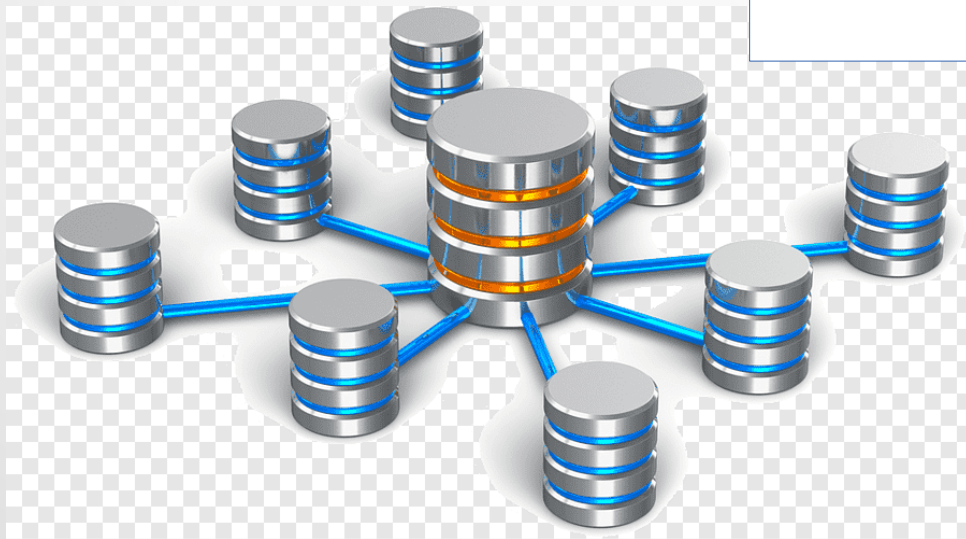


# Ch 1. Database

## Section 2. Data processing

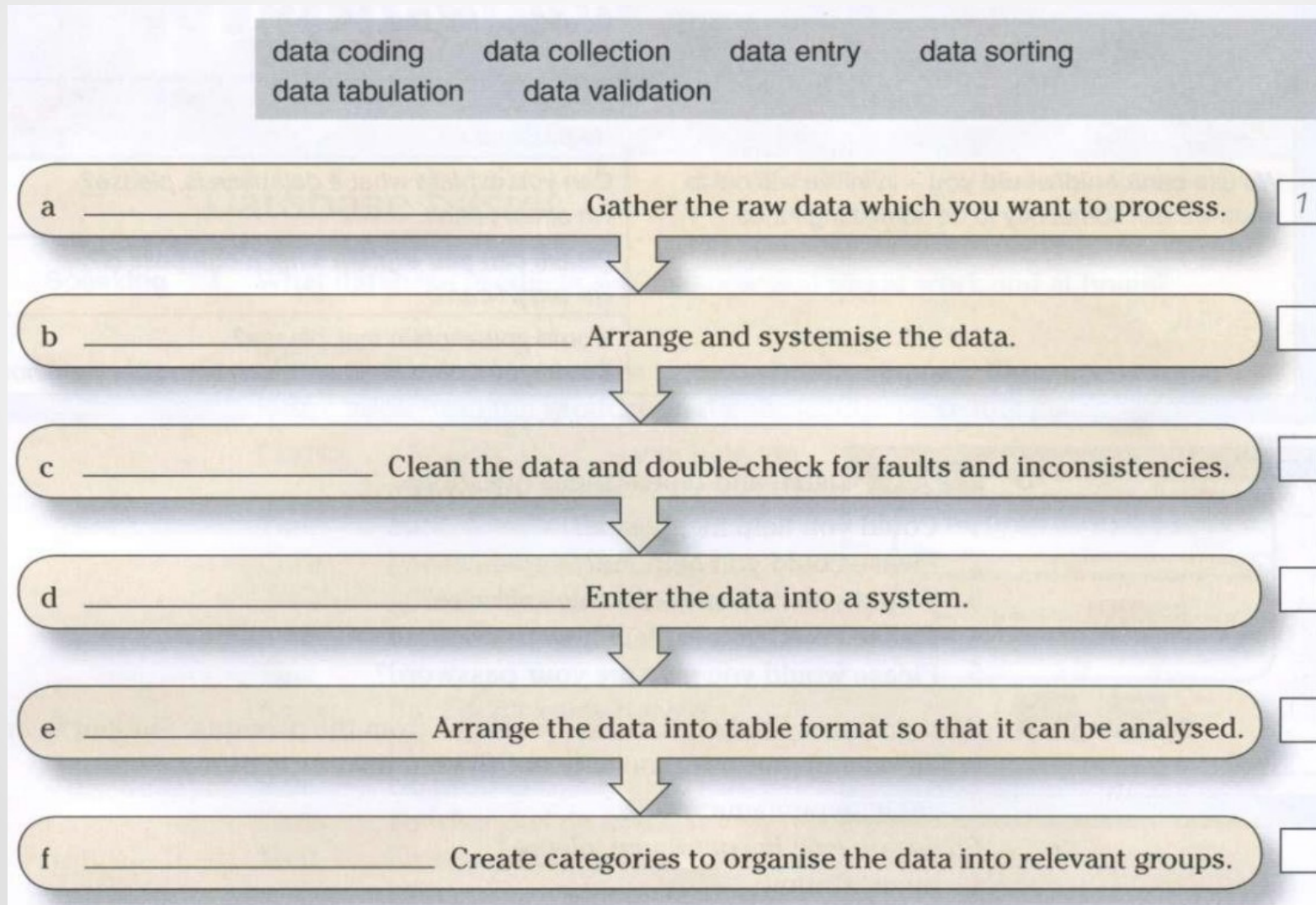


# Learning objectives

- Identify all IT jobs, and able to explain (written & spoken) the dream job
- Able to talk about someone's job
- Able to describe the task lists of a job

# Act. 1.1: Data processing steps

Match the following data processing steps



## Act. 1.2: Data processing steps

Put the data processing steps in a correct order

1. ....

2. ....

3.


4.

5.

6.

# Act. 1.3: Listening

Recording 4.25

 **25** Listen to an IT expert describing the data processing steps to a colleague. Check your answers to 1 and 2.





## Act. 2: Grammar

Complete the missing words

about    at    between    for    from    in    into    of    to

*Example: This database is used to store our financial information.*

- 1 What's the difference \_\_\_\_\_ a database and a spreadsheet?
- 2 A database is \_\_\_\_\_ storing data.
- 3 The school has information \_\_\_\_\_ students.
- 4 Can people access the system \_\_\_\_\_ the same time?
- 5 A database is a collection \_\_\_\_\_ records.
- 6 You retrieve information \_\_\_\_\_ the database.
- 7 You enter the data \_\_\_\_\_ the system.
- 8 Which software do you use \_\_\_\_\_ your work?

# Act. 3: Vocabulary

## Quick questions to check understanding

We use these when we are making sure the other person understands the statement.

*That's called collection. **OK?***

*That's coding? **Got that?***

*That's tabulation. **All right?***

*We call that sorting. **Understood?***

# Act. 4: Speaking

Explain the data processing steps with your own words

