# Ch 1. Working in IT industry

Section 3. <u>Schedules & spelling</u>

#### Act. 1: Read the dialogue and guess the missing words



Penelope: Hi, Don. (1) \_\_\_\_\_ are you?

Don: I'm (2) \_\_\_\_\_ thanks, Penelope. And you?

Penelope: I'm OK. Bit tired from the flight.

Don: Right.

Penelope: (3) \_\_\_\_\_ workshop (4) \_\_\_\_\_ you want to attend today, Don?

Don: I want to go to the CISCO network security workshop.

Penelope: Sounds interesting. What time does it start?

Don: It (5) \_\_\_\_\_ at 9.15.

Penelope: And (6) \_\_\_\_\_ does it finish?

Don: It (7) \_\_\_\_\_ at 4.00 in the afternoon.

Penelope: Well, I (8) \_\_\_\_\_\_ to attend the Microsoft Windows Applications

workshop. It (9) \_\_\_\_\_ at 8.30 am and (10) \_\_\_\_ at 6.00 pm.

But they have two breaks, at 10.30 and 12.45.

Don: That's good.

Penelope: Hope you enjoy your session.

Don: You too. See you around.



### Listen to the dialogue, and check your answer



#### Recording 1.8

1. ........

8. .....

**4.** .......

10. ....

- Any volunteer to read the dialogue?
- What sentence that you use when greeting someone?
- What types of tense used in the dialogue?



#### Act. 2: Schedules & time



Ve use at with clock times.	
What time does it start/begin/finish/end?	It starts at 9.15. (nine fifteen/quarter past nine)
	It begins at 8.30. (eight thirty/half past eight)
	It finishes at 4.00. (four o'clock)
	It ends at 5.05. (five oh five/five past five)
When do you have a break?	We have a break at 12.45. (twelve forty-five/a quarter to one)

Read the following loudly!

1	7.05	5	4.35
2	6.45	6	2.15
3	8 o'clock	7	12 o'clock
4	10.45	8	9.50

## Act. 3: Talking about schedules



- Work in a group of 3, think about a scenario to talk about schedules.
- Two people practice the conversation spontaneously (without making any note beforehand).
- The 3rd person talks about the schedules of the two people.

## Act. 3: Talking about schedules



Complete these sentences with the words in the box.

at at in for from

I work in an office (1) \_\_\_\_\_\_ Dubai but I'm (2) \_\_\_\_\_ Canada. I work

(3) \_\_\_\_\_ SAP there. I start work (4) \_\_\_\_\_ 8.15, have lunch in a café

(5) \_\_\_\_\_ 1.30 and finish about 5.00.

 Exercise: Write a short text (8-10 sentences) to talk about your daily schedule as an IT student, and talk about it loudly without reading your text



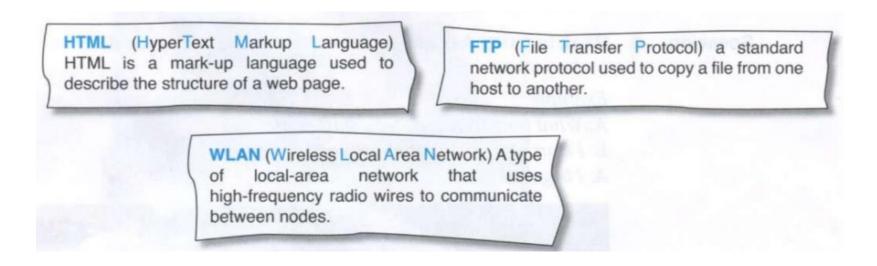
## Act. 4: Acronyms



List all IT acronyms that you know

1.	•••••	•••••	•••••	•
2.	•••••	•••••	•••••	•
3.	•••••	••••	•••••	•

• Examples:



## Act. 4: Acronyms



• Listening: Recording 1.9

Andrei:	Bob, can you (1) me, please?
Bob:	Sure.
Andrei:	I don't understand this acronym. What does it (2) for?
Bob:	Let me see. 'W3'. I'm not sure. Maybe WWW, the World Wide Web.
Andrei:	OK. What does P2P stand for?
Bob:	(3) stands for person-to-person.
Andrei:	OK. What does IP (4)?
Bob:	It means Internet Protocol.
Andrei:	How do you (5) 'Protocol'?
Bob:	p-r-o-t-o-c-o-l.
Andrei:	Thanks.
Bob:	You're welcome.
Andrei: Bob: Andrei: Bob: Andrei: Bob: Andrei:	OK. What does P2P stand for?  (3) stands for person-to-person.  OK. What does IP (4)?  It means Internet Protocol.  How do you (5) 'Protocol'?  p-r-o-t-o-c-o-l.  Thanks.