Computer systems

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

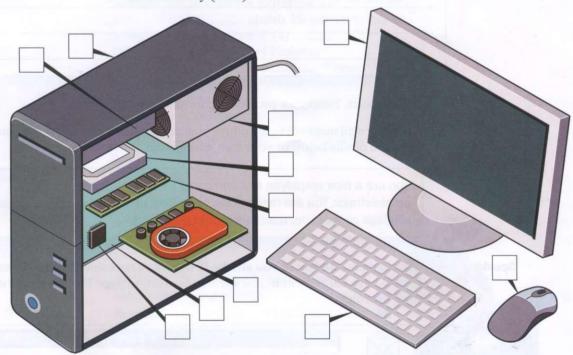## Computer hardware

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

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

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

Language

<table>
<tr><td colspan="4">Comparatives
We use comparative adjectives to compare two people or things.</td></tr>
<tr><td rowspan="3">For short adjectives we add -er (than). Be careful of spelling.</td><td>big</td><td>bigger</td><td>The new monitor was bigger than the old monitor.</td></tr>
<tr><td>fast</td><td>faster</td><td>Your processor is faster than mine.</td></tr>
<tr><td>easy</td><td>easier</td><td>It's easier to use than the other one.</td></tr>
<tr><td rowspan="3">For long adjectives we use more/less (than).</td><td>difficult</td><td>more/less difficult</td><td>This version is more difficult to use than the old version.</td></tr>
<tr><td>expensive</td><td>more/less expensive</td><td>His computer is less expensive than hers.</td></tr>
<tr><td>reliable</td><td>more/less reliable</td><td>I think you should buy that CPU. It is more reliable than the one you have.</td></tr>
<tr><td rowspan="2">Some comparatives are irregular.</td><td>bad</td><td>worse</td><td>That screen resolution is much worse than before!</td></tr>
<tr><td>good</td><td>better</td><td>I really like this mouse. It's so much better than the old one.</td></tr>
</table>

4 Make the comparative form of these adjectives.

Example: long longer

1 light _____
2 efficient _____
3 long _____
4 wide _____
5 heavy _____
6 fast _____
7 dark _____
8 soft _____
9 hard _____
10 durable _____

5 🔊 14 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

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

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) _____ image (2) _____ .

Tim: OK.

Simone: But Magic Extreme has the (3) _____ processing of images.

Tim: You're right. Also, Serif has (4) _____ special (5) _____ . But what about Snap Pro?

Simone: Well, it has the (6) _____ dubbing options.

Tim: And Snap Pro is the best for (7) _____ photos.

Simone: I'm not sure. Serif has (8) _____ efficient (9) _____ .

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.
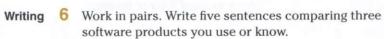
Simone: I'm still not sure!

Snap Pro

Magic Extreme

Serif Image Plus

Language

Present tense of _have (got)_

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

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) _____ ?
Brinitha: Fine, fine.
Paul: What (2) _____ you (3) _____ at the moment?
Brinitha: Oh, I (4) _____ Nero.
Paul: How are you getting on?
Brinitha: Well, I (5) _____ a network. I (6) _____ Microsoft Server.
Paul: Right. Where is Jackie today? Do you know?
Brinitha: Yes. She is on a training course today. She (7) _____ about the new database system.
Paul: What about Mary and Imran? Where are they?
Brinitha: They (8) _____ in today. They have a day off.

Language

Present continuous

	*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.*
We use the **present continuous** to talk about things that take place at the time of speaking and are not permanent.	*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 _____ going well.
2   I _____ learning a new program.
3   She _____ working in the office today. She has a day off.
4   They _____ installing the new software.
5   We _____ setting up the network.
6   We _____ using Word. We have a different word-processing program.
7   Where _____ they working today?
8   What _____ he installing on the computer?
9   I _____ coming in today. I'm sick.
10   _____ 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

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

1 What **must** Ben do?
2 What **can** Ben do?
3 What **can't** Ben do?
4 Can he open any website?
5 Why is it important to follow computer dos and don'ts?

● REC

> I must update my calendar all the time.

> I don't have to back up files every day – that's automatic.

> I can't access some websites.

> I have to log in using my user name and password.

> I mustn't eat food at my desk or put drinks on the computer.

> I can use Excel but my colleague can't.

2 Make a list of computer usage where you work or study. Compare your list with the group.
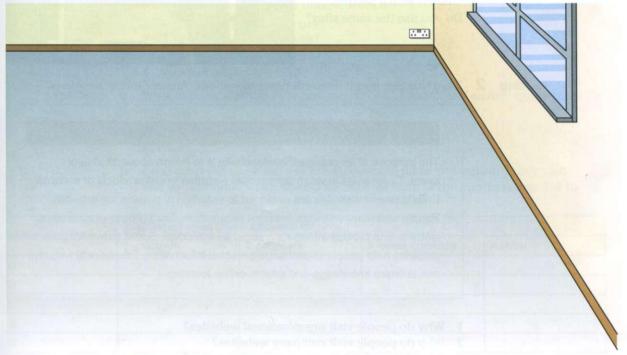
must, mustn't, can, can't, don't have to	
We use **must** and **mustn't** for obligations.	*You **must** come to work on time.*
	*You **mustn't** be late.*
We use **can** and **can't** for possibility and ability.	*He **can** use Word but he **can't** use Excel.*
We use **have to** for something that is necessary.	*I **have to** log in using my password.*
We use **don't have to** for something that is not necessary.	*We **don't have to** work at the weekend.*

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

Business matters

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 … .

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