

Ch 1. Database

Section 1. Database basics



Learning objectives

- Explain essential features of databases, such as *fields*, *rows*, *columns*
- Communicate to help people dealing with databases, such as *to access some information from a database*



Act. 1: Listening (*part 1*)

Recording 4.23

Chris: Tim, (1)_____ you help me a moment, please?

Tim: Sure. What's the (2)_____?

Chris: I need some (3)_____ about a book budget from the database.

Tim: OK.

Chris: But I don't know how to (4)_____ it.

Tim: No problem.

Chris: So what do I do first?

Tim: Enter your name and (5)_____ and press enter.

Chris: Erm ... ?

Tim: You have got a password?

Chris: Erm, I can't (6)_____ it.

Tim: Use mine. Type in t evans, that's t - e - v - a - n - s, then snavet. s - n - a - v - e - t.

Tracking Resource Database

TRD: Product Data at your fingertips!

TRD is the business tool used in the development and management of products throughout their life cycle.

Please note the revised **HELP** function on all screens in TRD provides on screen guidance and links to useful users documentation

ENTER **EXIT**

Tracking Resource Database

User name

Password

ENTER



Act. 1: Listening (*part 2*)

Recording 4.23

Chris: OK.

Tim: Now press Enter. Now what is the name of the book?

Chris: *Basic French*.

Tim: OK. Type in that in the title (7)_____ in the first (8)_____. Now press Find. There it is. OK, budget. Click (9)_____ Publishing and scroll down to Plant costs and click on that.

Chris: Good. There's the budget in the second row. Thanks, Tim.

Tim: No problem.



Basic French					
View	Publishing	Development	Production	Packs	Marketing Admin
	Title/Assign Author				
	Editorial Data				
	Plant Costs				
	Schedule				
	Sales & Results/P & L				
	Contacts & Suppliers				
	Classification				
	Related Titles				
	Blurb				
	ONIX Validation				
	Add Title				
	Copy Title				
	Author Maintenance				
	Combined Profit Study				

Project title		Basic French		
		Budget	Cost to date	Difference
		40 000		
Editorial		10 000	8 000	+2 000
Design		13 000	12 000	+1 000
Multimedia		5 000	0	+5 000
Freelance		7 000	1 000	+6 000
Marketing		5 000	6 000	-1 000
Summary			27 000	+13 000



Act. 2.1: Vocabulary

Asking people to do things

We use **can/could/would you** + infinitive without *to* when we ask somebody to do something for us.

Could you help me, please?

Sure.

Please **could you help**?

No problem.

Can you explain what a database is, please?

I'm afraid I can't.

Please **can you explain** what a database is?

I'm sorry, I can't.

Would you explain that, please?

Could you come back a bit later? *I'm busy right now.*



Act. 2.2: Exercises

- Two students will be appointed randomly to make a question from the following

1. open / window
2. turn up / air conditioning
3. turn down / mp4 player
4. give / you / pen
5. answer / phone
6. give / password

- Example: Could you *type* your *name*, please?



Act. 3: Writing

- Work in a group of 3, and discuss the following.
 1. Explain the following database:

First Name	Last Name	Department	Title	Phone ext.
John	Smith	Development	Engineer	123
Jane	Doe	Finance	Auditor	454

2. Write a short summary why do people and organizations use databases?

