
open source materials • release some new software



Say It!

Match the sentences in A to the responses in B.

A

1. How much free space have you got?
2. Have you ever installed an operating system before?
3. The next step is to restart the computer.
4. I've heard it's more complicated to install.
5. Which operating system do you think is more suitable for this business?
6. Exactly how much does the Linux system cost?

B

- a. A bit. It requires sets of bundled software.
- b. It's free.
- c. I've allocated 40 GB on my D drive.
- d. That depends on how much you want to spend.
- e. OK, it's working now.
- f. No, so don't go too fast. Take it step-by-step.

Ex 7

1. the budget for it
2. Have you allocated, Open source materials
3. Release new software, on the development
4. Freely available

Say it!

1. C

2. F
3. E
4. A
5. D
6. B

Page 74 & 75

15 Grammar Practice

Present Perfect Simple

Affirmative	Negative	Interrogative	Short Answers
I have walked	I haven't walked	Have I walked ... ?	Yes, I have. / No, I haven't.
You have walked	You haven't walked	Have you walked ... ?	Yes, he has. / No, he hasn't.
He has walked	He hasn't walked	Has he walked ... ?	Time Expressions ever, just, already, never, yet, for, since
She has walked	She hasn't walked	Has she walked ... ?	
It has walked	It hasn't walked	Has it walked ... ?	Use to talk about an action that started in the past and is relevant or continues in the present
We have walked	We haven't walked	Have we walked ... ?	
You have walked	You haven't walked	Have you walked ... ?	
They have walked	They haven't walked	Have they walked ... ?	

1 Complete the sentences with the verbs below.

Use the Present Perfect Simple affirmative.

install + return + promise + postpone
resize + allocate

- We _____ the product. It had a defect.
- The designer _____ the images for the website.
- Brad and Luke _____ just _____ the operating system.
- Ms Carlson _____ already _____ a budget for our project.
- I _____ my meeting with the manager. It will take place tomorrow.
- The manager _____ to move me to a different department.

2 Complete the chart.

Base Form	Past Participle
1. begin	<i>begun</i>
2. buy	
3. deal	
4. do	
5. eat	
6. fly	
7. give	
8. go	
9. leave	
10. lose	
11. read	
12. take	

3 Complete the sentences with verbs from Exercise 2. Use the Present Perfect Simple affirmative.

- I'm sorry. Mrs Kelly _____ the office. Can I help you?
- I _____ the spreadsheet to the sales manager.
- James _____ the information about the new software. He understands it better now.
- Please hurry. The meeting _____ already _____.
- We _____ a good customer because of his mistake.
- Mr Smith _____ home for the day. He'll be in the office tomorrow morning.
- They _____ many peripherals from us.

4 Write sentences with the words below. Use the Present Perfect Simple negative.

- Lisa / speak / to the support technician

- IT / customise / that computer / yet

- we / check / today's orders

- you / ever / be / in that department

- they / modify / the equipment for my requirements

- Mike and Sam / log off / yet

Ex 1

- Have returned
- Has resized
- Have just installed
- Has already allocated

5. Have postponed
6. Has promised

Ex 2

Bought, dealt, done, eaten, flew, given, gone, left, lost, read, taken

Ex 3

1. Has just left
2. Have given
3. Has read
4. Has already begun
5. Have lost
6. Has gone
7. Have bought

Ex 4

1. Lisa has spoken to the support technician
2. IT hasn't customized that computer yet.
3. We have checked today's orders
4. Have you ever been in that department?
5. They have modified the equipment for my requirements.
6. Mike and Sam haven't logged off yet.

- 5 Look at the things that Louise wanted to do today. Write six sentences saying what she has and hasn't done. Use the correct form of the Present Perfect Simple.

Order new credit card for Mr Dench *X*
 Send out all the invoices *✓*
 Discuss new logo with sales team *X*
 Talk to Jerry about changing my monitor *✓*
 Write a memo about the IT conference *✓*
 Ask Callum to repair the printer on the second floor *✓*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- 6 Circle the correct answer. **A**

1. Lucy has worked here ... five years.
 a. since b. for
2. I have ... set up the network.
 a. ever b. already
3. Lucas Brothers have been our customers ... 2005.
 a. since b. for
4. Harry has ... been a manager. This is the first time.
 a. just b. never
5. Have you ... bought goods from that company?
 a. yet b. ever
6. The technician has ... replaced the fan.
 a. ever b. just
7. We haven't finished ...
 a. yet b. already

- 7 Write questions with the words below. Use the Present Perfect Simple. Then match the questions in A to the answers in B.

A

1. Mrs Green / send back / the faulty part
 _____?
2. why / John and Max / leave / the office
 _____?
3. where / you / put / yesterday's invoices
 _____?
4. the visitors / arrive / yet
 _____?
5. which version / he / download
 _____?
6. what / happen / to the barcode scanner
 _____?

B

- a. No, but I'm sure they will get here soon.
- b. Sorry. They're still on my desk.
- c. I don't know. It stopped working yesterday.
- d. Not yet, but I'm sure she will.
- e. They've got a meeting with the bank.
- f. The 64-bit.

- 8 Complete the sentences with the verbs below. Use the correct form of the Present Perfect Simple.

cancel • put • give • not come • not subtract
 go • open • not send

1. _____ Nick _____ to visit a customer?
2. Amy _____ to work for three days. She is ill.
3. Mr Day _____ the meeting because the client couldn't be there.
4. _____ you _____ us your billing address?
5. Mr Ling from Hong Kong is on the line. I _____ him on hold.
6. They _____ me any e-mails since last week.
7. I _____ your payment from the total yet.
8. Computer-Fix _____ a shop in the centre of town.



Ex 5

Lois hasn't ordered a new credit card for Mr Dench.

She has sent out all the invoices.

She hasn't discussed the new logo with the sales team.

She has talked to Jerry about changing her monitor.

She has written a memo about the IT conference.

She has asked Callum to repair the printer of the second floor.

Ex 6

1. For
2. Already
3. Since
4. Never
5. Ever
6. Just
7. Yet

Ex 7

1. Has Mrs Green sent back the faulty part? D
2. Why have John and Max left the office? E
3. Where have you put yesterday's invoices? B
4. Haven't the visitors arrived yet? A
5. What has happened to the barcode scanner? C

Ex 8

1. Has Nick gone
2. Hasn't come
3. Has cancelled
4. Have you given
5. Have put
6. Haven't sent
7. Haven't substracted
8. Has opened