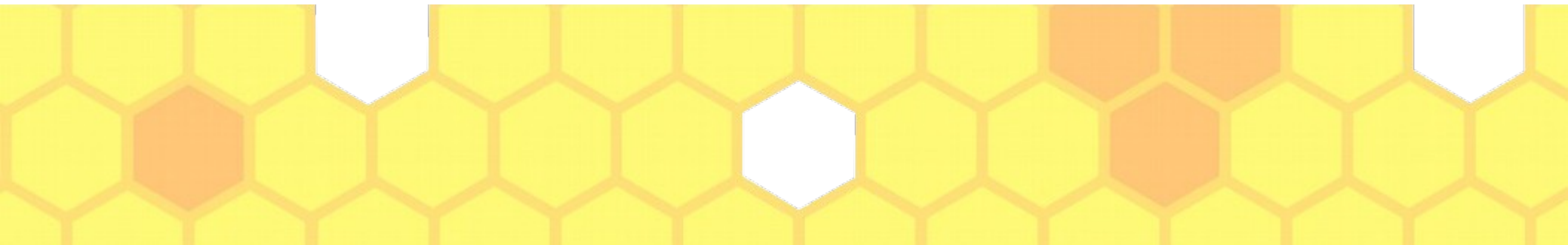


Ch 2. Computer system

Section 3. Working with computers &
computer usage



Learning objectives

- Able to talk/describe about how to use computers, or other hardware/software.
- Able to explain what you do/don't know about computer usage, what you must/mustn't do where working with computers.
- Able to use “present continuous tense” in the correct format.



Act. 1: Listening

- Recording 2.17 : Complete the missing words

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.



Act. 2: Tenses

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?


Exercise 1

- 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?



Exercise 2

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. |
- 



Act. 3: Speaking (1)

- Describe what is happening in each of the following figures



Act. 3: Speaking (1)

- Describe how is Ben in the office.



Act. 4: Grammars

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.*

Task : Write an email to a colleague about yourself using the five propositions listed above

