

Language work:

collocations 1

Look at the HELP box and then match the verbs (1-5) with the nouns (a-e) to make collocations from the text on pages 2-3.

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|------------|-----------------|
| 1 give | a money |
| 2 keep | b a PIN |
| 3 access | c databases |
| 4 enter | d presentations |
| 5 transfer | e records |

Use collocations from A and the HELP

box to complete these sentences.

- Thanks to Wi-Fi, it's now easy to access the Internet from cafés, hotels, parks and many other public places.
- Online banking lets you transfer money between your accounts easily and securely.
- Skype is a technology that enables users to make calls over the Internet for free.
- In many universities, students are encouraged to give presentations using PowerPoint in order to make their talks more visually attractive.
- The Web has revolutionized the way people do research – with sites such as Google and Wikipedia, you can find the information you need in seconds.
- Cookies allow a website to store information on a user's machine and later retrieve it; when you visit the website again, it remembers your preferences.
- With the latest mobile phones, you can send text with multimedia attachments – pictures, audio, even video.

Computers at work

Listen to four people talking about how they use computers at work. Write each speaker's job in the table.

electrical engineer	secretary	librarian	composer
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Speaker	Job	What they use computers for
1	composer	Record, store what they record
2	secretary	used office things (letters, email, with email)
3	electrical engineer	every aspect of his job, design electrical
4	librarian	catalogue as records as books

Listen again and write what each speaker uses their computer for.

Collocations 1

HELP box

Verbs and nouns often go together in English to make set phrases, for example *access the Internet*. These word combinations are called **collocations**, and they are very common. Learning collocations instead of individual words can help you remember which verb to use with which noun. Here are some examples from the text on pages 2-3: *perform operations, do research, make calls, send texts, display data, write letters, store information, complete exercises, carry out transactions*.