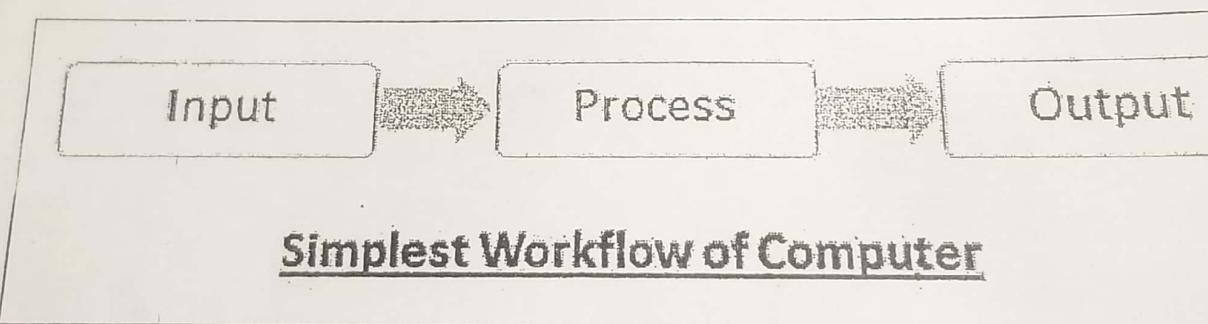


Basics of Computers – Introduction

Being a modern-day kid you must have used, seen, or read about computers. This is because they are an integral part of our everyday existence. Be it school, banks, shops, railway stations, hospital or your own home, computers are present everywhere, making our work easier and faster for us. As they are such integral parts of our lives, we must know what they are and how they function. Let us start with defining the term computer formally.

The literal meaning of computer is a device that can calculate. However, modern computers can do a lot more than calculate. Computer is an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format.

Input-Process-Output Model

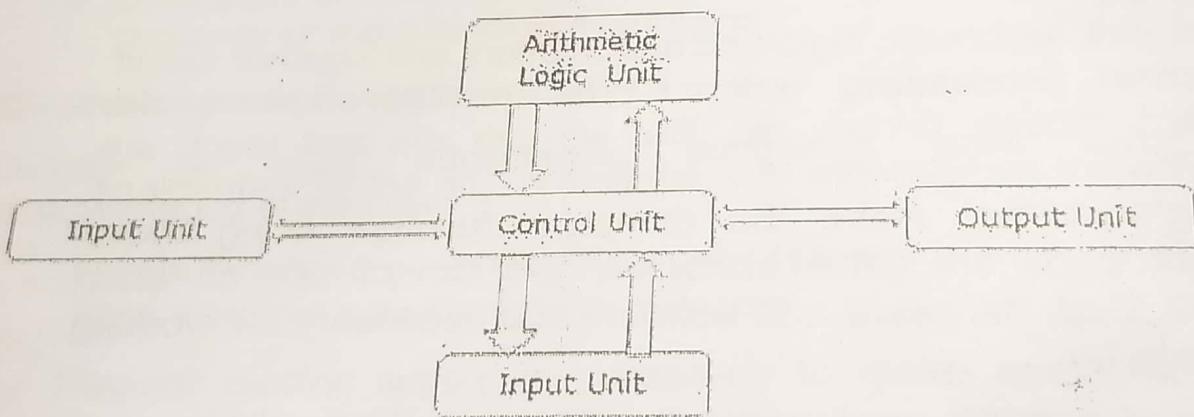


Computer input is called **data** and the output obtained after processing it, based on user's instructions is called **information**. Raw facts and figures which can be processed using arithmetic and logical operations to obtain information are called **data**.

The processes that can be applied to data are of two types -

- **Arithmetic operations** - Examples include calculations like addition, subtraction, differentials, square root, etc.
- **Logical operations** - Examples include comparison operations like greater than, less than, equal to, opposite, etc.

The corresponding figure for an actual computer looks something like this -



- **Input Unit** - Devices like keyboard and mouse that are used to input data and instructions to the computer input unit.
- **Output Unit** - Devices like printer and visual display unit that are used to provide information to the user in desired format.
- **Control Unit** - As the name suggests, this unit controls all the functions of the computer. All devices or parts of computer interact through the control unit.
- **Arithmetic Logic Unit** - This is the brain of the computer where all arithmetic operations and logical operations take place.
- **Memory** - All input data, instructions and data interim to the processes are stored in the memory. Memory is of two types - primary memory and secondary memory. Primary memory resides within the CPU whereas secondary memory is external to it.

Control unit, arithmetic logic unit and memory are together called the central processing unit or CPU. Computer devices like keyboard, mouse, printer, etc. that we can see and touch are the hardware components of a computer. The set of instructions or programs that make the computer function using these hardware parts are called software. We cannot see or touch software. Both hardware and software are necessary for working of a computer.

Characteristics of Computer

- To understand why computers are such an important part of our lives, let us look at some of its characteristics -
- **Speed** - Typically, a computer can carry out 3-4 million instructions per second.
 - **Accuracy** - Computers exhibit a very high degree of accuracy. Errors that may occur are usually due to inaccurate data, wrong instructions or bug in chips or human errors.
 - **Reliability** - Computers can carry out same type of task repeatedly without throwing up errors due to tiredness or boredom, which are very common among humans.

Unit One: The Internet and Society

The internet is for everyone:

1. Should we use the internet as a learning tool?
2. In what ways can we use the internet to enhance our academic knowledge?
3. In what ways could too much involvement with the internet be harmful to a person?

"The internet has affected our lives in countless ways. We communicate by mail, we gather and share data via the World Wide Web, we conduct transactions, over the internet, we find out important medical and political information on the Net, we see friends in chat rooms, and we 'instant message' them when we find they are online".

Vint Cerf, (father of the internet).

Antonyms

Antonyms mean the opposite of the word.

Exercise (1) Match each word on the left with its antonym on the right.

- | | |
|----------------|--|
| 1. Important | a. search |
| 2. Positive | b. forbid |
| 3. Rare | c. modern |
| 4. Allow | d. trivial (little value) unimportant. |
| 5. Traditional | e. negative |
| 6. Advantages | f. solution |
| 7. Problem | g. disadvantages |
| 8. Find | h. common |

The pros and cons of the Internet life

BIOS is a **firmware**, i.e. a piece of software permanently programmed into the hardware.

If a system is already running but needs to be restarted, it is called **rebooting**. Rebooting may be required if a software or hardware has been installed or system is unusually slow.

There are two types of booting –

- **Cold Booting** – When the system is started by switching on the power supply it is called cold booting. The next step in cold booting is loading of BIOS.
- **Warm Booting** – When the system is already running and needs to be restarted or rebooted, it is called warm booting. Warm booting is faster than cold booting because BIOS is not reloaded.

- **Versatility** - Computers can carry out a wide range of work from data entry and ticket booking to complex mathematical calculations and continuous astronomical observations. If you can input the necessary data with correct instructions, computer will do the processing.
- **Storage Capacity** - Computers can store a very large amount of data at a fraction of cost of traditional storage of files. Also, data is safe from normal wear and tear associated with paper.

Advantages of Using Computer

Now that we know the characteristics of computers, we can see the advantages that computers offer-

- Computers can do the same task repetitively with same accuracy.
- Computers do not get tired or bored.
- Computers can take up routine tasks while releasing human resource for more intelligent functions.

Disadvantages of Using Computer

Despite so many advantages, computers have some disadvantages of their own -

- Computers have no intelligence; they follow the instructions blindly without considering the outcome.
- Regular electric supply is necessary to make computers work, which could prove difficult everywhere especially in developing nations.

Booting

Starting a computer or a computer-embedded device is called **booting**. Booting takes place in two steps -

- Switching on power supply
- Loading operating system into computer's main memory
- Keeping all applications in a state of readiness in case needed by the user

The first program or set of instructions that run when the computer switched on is called **BIOS** or **Basic Input Output System**.

Pros mean advantage and cons means disadvantage

Read the text and you can find the answer.

Many people now believe that the internet is the most important invention in history. Some say it has a greater impact on our lives than the car, plane, or television. The World Wide Web is changing how we shop, how we work, how we contact each other, how we spend our leisure time, (free time) and how we learn. However, the role of the internet in our society can be both positive and negative. You can compare your ideas with other people mentioned in this unit (three).

The internet allows us to work from homes, because we communicate with people all over the world not feel alone. We can sale and buy goods on the internet, online trading gives everyone chance to be a millionaire!

Online privacy

Some people say that we have less privacy now than we had in the past. They claim it's possible to discover everything someone does on the internet, and even spy on people. They also say that people can use the internet too much. So they become more distant from their families and friends. But other people claim that the internet creates equal opportunities for everyone. They argue that the internet helps to take power away from the wealthy, and that we can all have a voice on the internet, whatever our views or beliefs.

Exercise Two: Decide whether the statements are (T) or (F)

1. We use the internet to enhance our academic knowledge. T/F

2. Online trading can't give us opportunity to be a millionaire. T/F

3. Too much involvement with the internet will be harmful to a person.

T/F

4. The internet is very essential than anything else such as planes. T/F

5. We couldn't share data via the internet.

T

A more common, but less dangerous problem is (spam) or unwanted advertising. When it first appeared nobody worried about it, but now it is out of control; more than 50% of all email messages in the world are junk mail, or spam. Unfortunately, some people are now using spam to trick people and to get money from them. This is called (Phishing). The simplest phishing trick is to send an email promising that you will get rich. However to get this money, you must first send your bank details. Of course, they take the money from your bank and you certainly don't get rich. Therefore, next time you're online, make sure your anti-virus program is up-to-date and never give anyone your bank details!

Exercise (1) Read the article Computers under attack. Match terms 1- 5 with definitions a- e

- | | |
|------------------|--|
| 1. Phishing. | a. a hidden program that can destroy data |
| 2. Spam. | b. a program that can be designed to steal
personal information from your computer. |
| 3. Spyware. | c. advertising emails. |
| 4. Trojan horse. | d. a program that steals money by tricking
people into giving away personal information. |
| 5. Virus. | e. a program that is hidden and can be used to get
information about users' online buying habits. |

Exercise (2) what do the pronouns and underline words refer to?

1. It
2. Which
3. These
4. They
5. This

Unit Two: Computers under attack

A computer is made up of several main parts. Obviously, the most important is the CPU, or central processing unit. This is the part that houses the computer memory and processing chips, in other words, the computer's brain. Most CPUs now have a CD and / or DVD burner, that is, a device for recording onto a CD or DVD, already built into the unit. They also have USB ports, that is to say, sockets where you plug in other devices, e.g. your scanner or memory key. Most CPUs have software, e.g. computer programs, already loaded when you buy the computer, but many people like to add other programs to personalize their computer. Other necessary parts of any computer system are the monitor or screen, the mouse, and the keyboard.

Every time you turn on your computer and connect to the internet, there is a possibility of attack it could come via an email from a friend, a software program or music you download, or even from a CD-ROM you are using.

The most common source of danger is a virus, which is a program that hides itself in documents or software, and then attacks your computer. Sometimes, these are not too serious. They can even be funny, but sometimes they are so serious that they crash the computer, in other words, they stop the computer working. Consequently, some companies and even government departments have had to close while they try to find and destroy a virus. This can cost millions of dollars.

One type of virus, known as a (**Trojan horse**) is designed to get your credit card details or bank passwords. Once it has this information, it is sent to organizations that steal your money from your bank or use your credit card to buy things.

Another danger is (**Spyware**) like the Trojan horse, it hides inside your computer so that you don't know it is there. It might not do any damage, but it collects information about you, for example, what you buy online or what music you download. It then sends this to commercial companies.

Unit Four: The structure of a paragraph (Writing)

In this unit, you will learn about:

1. The definition of a paragraph.
2. The parts of a paragraph.
3. How to identify and write topic sentences.

What is a paragraph?

A paragraph is a group of sentences about a single topic. Together the sentences of the paragraph explain the writer's main idea (most important idea) about the topic. In academic writing, a paragraph is often between five and ten sentences long, but it can be longer or shorter, depending on the topic. The first sentence of a paragraph is usually indented (moved in) a few spaces.

Understanding a paragraph:

- a. What is a paragraph?
- b. What is the main idea about the topic?
- c. What ideas help explain the main idea?

Paragraph Organization

What makes a paragraph?

A paragraph has three basic parts:

- 1. The topic sentence.** This is the main idea of the paragraph. It is usually the first sentence of the paragraph, and it is the most general sentence of the paragraph.
- 2. The supporting sentences.** These are sentences that talk about or explain the topic sentence. They are more detailed ideas that follow the topic sentence.

results suggest a strong connection between how close a child lives to traffic and the possibility of that child developing asthma and other similar diseases.

It is clear from these studies and others that the time has come to start reducing the level of air pollution in our cities for the sake of our children and future generations.

Questions

1. What are the causes and effects of air pollution?
2. What is the main cause of air pollution?
3. What are two natural sources of air pollution?
4. Which are the most polluted cities in the world?
5. Where was the first study done?
6. What health problems did the first study look at?
7. Where was the second study done?
8. What health problem did the second study look at?

Air pollution- major problem

A

B

Man-made causes

1. Vehicles
2. Power stations
3. Factories
4. Mining/ building
5. Burning- fossil fuel/ wood

Natural causes

- a. Volcanoes
- b. Forest fires

More cars = more pollution in major cities

Exercise (2): Use words or phrases in the box to complete the sentences.

Concluding sentence indented paragraph

Supporting sentences topic sentence

a. The is usually the first sentence in a It gives the main idea of the paragraph.

b. The first sentence of a paragraph can be

c. The come after the topic sentence, and they explain the topic sentence.

d. The comes at the end of a paragraph.

3. **The concluding sentence.** This may be found as the last sentence of a paragraph. It can finish a paragraph by repeating the main idea or just giving a final comment about the topic.

The topic and the main idea

The topic sentence:

- Usually comes first in a paragraph.
- Gives the writer's main idea or opinion about the topic and helps the reader understand what the paragraph is going to talk about.

Highlight the topic of the sentence. Underline the main idea about the topic.

Switzerland is a very interesting county to visit.

Exercise (1):

These sentences are mixed up parts of one paragraph. Number the parts in order:

1. Topic sentence.
2. Supporting sentences.
3. Concluding sentence.

What should I study at university?

- a. It wasn't an easy decision, but for the reasons listed above, I have decided to study journalism.
- b. It can be difficult to choose a subject to study at university because there are so many choices, but by considering my skills and interests, I have decided to study journalism.
- c. I have always enjoyed writing, so it is sensible to choose a subject that involves writing. When I begin working, I would like to have the opportunity to travel, and travel is often an important part of a journalist's job. Finally, I am also interested in photography, and pictures are very important in journalism.

Training workshops Attended

- Attended a workshop on Teaching knowledge Text (TKT) organized by College of Education (SUST) in collaboration with British Council in 2011.
- Attend the TESOL Sudan 3rd International Conference held in December 13/15/2012 at (SUST) Khartoum, Sudan.
- Training session in field of the ART of Managing Scio-economic projects organized by Melody press International Foundation with collaboration, College of Business Studies (SUST) in January 2015 Khartoum Sudan.
- Attend the 1st African TESOL International Conference held in February 26-27/2016 at the Ministry of Higher Education, Khartoum, Sudan.

4. Hobbies

Writing, Reading, Watching TV, and playing games

Unit Five: Curriculum Vitae (C V) (Writing)

1. Personal Data

Name: Hassan Adam Hassan
Date and place of birth: 1st January 1970 Portsudan
Religion: Muslim
Sex: Male
Nationality: Sudanese
Marital status: Married, with two children
Languages spoken and written: English and Arabic
Residence: Khartoum
Address: Khartoum state Karary locality,
Elthoura, block 76, House No. 380
Mobile phone: +249912333666
E. mail: hassanadam1970@gmial.com

2. Academic qualifications

- Doctor of Philosophy in English Language (Applied Linguistics) at College of Languages, Sudan University of Science and Technology 2006.
- Obtained a Master degree in English language Teaching, College of Education, Sudan University of Science and Technology 2002.
- Obtained a Bachelor degree of Education in English Language, College of Education, Sudan University of Science and Technology 1996.
- Obtained a High Secondary Certificate, Academic Section, El Fashir Boys, 1990.

3. Working experiences

- Currently, working as a part-timer in Karary University, Military College, School of languages, since 1st April 2015 up to date, (30.9.2021).
- Worked as a part-timer at Sudan University of Science and Technology, College of Languages, Department of University Requirements. December 2014 up to date (30.9.2021).

Unit Seven: Symptom

Signs and symptoms are the tools for making a diagnosis, but what is the difference between the two?

The signs of an illness are the things that a doctor or nurse can see and measure. Signs are things like spots and bleeding. Temperature, heart rate, blood pressure and respiration rate are all signs because you can measure them. Symptoms are the things which a patient experiences, but others can't always see. Dizziness and nausea are examples of symptoms.

The symptoms which make a patient seek medical help in the first place are called the presenting symptoms. Medics describe them in terms of being strong, mild, or weak. Sometimes the symptoms of serious illnesses like cancer and diabetes are weak. They stay weak for a long time and the illness remains undiagnosed.

Many illnesses have the same symptoms. These symptoms are called non-specific. Fatigue is an example of this. It's a symptom of many kinds of illness, both chronic and acute, and of both physical and mental disorders.

Doctors ask patients about the onset of the symptoms, what they feel like, what relieves them and what makes them worse. The more detail they have, the faster they can make a diagnosis.

Question One: Decide whether these statements are true (T) or false (F) according to the text.

1. You can't need signs and symptoms for a diagnosis. ()
2. Patients presenting symptoms are strong, mild or weak. ()
3. Killer diseases can't have weak symptoms. ()
4. Specific symptoms help a lot with diagnosis. ()
5. You can see symptoms. ()

When I go home, my wife had cooked the dinner.

Samira didn't go to the cinema because she has already seen the film.

I hadn't flown before, so I was nervous about getting on the plane.

Communicate in English: Wishes and Regrets

Wishes	Regrets
1. I wish Farouk would help me with this homework. 2. My dad wished he owned a Mercedes. 3. My goal is to get a PhD in engineering. 4. I dream of getting married and having children.	1. I wish I'd joined the Faculty of Science, but I didn't. 2. Youssif would really like to be able to swim, but he can't. 3. I'm disappointed that I didn't get the job. 4. I regret ignoring my father's advice.

Active Sentences and Passive Sentences:

Active: Bob mailed the package. Passive: The package was mailed by Bob.

Unit Six: Passive Voice

Passive Voice: Change the active verbs to passive. Write the subject of the passive sentence. The first one has been done.

1. Present Simple.

- a. The teacher helps me. (a) I...am.....helped by the teacher.
- b. The teacher helps John. (b) by the teacher.
- c. The teacher helps us. (c) by the teacher.

2. Past simple.

- a. The teacher helped me. (a) by the teacher.
- b. The teacher helped them. (b) by the teacher.

3. Present perfect.

- a. The teacher has helped Mary. (a) by the teacher.
- (b) The teacher has helped us. (b) by the teacher.

4. Future.

- a. The teacher will help me. (a) by the teacher.
- b. The teacher is going to help me. (b) by the teacher.
- c. The teacher will help Bob. (c) by the teacher.
- d. The teacher is going to help Bob. (d) by the teacher.

Grammar Focus

The Past Perfect Tense:

The past perfect tense is used to describe something that had already happened before something else happened:

When I met Ali yesterday, I remembered {that} we had met before about ten years ago.

Unit Eight: Parts of speech

What is grammar?

Grammar is the art of putting the right words in the right places .
Another definition is the rules that dominate construction of sentences.
Words are classified according to their function or use in the sentence into what are called parts of speech .

Parts of speech include:

- | | | | |
|-----------------|------------------|--------------|-----------------|
| 1. Nouns. | 2. Adjectives | 3. Pronouns. | 4. Prepositions |
| 5. Conjunctions | 6. Interjections | 7. Adverb | 8. verb |

1. **Nouns:** are names of anything.

Names of people such as a man, a woman, Hassan, a girl, king, etc

Name of animals, as a dog, a lion, a cat, etc.

Name of things as a table, a stone, a tree, etc.

Name of places as Khartoum, Omdurman, Sudan.

Noun = Numbers

In English grammar there are two numbers, singular and plural.

Singular, are numbers that mean only one, **a man**, a book.

Plural number, are nouns that more than one, men, books.

Formation of plural nouns

We classify the plural nouns into two classes, regular and irregular nouns.

Regular nouns, with most of the nouns in English we make the plural by adding (s) to the Singular .

e.g. a boy → boys

a book → books

a tree → trees

Irregular nouns:

We mean the nouns that don't take/ s/ in plural, so there are many

Rules:

a. **Noun** ending in /ch/sh/ss/o/x/s/takes/es/in/the plural e.g.

Watch → watches

Question Two: Choose word or phrase from the list which has the same meaning as the underlined words in sentences.

Awake and alert
repeat

critical

take off

right now

1. Remove the pads from his chest.
2. He needs treatment immediately.
3. If the procedure is not successful, you may have to do it again.
4. The patient is conscious you can talk to her now.
5. Her condition is serious, but not life-threatening.

Question Three: Underline the correct option to complete the sentences.

1. Do you can/Can you/ You can move your fingers?
2. Has he been /was / is like this for a long time?
3. You won't try to move, will you /won't you /do you?
4. The pain is in your arm, hasn't /is /isn't it?
5. Could you to tell/ Could you tell/ Tell me where it hurts?

Question Four: What is the difference between symptom and sign?

Interrogative: one / more / anyone / some / each.

Reflexive: myself / himself / themselves / ourselves

* Personal pronouns

First, second and third, either singular or plural.

* Singular :

First person I, we / they / mine

Second → you / are / yours

Third she, he, it

* Plural first we/ us our / they/

Second you yours

Third they them their

Forms for personnel pronouns			
Subject		Object	Possessive
S	p	S p	S p
I	are	Me us	Me our
You	you	You you	Your your Yours Yours
He She It	they	His Her them It	His Her their Hers theirs Its

4. Adverb:

A word that adds information to a verb and adjective.

That modified a verb, an adjective or another adverb.

Advice - luggage - bread - furniture - information - luck -
knowledge - luggage news - travel - work
e.g. This furniture is too expensive.
His hair is too long.
Travel teaches you a lot.

Nouns are classified as the following:

- a. Proper noun: Khartoum, Sudan, oil, River Nile.
 - b. Common noun: woman, man, city, country, river.
 - c. Abstract: happiness, idea, love hatred, anger, beauty, thought
 - d. Collective: team, crew, family
- That group of people, animals and things.
- e. Compound: headache, police station that made up of two or three words used together.
 - f. Countable: can be counted, man, child, foot.
 - g. Uncountable: This cannot be counted, water, money, education.
 - h. Singular: stand for one person, animal and thing. Hassan, cat and table.
- i. Plural: stand for more than one, babies, books.

2. Adjectives:

Are words that describe nouns, almost go before the nouns can be used, as :

- A. Before nouns A brave boy.
- B. After be become, seem as complement

Our soldiers' are brave

- C. After be nouns as complement
This book is makes the bag heavy
- D. Modify by an adverb e.g Avery brave soldier.
- E. Used in comparative and superlative forms e.g .
Today is colder than yesterday .
This is the cleverest student in our class.

3. Pronouns.

Are words used instead of nouns
personal / demonstrative / relative?

Pronouns are classed as

Interrogative / in defined and reflexive.

Personal: you / he/ she / it / thy / live / them

Demonstrative: who/ which / what.

Brush	brushes.
Glass	glasses.
Potato	potatoes
Bus	buses
Box	boxes

b. Nouns ending in f - fe takes ves

Wife	Wives
Knife	Knives
Shelf	Shelves
Loaf	Loaves.

C. Nouns ending in /y/ without vowel before it take /ies/.

city	cities
------	--------

D. Nouns change their vowel in plural e.g

(A) a man — men (B) a tooth — teeth (C) a foot →
feet

Countable and uncountable nouns

A. Countable nouns:

Countable nouns which we can count, they have singular and plural form e.g.

<u>singular form</u>	<u>plural form</u>
One tree	four trees
One car	five cars
One book	six books
One chair	seven chairs

B. Uncountable nouns: which we can't count they don't have plural form. eg.

Smoke (don't say two smokes).

Rice- sugar- petrol - water - air - they are only singular, the following words are uncountable in English , , but countable in some other languages .

Adverb expresses the following relation in a sentence there are three:

- Place, degree and frequency.
- Time: he will come tomorrow.
- Place: put it down.
- Manner: he answered quickly.
- Degree: he was very kind.
- Frequency: he is always punctual.

5. Conjunction:

Is a word which connects words / joining words together, phrases, clauses or sentences?

There are two kinds of conjunction

- A. Coordinate conjunction.
And, nor / but /for, yet / or
- B. Correlative conjunction.

Both / and /not only / but also/ rather or neither. – Nor

- Both Fatima and Amana are intelligent.
- He is not only clever but also polite.
- I will either go to the park or watch TV.
- This juice is neither sweet nor cold.

6. Interjection

Is word or group of words used as an exclamation expressing sudden or strong feelings?

Interjection can be used alone or as part of sentence.

For example: Oh! That was great. Sometimes you might

Just say the word Oh! The most common are well, Oh, Ouch.

There is usually an exclamation mark! After an interjection.

Hello! Ah! Oh! Hurrah! Alas! Good!

Help! Help! Pretty! How funny!

Oh no! Why did that happen? Show strong emotion.

The speaker seems upset about something that happened.

Surprise / pleasure / pain .look! The house is falling!

Hurrah! Wow!

Interrogative: one / more / anyone / some / each.

Reflexive: myself / himself / themselves / ourselves

* Personal pronouns

First, second and third, either singular or plural.

* Singular :

First person I, we /they / mine

Second → you / are / yours

Third she, he, it

* Plural first we/ us our / they/

Second you yours

Third they them their

Forms for personnel pronouns			
Subject	Object	Possessive	
S I	p are	S p Me us	S p Me our
You	you	You you	Your your Yours Yours
He She It	they	His Her them It	His Her their Hers theirs Its

4. Adverb:

A word that adds information to a verb and adjective.

That modified a verb, an adjective or another adverb.

Unit Nine: WH Questions (Questions Words)

Questions words are also called WH questions because they include the letter "W" and "H"

No.	Question words	Meaning	Example
1	who	Person	Who's that? That's Harry.
2	where	Place	Where do you live? Khartoum.
3	why	Reason	Why do you sleep early? Because I've got to get up early.
4	When	time	When do you go to work? At 7:00
5	how	manner	How do you go? By car.
6	what	object, idea or action	What do you do? I'm an engineer.
7	which	choice	Which one do you prefer? The blue one.
8	whose	Possession	Whose is this book? It's Ahmad's.
9	Whom	object of the verb	Whom did you meet? I met the manager.
10	what kind	Description	What kind of music do you like? I like quiet songs.
11	what time	Time	What time did you come home?
12	how many	quantity countable	How many students are there? There are twenty.
13	how much	amount, price uncountable	How much time have we met? Ten minutes.
14	how long	duration length	How long did you stay in that hotel? For two weeks.
15	how far	Distance	How far is your school? It's one mile far.
16	how old	Age	How old are you? I'm 16.
17	how come	Reason	How come I didn't see you at the party.
18	how often	frequency	How often do you go to the gym? Twice a week.

Much / Many

We use much to ask about uncountable and many for countable.

That to ask about speed/price/free time and feeling.

- How many hours take you from Khartoum to Atbara? 2 hours.
- How much money do you have? Only three pounds.
- How much petrol left? One gallon

Also there is another class of verb according to conjugations:

- A. Regular verb
- b. Irregular verbs
- c. odd verbs

Basic forms of verbs

All verbs have four parts except modal auxiliary.

1. Infinitive
2. Past simple
3. Past participle
4. Present participle

Do	did	done	doing
Speak	spoke	spoken	speaking
Work	worked	worked	working
Write	Wrote	Written	Writing
Walk	Walked	Walked	Walking

7. Preposition : is a word that shows the relationship of one word in a sentence to another word.

The four things that preposition tell are:

- a) Where something is (location).
- b) Where something is going (direction).
- c) Where something is happens (time).
- d) The relationship between a noun or and pronoun and another word in a sentence.

Preposition of place

Where is Musa? In kitchen.

Adam is in London.

Why are all those papers on the floor?

Because of Rain.

Preposition of movement

Where is the hospital? You can cross the road.

Preposition of time

At mid night

At 2:00

In 1998

8. Verbs:

Verbs are the most important words in language you can't make a sentence without verb. Verbs are used to say what people do they express an action . As far verb is a word or group of words that asserts action / being or state of being .

Classes of verb according to their functions

A. Ordinary verb.

B. Auxiliary verb.

after his evening shift on Friday, I called the airport- but nobody had seen him for hours; his mother said to reporters". Frank explained that he was very lucky because it is possible to die of cold in the hold of an aircraft. He apologized to his boss for sleeping at work instead of working, and promised it would not happen again. During the flight I was petrified. I thought I was going to die! said Mr. Vreede. I wouldn't want to do it again. Next time, I'll catch a regular flight.

Question One: From the passage answer these questions.

1. Who is the article about? -----
2. Where did the events happen? -----
3. When did the events happen? -----
4. How many days did Mr. Frank Vreede stay at Dubai? -----
5. What was the problem of this passage? -----

Question Two: Decided whether the statement is (True) or (False).

1. Mr. Frank Vreede is a 23 year old. T / F
2. Mr. Frank doesn't frighten during the flight. T / F
3. Mr. Frank Vreede was sleeping before the plane took off. T / F
4. Mr. Frank Vreede missed his work at Schiphol Airport. T / F
5. When the plane arrived at Dubai airport, Mr. Frank took to prison. T / F

Question Tree: Make a suitable answer by choosing a, b, c, or d

1. It ----- a comfortable flight yesterday.
a. is b. was c. been d. are
2. He was a plane at the airport.
a. load b. loaded c. loading d. loads
3. When he arrived his father was ----- home.

Unit Eleven: Free Flight to Dubai

A twenty-three-year-old Dutch student has enjoyed a short but unexpected holiday in Dubai. Mr. Frank Vreede, a business student, had taken a part-time job at Schiphol Airport to help pay for his studies. He worked as a baggage handler and was responsible for loading the suitcases into the hold of passenger planes. Last Friday night, after an exhausting day in the university library preparing for his final exams, Frank was loading a plane at the airport. He was waiting for the next baggage truck to arrive and he felt tired. He decided to have a quick rest, so he sat down in the hold of the plane and shut his eyes, just for a moment.

However, while he was sleeping, the plane took off. An hour later, Frank woke up and was horrified to discover that the plane was in the air. There was a terrible noise from the engines, and he tried not to panic. It was dark, uncomfortable and very, very cold. Frank knew the flight would be long because it was an airline from the Middle East. He also knew he could not survive the freezing temperatures. It was an impossible situation. He decided to make as much noise as possible. He banged on the ceiling of the baggage hold and shouted at the top of his voice. Luckily, a passenger heard the noise and called a flight attendant, who immediately informed the pilot. Once the captain understood what was happening, he ordered hot air to be pumped into the hold.

When the plane arrived at Dubai international Airport, an ambulance was waiting to take a very cold and frightened Mr. Vreede to hospital. Doctors examined him, but he was unhurt and was allowed to leave after a few hours. News spread quickly about this 'stowaway'. The Managing Director of one of Dubai's top hotels offered him a free room for the weekend. "He must have wanted to come to Dubai very much if he was prepared to travel in the hold!" joked the MD.

"Everyone's been so kind; said Mr. Vreede. I'm really enjoying my stay in Dubai and I'm getting a lot of rest, so I won't fall asleep on the job again!" When Frank returned to Schiphol Airport on Monday, his friends and relatives were overjoyed to see him. "When he didn't come home

Unit Ten: Skills

There are four main skills:

1. Listening.

2. Reading.

3. Writing.

4. Speaking.

The tools that used for listening is our ears, for reading is our eyes, for writing is our hands, and for speaking is our mouths. Listening and reading are called receptive skills but writing and speaking are called productive skills.

Question Five: Put the words in the right order to make sentences.

1. months/form/usually/in/summer/the/hurricane

2. weekends/ never/at/studies/Tony/the

3. are/night/at/cold/sometimes/deserts

4. to/ don't/very/cinema/often/I/go/the

5. India/September/in/beautiful/always/Weather/in/the/is

Question Six: Summarize this passage.

Harvard University is a private university in Cambridge, Massachusetts in the USA. It is one of the world's most famous universities. It was founded in 1636 and is the oldest higher education institution in the USA. At first it was called the New College, but in 1696 it was named Harvard College after John Harvard. He gave money and books to the College. It became Harvard University, in 1780. Today Harvard University has about 2,300 professors. The number of undergraduate students is 6,650 and there are about 13,000 graduate students. It has nine Faculties. There are Arts and Sciences, Law, Business, Medicine ...

- a. leave b. leaving c. leaves d. left
4. She _____ to the cinema every day.
- a. goes b. go c. went d. gone
5. I didn't _____ the answer.
- a. knew b. know c. known d. knows

Question Four: Link these two sentences using so or because

1. I want to visit the Louvre in Paris. It has some beautiful paintings.

2. Nora wants to work for a newspaper as a journalist. She loves writing and enjoys meeting people.

3. Land is very expensive in Hong Kong. Most of the buildings are tall and narrow.

4. In Russia people like to go to their 'dachas' in the summer. They want to get away from the noisy cities and stay in quiet.

5. India has a lot of rain in the summer months. It is better to visit the country in the dry season.

to work when her children leave home. She wants to catch up with the latest developments in IT and wants to get a degree in the subject. However, the nearest university which runs courses in IT is in the capital. She can't leave her family and become a student at a university. What can she do? The answer for Nahla is distance learning. Distance learning is when teacher and student are in different places.

Exercise (1) Answer these questions:

1. Why is the idea of lifelong learning important today?

2. What does self-employed mean?

3. Why must people keep learning new skills nowadays?

4. Why do some people only have short-term contacts?

Language Focus: Idioms and fixed expressions:

1. What is an idiom?

An idiom is a group of words with a meaning that is different from the individual words and often difficult to understand from the individual words. Here are some common idioms.

The teacher told us to get a **move on**. {= hurry; be quick}.

My wife and I **take it in turns** to cook. {= I cook one day, she cooks the next, etc.}

I don't know the answer **off-hand**. {= without looking it up or asking someone}

It's not far. We can take a **short cut**. {=a quick way} through the park.

Unit Twelve: Lifelong Learning

Why is it important to continue your education after you have left school or university?

This is about learning in the future:

Twenty years ago, many university students believed that once they had graduated, their education was complete. They would get a job and all they had to do was to work hard with the same employer until it was time to retire. Today, work isn't like that. In the modern world, most young people must expect to change employers several times in their working lives. Many of them will possibly become self-employed, running their own business. This means that throughout people's lives they'll need to acquire new knowledge and skills. They will need to understand lifelong learning.

Lifelong learning means learning that goes on for life, from the time you leave full-time education until after you retire. This is necessary because the world of work is changing a lot faster than it used to. For example, nowadays employers often only employ staff on short-term contracts to complete a certain job. This keeps their costs down. Once the job is over, the employees have to look for another organization to employ them on other jobs.

To remain employable, individuals must be good at the jobs they are doing today, and must also look ahead to learn the skills they need for jobs they may do in the future.

Tarek is working in the finance department of a large company. He knows that to get promotion he must improve his computer skills. The company he works for needs highly qualified staff so it pays an outside training company to provide special courses for its employees. Tarek is also doing an evening course in Accountancy, paid for by his company. He finds that doing his job and study part-time is a hard work, but the course makes him better at his job and more interested in it.

Nahla is another example .She is married with two teenage children. Nahla has a BSc in Information Technology and she would like to go back

depressed but is completely wrong here: the situation is too serious and the idiom is too informal).

4. Easy idioms to use

Some idiomatic expressions are used on their own, or with just one or two other words. These are often the easiest to use.

A. Are you coming?

B. Yes, **hang on**. {=wait}

A. **What's up?** {= what's the matter?}

B. Nothing.

A. I'm really sorry but I've forgotten to bring the book you lent me.

B. That's OK. **Never mind**. {= it's OK, don't worry; it's not important.}

A. Can I borrow your dictionary?

B. Sure, **go ahead**. {= help yourself; take it; do it}

A. I don't know which one to choose.

B. Well, **make up your mind**. {= make a decision}

It can be difficult to guess the meaning of an idiom, especially if you do not have the full context. Look at these examples.

1. I **feel like** a drink.

2. They've gone **for good**.

3. I'm **tied-up** all afternoon.

4. She was **pulling my leg** when she said that.

5. I can probably **make do** with a smaller flat.

I'm not very good at small talk. { = social talk; not about serious things}

I'm sorry I can't make it {= come} on Friday.

I asked her to keep an eye on {= watch / look after} my suitcase while I went to the toilet.

2. Fixed expressions

There are also expressions in English where the meaning is easy to understand, but the same idea in your language may need a completely different expression. In other words, if you just translate from your language, you may say something in English which is completely wrong. For this reason, you need to learn some expressions as idioms. For example:

A. What was wrong with the hotel?

B. Well, for a start it was next to a motorway and very noisy. And to make matters worse, there were factories on the other side of the road, which stayed open 24 hours a day.

It's not a problem in the short term {=at the moment} but in the long term {=for the longer future} we will need to think about it and probably spend some money on it.

3. Using Idioms

Idioms are important but they can be difficult to use correctly. With many idioms, if you make just a small mistake, it can sound strange, funny, or badly wrong. For example: get a move; a small talk; put an eye on, off- hands, etc.

Idioms often have special features: they may be informal or funny or ironic; they may only be used by certain people {e.g. young children, or teenagers, or elderly people}; they may only appear in limited contexts; they have special grammar. For these reasons, you can often learn the meaning of an idiom but then use it incorrectly. For example: After her husband died she was down in the dumps. {This idiom means sad and

Exercise (3) here is a fuller context for each of the above idioms. Can you guess the meaning now?

1. A: Are you hungry?

B: No, but I feel like a drink.

2. A: Do you think they'll ever come back to England?

B: No, they've gone for good.

3. A: Do you have a lot of clients to see?

B: Yes, I'm tied-up all afternoon.

4. A: Did she tell you there were no bathrooms in the hotel?

B: Yes, I think she was pulling my leg when she said that.

5. A: Do you really need a large flat?

B. Well, it's nice to have a big place, but I can probably make do with a smaller flat.

Question Four: Complete the table below:

Noun	Verb	Adjective
Connection	connected
Accessibility	Access
Information	informal
	Translate

Question Five: Match each word on the left with its antonym on the right:

A

1. several
2. problem
3. rare
4. find
5. difficult

B

- a. search
- b. common
- c. more than two
- d. ease
- e. solution

Question Six: Fill in the correct personal pronoun into gaps. The word in brackets tells you which you should use:

1. Openplease. (the window)
2. are watching enjoyable film (Marwa & Lila)
3. Rehab is going to (Marrie)
4. Can you help (my daughter and me)
5. The boys are riding (their bikes)

Question Seven: Write a well-structured paragraph about pros and cons of Internet in our Life.

.....

.....

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.....

.....

.....

4. Marrie dedicated herself in revealing the mysteries of the physical world. ()
5. Marrie displayed a brilliant mind at an early age. ()

Question Two: From the passage answer the following questions:

1. What was the job of Marrie's father?

2. What did Marrie and Pierre discover?

3. Where did Marrie earn her doctorate degree?

4. When did she receive Nobel Prize in Chemistry?

5. What did element radium used for?

Question Three: Circle the correct answer:

1. We to the stereo now.

- a. listen b. are listening c. will be listening

2. Home works tomorrow.

- a. will be done b. would be done c. will done

3. I speak English fluently.

- a. have b. were c. can

4. That pizza is delicious it is a good price.

- a. but b. and c. or

5. You look directly at a bright light.

- a. should b. must c. shouldn't

Unit Thirteen: Marie Curie

Marie Curie was one of the most accomplished scientists in history. Together with her husband, Pierre, she discovered radium, an element widely used for treating cancer, and studied uranium and other radioactive substances. Pierre and Marie's amicable collaboration later helped to unlock the secrets of the atom.

Marie was born in 1867 in Warsaw, Poland, where her father was a professor of physics. At an early age, she displayed a brilliant mind and a blithe personality. Her great exuberance for learning prompted her to continue with her studies after high school. She became disgruntled, however, when she learned that the university in Warsaw was closed to women. Determined to receive a higher education, she defiantly left Poland and in 1891 entered the Sorbonne, a French university, where she earned her master's degree and doctorate in physics.

Marie was fortunate to have studied at the Sorbonne with some of the greatest scientists of her day, one of whom was Pierre Curie. Marie and Pierre were married in 1895 and spent many productive years working together in the physics laboratory. A short time after they discovered radium, Pierre was killed by a horse-drawn wagon in 1906. Marie was stunned by this horrible misfortune and endured heartbreakng anguish. Despondently she recalled their close relationship and the joy that they had shared in scientific research. The fact that she had two young daughters to rise by herself greatly increased her distress.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the word-famous university. In 1911 she received the Nobel Prize in chemistry for isolating radium. Although Marie Curie eventually suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

Question One: Decide whether these statements true (T) or false (F):

1. Pierre was killed by a horse drawn wagon. ()
2. Marrie was born in Dutch. ()
3. Marrie was the second woman to be given a professorship. ()

Language Work: Articles

Study these nouns:

A supermarket technology a computer money

Supermarket and computer are countable nouns.

We say a supermarket and supermarkets.

Technology and money are uncountable nouns. Because they have no plural and you cannot use them with a or an. In most dictionaries, nouns are marked C for countable and U for uncountable.

Study this paragraph

Computers have many uses. In shops a computer scans the price of each item. Then the computer calculates the total cost of all the items. We use a plural noun with no article, or an uncountable noun. When we talk about things in general, such as computers have many uses or information technology is popular. We use a /an when we mention a countable noun for the first time. In shops a computer scans the price of each item. When we mention the same noun again, we use the, such as the computer calculates the total cost. We use 'the' with countable and uncountable nouns to refer to specific things. Such as the price of each item, the total cost of all the items, the speed of this computer.

Match the places in column A with the computer uses in column B.

A

1. Banks
2. Factories
3. Homes
4. Hospitals
5. Shops

B

- a. control machines
- b. calculate the bill
- c. Look after patient records and medicines
- d. provide entertainment and information
- e. Control our money

Unit Fourteen: Everyday uses of Computers

We use computers in many different places, such as home, hospitals, shopping, engineering, television advertising, banking, libraries, airlines and schools. These are just examples and you can make a list of other places where you can find computer documents.

Match these words (1-8) to the correct locations (a -d)

- | | | | |
|---------------|-------------------|---------------------|------------|
| 1. Games. | 2. Machines. | 3. Tickets. | 4. Wages. |
| 5. Flight | 6. Letters. | 7. Barcode readers. | 8. Tills. |
| A. a factory. | B. a supermarket. | C. a travel agent. | D. a home. |

Computers in everyday life

Tick (✓) the computer uses mentioned in the following article.

Home	art
Hospitals	banking
Engineering	libraries
Shopping	film making
Television advertising	schools

Computers are part of our everyday lives. They have an effect on almost everything you do. When you buy groceries at a supermarket, a computer is used with laser and barcode technology to scan the price of each item and present a total. Barcoding items (clothes, food, and books), requires a computer to generate the barcode labels and maintain the inventory. Most television advertisements and many films use graphics produced by a computer. In hospitals, bedside terminals connected to the hospital's main computer allow doctors to type in orders for blood tests and to schedule operations. Banks use computers to look after their customers' money. In libraries and bookshops, computers can help you to find the book you want as quickly as possible.

With loner adjectives (powerful, expensive) we use more/ less and the most/ the least before the adjective (more powerful, the most powerful).

Remember these two exceptions:

Good - better - the best bad - worse - the worst

Type of portable

1. Laptop: About the size of a small typewriter, less common now because, smaller and lighter. Portables are available.
2. Notebook: About the size of a piece of writing paper, most common type of portable.
3. Subnotebook: Not quite as big as notebooks, can fit into a jacket pocket.
4. Handheld or palmtop: Small enough to fit into the palm of one hand. Not easy to type with because of their size, often used as personal organizers.

Language work: Comparison

We compare things using adjectives in two ways:

1. We can compare one type of computer with another.

Minicomputers are bigger than microcomputers.

Mainframes are more expensive than microcomputers.

For negative comparisons, we can say:

Microcomputers are not as big as minicomputers.

Microcomputers are not as powerful as mainframes.

2. We can compare mainframes to all other types of computers.

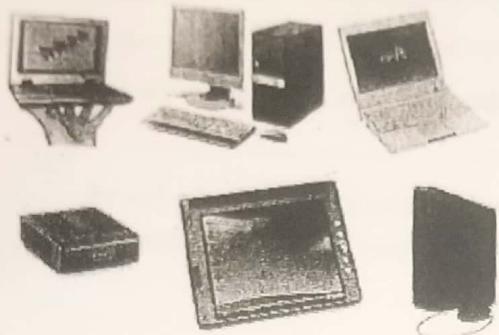
Mainframes are the biggest computers.

Mainframes are the most powerful computers.

Mainframes are the most expensive computers.

Note: With short adjectives (big, small and fast) we add – er and (faster, fastest).

Unit Fifteen: Types of computer



Match these names to different types of computers

1. Mainframe.
2. Laptop.
3. Notebook.
4. Handheld.
5. PC.
6. Minicomputer

Types of computer

1. **Mainframes:** are large, power full, expensive. Multi-user systems - used by many people at the same time. Used for processing very large amounts of data. The most powerful mainframes are called supercomputers.
2. **Minicomputers:** used like mainframes. Not as big, powerful or expensive as mainframes and less common now because, microcomputers have improved.
3. **Microcomputers or Personal computers (PCs):** The most common type of computer, smaller, cheaper, less powerful than mainframes and minicomputers.