31\_Nguyễn Thị Thu Uyên\_2019604005

**Unit 2: Write a brief introduction about a company you know.**

Google LLC is an American multinational technology company that specializes in Internet-related services and products, which include online advertising technologies, search engine, cloud computing, software, and hardware. It was founded in September 1998 by Larry Page and Sergey Brin while they were Ph.D. students at Stanford University in California. Google's headquarters in Mountain View, California. Internationally, Google has over 78 offices in more than 50 countries. As of December 2018, Google has 98,771 employees. After graduation, I dream of working for Google in the future

**Unit 2.1: Write about a famous IT person you admire**

An IT person that I always admire is Bill Gates. William Henry Gates III was born on October 28, 1955. He is one of the world's richest people and perhaps the most successful businessman ever. He co-founded the software giant Microsoft and turned it into the world’s largest software company. Gates was in charge at Microsoft from 1975 until 2006. He had a vision that computers could change everyone’s life. He helped make this vision come true and developed many products that are now part of modern life. Gates stepped down as Microsoft CEO in June 2008. ‘Time’ magazine voted Gates as one of the biggest influences of the 20th Century. He’s always a good example for me to follow.

Unit 3:

**Your computer had some problems. You took it to some repair centers but it didn’t work. Let’s write an email (100-120 words) to set up a meeting with the IT engineer in ABC company (an extremely reliable company) to have it fixed.**

Dear Mr Trang,

### My computer was bought last week from FPT shop, It is Dell Dell XPS 13 9350, when I bought it, it looked very nice, but yesterday my computer had something wrong. all of a sudden it freezes and the screen goes dim, I can't see everything on my computer. I am in dire need of a computer for online learning and homework so I am writing to arrange our meeting. Please fix it help me.

I would also like to confirm the date and time of our meeting: 7:30 pm Tuesday, January 18 at FPT shop.

Thank you very much for considering my request. I look forward to hearing from you.

Yours faithfully,

Uyen

**Unit 4:** Write a letter/ email (100 - 120 words) to complain about the problem(s) of an IT device you have bought based

Dear Sir or Madam,

I recently purchased a headphone from online Shopee Stores on 20 September 2019 for $10. The piece is on two months warranty. It was delivered to my residence on 27 September 2019.

Unfortunately, This item does not function At all and I noticed this problem as soon as I unpacked it from box. A pair of headphones only play audio out of one ear (only right side is working). Then suddenly both sides work but when I go a little bit back my left side isn’t working.

Since the piece is on warranty, I’m hoping that you may be able to send me a replacement product.

Yours faithfully,

Uyen

**Unit 6** (Inventions): Write a paragraph (80-100 words) about one invention (in IT field) you like best

Google, which is one of the World-altering inventions, is the most popular Internet search engine. It was invented by two students, Larry Page and Sergey Brin. They met in 1995, when they were both studying computer science at Stanford University, USA. They dreamed of producing something that could also answer my question in seconds. In January 1996, Page and Brin decided to make a better and faster search engine than one at the time. And then, They established Google in 1998. Google allows users to search for the information they desire through the use of keywords and operators. The Google search engine was soon used by thousands of people worldwide because it was fast, easy and accurate. I also often use google whenever I need to look up something.

**Unit 7** (Component): Write a paragraph (80-100 words) to describe the components of computer

My HP Flyer laptop is a notebook computer. It was a present from my parents to congratulate me on my college graduation. Packed with a large 15 inches display, a decent Intel Pentium N3540 2.16GHz CPU processor and a 1TB Hard Drive. This HP laptop model would work well for portability with its 6 pounds, lightweight design and sleek black/silver look. It is useful for my school tasks. The basic structure of my laptop system is made up of 3 main hardware sections: First, The CPU is a processor chip which executes program instructions and coordinates the activities of all the inner components. Second, The main holds the instructions and data which are being processed by the CPU. Last, Peripherals are the physical units attached to the computer. They include storage devices and input/output devices. My HP Flyer laptop allows I to multitask with 4GB RAM and a processor Intel Pentium N3540 2.16GHz.

**Unit8.1: Write about IT security and safety rules at workplace (100 - 120 words) based on given suggestions:**

1. Computer
2. Password
3. Email
4. Security measure (firewall, antivirus software)
5. Others

There are many risks that employees can face when using Internet at workplace such as stealing information, malware, spyware or spreading virus. To prevent/limt these possible threats, here are some safety and security rules which will be mentioned below can be useful for workers.First, you should change your password frequently (at least two months) to protect your computer from hacking. It is necessary to include letters and numbers or punctuation marks in your password to make your account more secure. Keep your password private and do not share it with anyone. Second, you should filter your emails and do not open email attachments from strangers to avoid viruses. Furthermore, you should install anti-virus, anti-spyware and firewall software to protect your computer from some kinds of virus infections and hackers. Additionally, you had better update the Internet security software or upgrade your firewall regularly to protect your computer. Do not use unfairly copied antivirus software. Finally, back up your data regularly to limit our losses in the event of infection. You can use USB, external hard drive or cloud storage to back up your files. To sum up, following some security tips will help your computer as well as your information more secure and private.

**Unit 8.2** (IT security and safety) : Write simple safety instructions of an IT product

My HP Flyer laptop is a notebook computer. It was a present from my parents to congratulate/cơn gra chờ lết/ me on my college/ co lij/ graduation, last year. To protect my laptop from security measures /me dụt s/, It was installed some kind of security software and was updated latest /lây.đítt/ operating system. My laptop may be infected/fac/ by Trojan horse when I surf the Internet, So It should be upgraded firewall regularly /re gyu lờ ly/. It is important to install a good antivirus program, because My laptop may be infected with virus anytime. I also regularly back up my hard drive to protect my data. 'Prevention is better than cure' So My laptop has never been compromised by malicious/mơ lít sựt/ problems.