

Ch 1. Working in IT industry



Section 3. Schedules &
spelling

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.

2.

3.

4.

5.

6.

7.

8.

9.

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



Schedules

We use *at* with clock times.

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

- 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:

HTML (HyperText Markup Language)
HTML is a mark-up language used to describe the structure of a web page.

FTP (File Transfer Protocol) a standard network protocol used to copy a file from one host to another.

WLAN (Wireless Local Area Network) A type of local-area network that uses high-frequency radio waves to communicate between nodes.

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.