**Active vocabulary to Unit 1**

1. Perform mathematical operations
2. Do/carry out research
3. Give presentations
4. Keep records
5. Enroll for courses
6. Store information
7. Carry out financial transactions
8. Dispense money
9. Retrieve information
10. Burn CD (burning)
11. Ripping
12. Assembly line
13. Make calls
14. Do calculations

Prepare a speech on applications of computers in the following areas: Formula 1 cars, Entertainment, Industrial processes, Schools and universities.

**Active vocabulary to Unit 2**

1. Essentials
2. CPU (Central Processing Unit)
3. Peripherals
4. Input/output devices
5. Sharp images
6. Process data
7. Run the program
8. Perform/execute instructions
9. Rear/front panel
10. Back up data
11. Immense amount of data
12. Convert into editable text

Speak about a) the benefits of tablet PCs for students

b) the benefits of laptops for employees in the office.