

## 2

# Computer systems

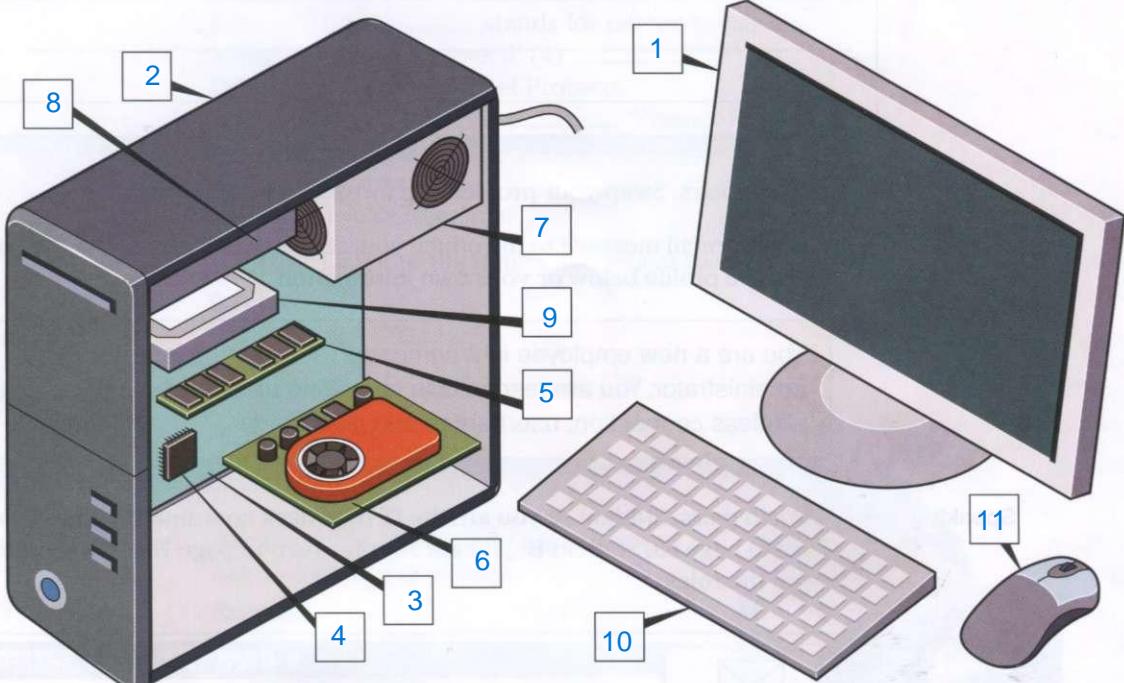
- make comparisons
- talk about what is happening now
- talk about ability and necessity
- talk about obligations

## Computer hardware

**Speaking** 1 Work in small groups. Make a list of all the computer hardware you use in your work or study.

**Vocabulary** 2 Label the diagram with the correct items 1–11.

- |   |                                    |
|---|------------------------------------|
| 1 monitor                                       | 6 expansion cards (video, graphic) |
| 2 case  | 7 power supply unit                |
| 3 motherboard                                   | 8 optical disk drive               |
| 4 CPU (Central Processing Unit<br>or Processor) | 9 hard disk drive                  |
| 5 main memory (RAM)                             | 10 keyboard                        |
|   | 11 mouse                           |



**Listening** 3 13 Listen to two colleagues and complete this dialogue.

- Bob: What do you think? Which (1) laptop is better for the sales team?  
 Daisy: I'm not sure. This computer has a (2) bigger memory and I think it has a (3) better processor.  
 Bob: And the other one?  
 Daisy: Well, it is (4) smaller.  
 Bob: And (5) lighter.  
 Daisy: Yes, you're right. Lighter and smaller.  
 Bob: But the bigger one is (6) cheaper.  
 Daisy: So what is our decision?  
 Bob: I'm not sure. Let's go for a coffee and discuss this again.

## Language

### Comparatives

We use comparative adjectives to compare two people or things.

For short adjectives we add <b>-er</b> ( <b>than</b> ). Be careful of spelling.	<b>big</b>	<b>bigger</b>	<i>The new monitor was <b>bigger than</b> the old monitor.</i>
	<b>fast</b>	<b>faster</b>	<i>Your processor is <b>faster than</b> mine.</i>
	<b>easy</b>	<b>easier</b>	<i>It's <b>easier</b> to use <b>than</b> the other one.</i>
For long adjectives we use <b>more/less (than)</b> .	<b>difficult</b>	<b>more/less difficult</b>	<i>This version is <b>more difficult</b> to use <b>than</b> the old version.</i>
	<b>expensive</b>	<b>more/less expensive</b>	<i>His computer is <b>less expensive than</b> hers.</i>
	<b>reliable</b>	<b>more/less reliable</b>	<i>I think you should buy that CPU. It is <b>more reliable than</b> the one you have.</i>
Some comparatives are irregular.	<b>bad</b>	<b>worse</b>	<i>That screen resolution is much <b>worse</b> than before!</i>
	<b>good</b>	<b>better</b>	<i>I really like this mouse. It's so much <b>better</b> than the old one.</i>

- 4 Make the comparative form of these adjectives.

Example: *long longer*

- 1 light lighter
- 2 efficient more efficient
- 3 long longer
- 4 wide wider
- 5 heavy heavier
- 6 fast faster
- 7 dark darker
- 8 soft softer
- 9 hard harder
- 10 durable less durable

- 5 Listen and check your answers.

- 6 Listen again and repeat the words.

- Reading 7 Read these product descriptions and make sentences using comparatives.  
Example: *The Corsair is longer than the Imation but slimmer.*

#### Corsair Flash Survivor GT 8GB



8GB  
Read at 34MB/s  
Write at 28MB/s  
3.25" x 0.75"  
Aluminium  
256-bit AES  
SW encryption  
Ten year warranty  
Price £25

#### Imation Clip Flash Drive 4GB



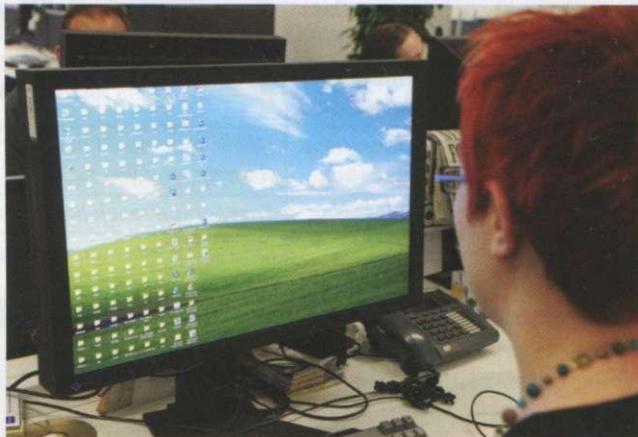
4GB  
Read at 15MB/s  
Write at 9MB/s  
2.95" x 1.14"  
Plastic  
No data encryption  
Five year warranty  
Price £10

- Writing 8 Work in pairs. Write an email to a colleague comparing the two products in 7.

# Computer software

## Speaking

- 1 Work in small groups. Make a list of all the computer software you use in your work or study. Think about:
- application software
  - programming software
  - system software



- 2 Make a list of the computer software your non-IT colleagues use.

## Language

### Superlatives

We use superlative adjectives to compare a person or thing with a number of other people or things.

For short adjectives we add <b>the + -est</b> . Be careful of spelling.	<b>big</b>	<b>biggest</b>	<i>The new monitor was <b>the biggest</b> in the room.</i>
	<b>fast</b>	<b>fastest</b>	<i>Your version of the software is <b>the fastest</b>.</i>
	<b>easy</b>	<b>easiest</b>	<i>It's <b>the easiest</b> to use.</i>
For long adjectives we use <b>the most/the least</b> .	<b>difficult</b>	<b>the most/least difficult</b>	<i>This version is <b>the most difficult</b> to use.</i>
	<b>expensive</b>	<b>the most/least expensive</b>	<i>His computer is <b>the least expensive</b>.</i>
	<b>reliable</b>	<b>the most/least reliable</b>	<i>I think you should buy that. It is <b>the most reliable</b>.</i>
Some superlatives are irregular.	<b>bad</b>	<b>the worst</b>	<i>That is <b>the worst</b> software I've ever used!</i>
	<b>good</b>	<b>the best</b>	<i>I really like this website. It's <b>the best</b> I've seen.</i>

## Speaking

- 3 Work in small groups. Talk about the software you and your non-IT colleagues use. Answer these questions.

- 1 What are the differences between the IT and non-IT software you have listed?
- 2 Which is the cheapest?
- 3 Which is the most expensive?
- 4 Which is the most/least reliable?
- 5 Which is the most difficult/easiest to use?
- 6 Which is the best/worst?
- 7 Which is the most/least user-friendly?

**Listening** 4 15 Listen to two colleagues discussing software and complete this dialogue.



Tim: What do you think about these three photo imaging packages?  
 Simone: It's a difficult choice. All three are very good but they have different strengths.  
 Tim: I agree.  
 Simone: Serif Image Plus has (1) the best image (2) correction.  
 Tim: OK.  
 Simone: But Magic Extreme has the (3) fastest processing of images.  
 Tim: You're right. Also, Serif has (4) the best special (5) effects. But what about Snap Pro?  
 Simone: Well, it has the (6) best dubbing options.  
 Tim: And Snap Pro is the best for (7) burning photos.  
 Simone: I'm not sure. Serif has (8) the most efficient (9) compression.  
 Tim: Which is the most expensive?  
 Simone: Oh, Serif Image Plus.  
 Tim: And the cheapest?  
 Simone: Snap Pro.  
 Tim: Let's get Snap Pro then.  
 Simone: I'm still not sure!

**Language**

**Present tense of *have* (*got*)**

We use <b>have (got)</b> to talk about possession.	I've/You've/We've/They've ( <i>got</i> ) ...	I/You/We/They <b>have (got)</b> ...
	He's/She's/It's ( <i>got</i> ) ...	He/She/It <b>has (got)</b> ...
	I/You/We/They <b>haven't (got)</b> ...	I/You/We/They <b>have not (got)</b> ...
	He/She/It <b>hasn't (got)</b> ...	He/She/It <b>has not (got)</b> ...
	I/You/We/They <b>don't have</b> ...	I/You/We/They <b>do not have</b> ...
	He/She/It <b>doesn't have</b> ...	He/She/It <b>does not have</b> ...
	<b>Have</b> I you/we/they <b>got</b> ...?	
	<b>Has</b> he/she/it <b>got</b> ...?	
	<b>Do</b> I you/we/they <b>have</b> ...?	
	<b>Does</b> he/she/it <b>have</b> ...?	

**Listening** 5 16 Listen and repeat these sentences.

- 1 We've got the best software.
- 2 Does it have the most reliable anti-virus software?
- 3 She has the cheapest computer.
- 4 They haven't got the latest version.
- 5 Do you have the fastest processor?
- 6 Has it got Windows?
- 7 They have the latest software.
- 8 It has the biggest screen.



**Writing** 6 Work in pairs. Write five sentences comparing three software products you use or know.

# Working with computers

## Listening

### 1 17

Listen and complete this dialogue.



Paul: Hi, Brinitha.  
Brinitha: Hi, Paul.  
Paul: How's it (1) going ?  
Brinitha: Fine, fine.  
Paul: What (2) ARE you (3) DOING at the moment?  
Brinitha: Oh, I (4) MISTALLING Nero.  
Paul: How are you getting on?  
Brinitha: Well, I (5) MERRING UP a network. I (6) MUSING Microsoft Server.  
Paul: Right. Where is Jackie today? Do you know?  
Brinitha: Yes. She is on a training course today. She (7) SLEARNING about the new database system.  
Paul: What about Mary and Imran? Where are they?  
Brinitha: They (8) AREN'T COMING in today. They have a day off.

## Language

### Present continuous

We use the **present continuous** to talk about things that take place at the time of speaking and are not permanent.

I'm **installing** the software.

He's/She's **setting up** a network.

We're/They're **working** at home today.

I'm **not setting up** the network.

He's/She's **not installing** the software.

We/They **aren't coming** in today.

**Are you installing** it now?

**What am I doing?**

**What are you/they doing?**

**What is he/she doing?**

### 2 Complete these sentences with *is/isn't, am/am not, are/aren't*.

- 1 It IS going well.
- 2 I AM learning a new program.
- 3 She ISN'T working in the office today. She has a day off.
- 4 They ARE installing the new software.
- 5 We ARE setting up the network.
- 6 We AREN'T using Word. We have a different word-processing program.
- 7 Where ARE they working today?
- 8 What IS he installing on the computer?
- 9 I AM NOT coming in today. I'm sick.
- 10 IS she working at home today?

**Vocabulary** 3 Match the sentence halves 1–8 to a–h.

- |                          |                  |
|--------------------------|------------------|
| 1 Hanka is creating      | a) the software. |
| 2 Philip is inserting an | b) a check-up.   |
| 3 Rob is troubleshooting | c) a file.       |
| 4 We are running         | d) a device.     |
| 5 Betty is connecting    | e) CDs.          |
| 6 They are burning       | f) image.        |

**Listening** 4 18 Listen and repeat these sentences.

- 1 What are you doing now?
- 2 Are they setting up the network?
- 3 She's working at home today.
- 4 I'm not installing the software.
- 5 We're not using Word.

**Speaking** 5 Look at the pictures A–F. Describe what is happening.

*Example: He is moving ...*



6 Work in pairs or small groups. Talk about what you are doing at the moment in your work or study.

**Writing** 7 Write three sentences saying what you and your colleagues are doing at the moment in your work or study.

## Computer usage

**Reading** 1 Read what Ben says about computer usage in his office. Answer the questions.

- 1 What **must** Ben do? **UPDATE IS CALENDAR ALL THE TIME**
- 2 What **can** Ben do? **USE EXCEL**
- 3 What **can't** Ben do? **ACCESS SOME WEBSITES**
- 4 Can he open any website? **NAME AND A PASSWORD**
- 5 Why is it important to follow computer dos and don'ts? **COMPUTER BREAK**



**Speaking** 2 Make a list of computer usage where you work or study. Compare your list with the group.

### Language

#### **must, mustn't, can, can't, don't have to**

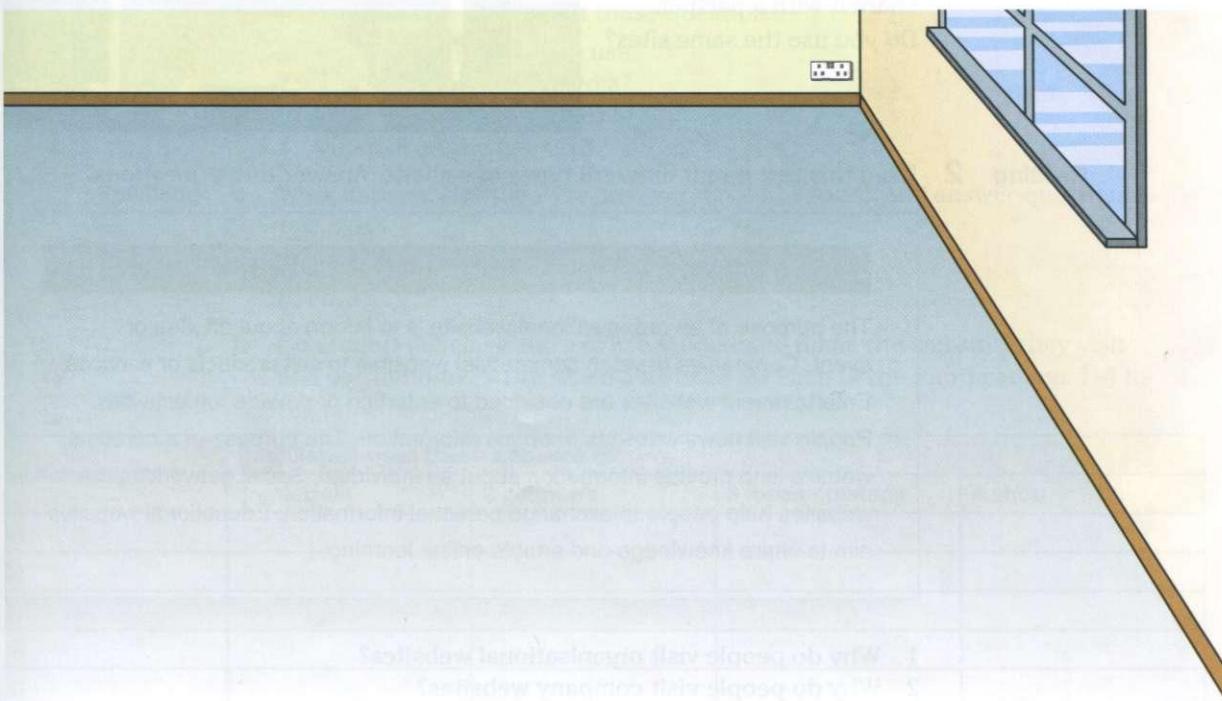
We use <b>must</b> and <b>mustn't</b> for obligations.	<b>You must</b> come to work on time. <b>You mustn't</b> be late.
We use <b>can</b> and <b>can't</b> for possibility and ability.	<b>He can</b> use Word but he <b>can't</b> use Excel.
We use <b>have to</b> for something that is necessary.	<b>I have to</b> log in using my password.
We use <b>don't have to</b> for something that is not necessary.	<b>We don't have to</b> work at the weekend.

**Writing** 3 Write an email to a colleague about yourself using **must, mustn't, can, can't, have to, don't have to**.

## Business matters

**Speaking** 1 A company asks you to recommend a computer and work station configuration for their sales team. In small groups, decide what to recommend. Use the office floor plan below to prepare the computer and work station configuration. Think about these things:

- 1 There are six people in the sales team.
- 2 Five people are out of the office four days of the week.
- 3 One person is in the office all the time – the team admin assistant.
- 4 Employees need a network connection (wired and wireless).
- 5 Employees print, scan and copy.
- 6 Company and client data must be stored on a separate device and backed up regularly.



2 Make your recommendations to another group. Choose the best computer configuration.

*Example: We recommend this configuration. You have ... /It has ...*

**Writing** 3 Write a short email to the IT manager with your recommendations.

