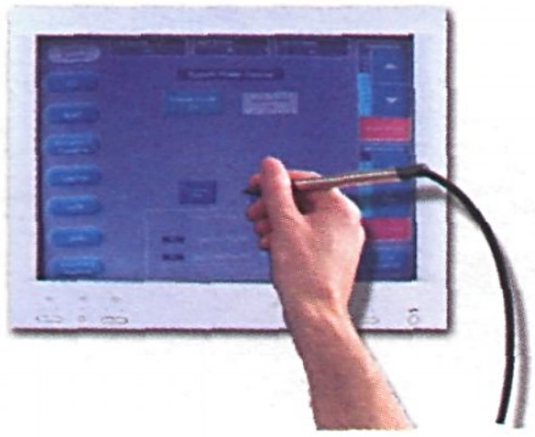
Unit 3

Type, click and talk

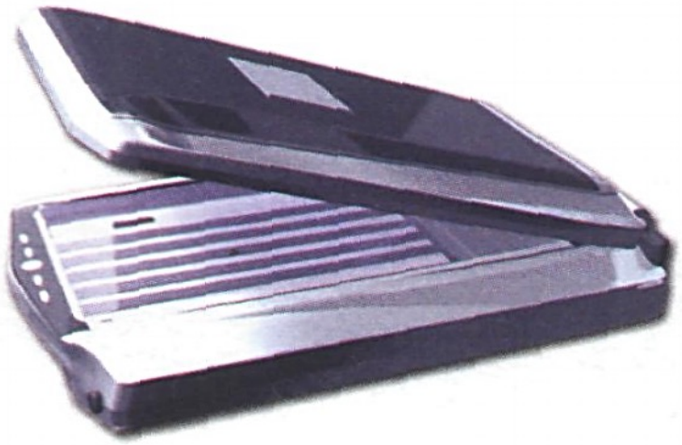
Read the description of input devices and then label the pictures (1- 8) with words from the text.

Input devices are the pieces of hardware which allow us to enter information into the computer. The most common are the **keyboard** and the **mouse**. We can also interact with a computer by using one of these: a **light pen**, a **scanner**, a **trackball**, a **graphics tablet**, a **game controller** or a **microphone**.



1 light pen

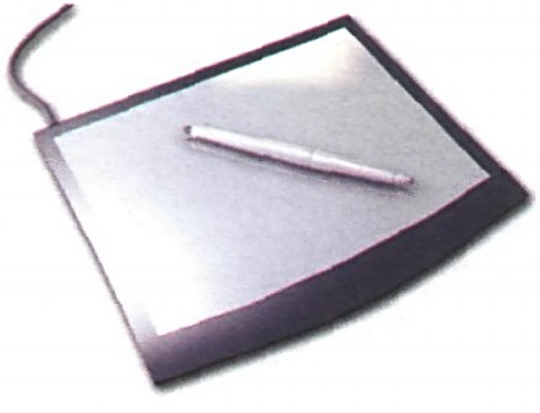
2 game controller



3 scanner

4 mouse

5 keyboard



graphics tablet

7 trackball

8 microphone

Describing input devices

A **Listen to a computer technician describing three input devices. Write which devices he's talking about.**

1 keyboard 2 mouse 3 light pen

B **Listen again and complete these extracts.**

1 This device is used to enter information into the computer.

2 … it may also have function keys and editing keys for special purposes.

3 This is a device for controlling the cursor and selecting items on the screen.

4 It usually features two buttons and a wheel.

5 … the user can activate icons or select items and text.

6 It works by detecting light from the computer screen and is used by pointing it directly at the screen display.

7 It allows the user to answer multiple-choice questions and …

Describing functions and features

FUNCTIONS

- for + gerund

*This is a device **for controlling** the cursor and selecting items on the screen.*

- used + to + infinitive

*It's **used to control***

- relative pronoun + verb

*This is a device **which controls ...***

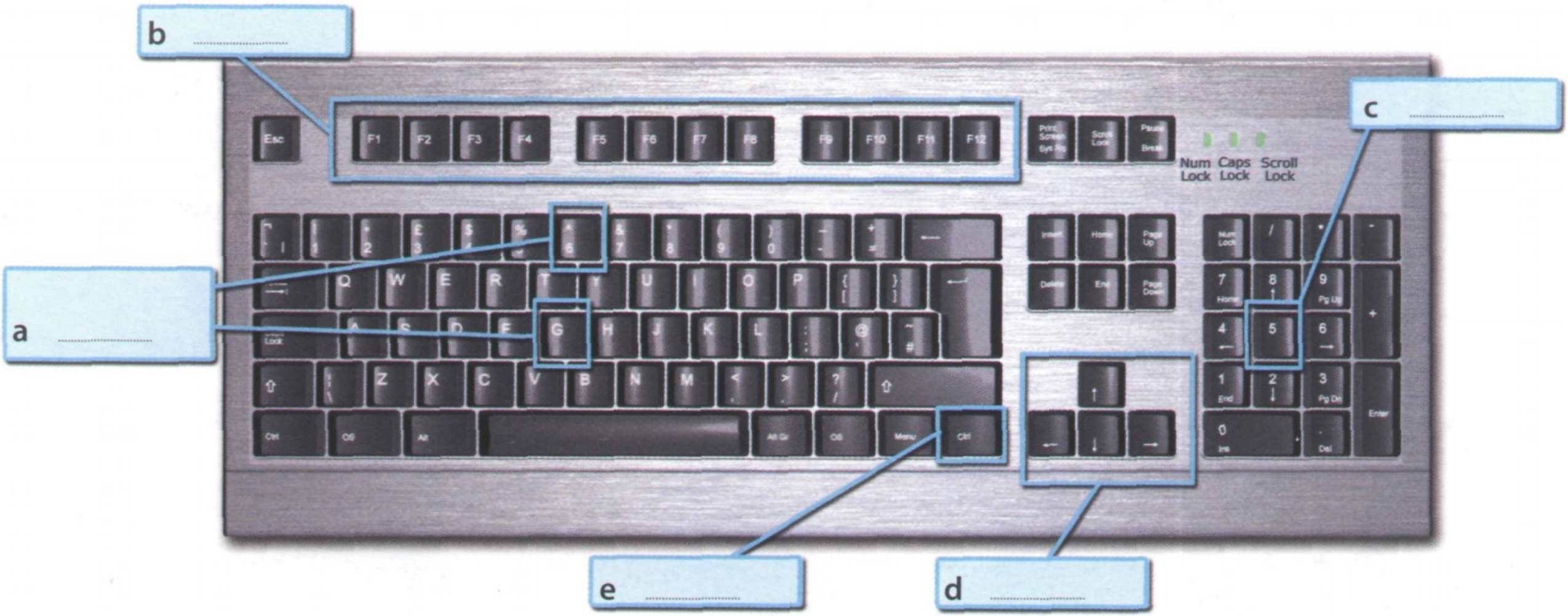
- relative pronoun + used + to + infinitive

*This is a device **which/that** is **used to control***

- work by + gerund
- *It **works by detecting** light from the computer screen.*

FEATURES

*An optical mouse **has** an optical sensor instead of a ball underneath.*
*It usually **features** two buttons and a wheel.*
*You **can** connect it to a USB port.*
*A wireless mouse **works/operates** without cables.*
*It **allows** the user **to** answer multiple-choice questions and...*



A PC-compatible keyboard

a, Alphanumeric keys
b, Function keys
c, Numeric keypad
d, Cursor control keys
e, Dedicated keys

B Match the descriptions (1–8) with the names of the keys (a–h). Then find them on the keyboard.

1 A long key at the bottom of the keyboard. Each time it is pressed, it produces a blank space.

2 It moves the cursor to the beginning of a new line. It is also used to confirm commands.

3 It works in combination with other keys. For example, you press this key and *C* to copy the selected text.

4 It removes the character to the left of the cursor or any selected text.

5 It produces UPPER CASE characters.

6 It produces UPPER CASE letters, but it does not affect numbers and symbols.

7 It moves the cursor horizontally to the right for a fixed number of spaces (in tabulations and data fields).

8 They are used to move the cursor, as an alternative to the mouse.

a arrrow keys
b return/enter
c Caps Lock
d shift
e tab
f space bar
g backspace
h Ctrl

MOUSE ACTIONS

A mouse allows you to (1)…..control…. the cursor and move around the screen very quickly. Making the same movements with the arrow keys on the keyboard would take much longer. As you (2) move…… the mouse on your desk, the pointer on the screen moves in the same direction.The pointer usually looks like an I-bar,an arrow, or a pointing hand, depending on what you are doing.

A mouse has one or more buttons to communicate with the computer. For example, if you want to place the insertion point or choose a menu option, you just (3) …click… (press and release) on the mouse button, and the option is chosen.

The mouse is also used to (4) …select… text and items on the screen. You can highlight text to be deleted, copied or edited in some way.

The mouse is widely used in graphics and design. When you want to move an image, you position the pointer on the object you want to move, press the mouse button, and (5) …drag…. the image to a new location on the screen. Similarly, the mouse is used to change the shape of a graphic object. For example, if you want to convert a square into a rectangle, you (6) ..grab….. one corner of the square and stretch it into a rectangle.

The mouse is alsoused to start a program or open a document: you put the pointer on the file name and (7) …double-click… on the name - that is, you rapidly press and release the mouse button twice.

6/ Speech recognition systems

A Listen to an interview with Anne Simpson, an expert in voice input technologies and tick (✓) the features she mentions.

Speech recognition systems:

☑ need a good sound card and a microphone.

☑ can take dictation with accuracy.

☒ allow you to create and compile a computer program.

☑ allow you to execute programs and navigate around menus using voice commands.

☑ allow you to surf the Web by speaking.

☒ allow you to design graphics.

6/ Speech recognition systems

B Listen again and answer these questions.

1. What do people usually use to communicate with a computer?
2. How do you get the best results from speech recognition software?
3. What rate of accuracy is possible with the software?
4. How can you train the software to be more accurate?
5. What kinds of words aren't in the software's dictionary?