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**Application Software 1**

**Get ready!**

**1• Before you read the passage, talk about these questions.**

1 What types of application software do businesses typically use?

When we talk about the applications that companies usually use, I can think of some examples like: Winrar, Word, PowerPoint, Excel, Gmail, etc.

2 What types of application software do people typically use at home?

Some of the applications we normally use are: Goggle, WhatsApp, Facebook, Instagram, Netflix, etc.

**Reading**

**2• Read the advertisement. Then, choose the correct answers.**

1 What kind of software is available to add on to the office suite?

R= C accounting software.

2 Which of the following is NOT offered by the company?

R= A web browsers.

3 What is a feature of the company’s desktop publishing software?

R= C It makes documents easy to read on webpages.

**Vocabulary**

**3• Choose the sentence that uses the underlined part correctly.**

1 A Application software can mean many different types of software.

2 B Books and brochures are designed with desktop publishing software.

3 B Text documents are produced with word processing software.

4 A Video editing software lets users create movies on their computers.

**4• Fill in the blanks with the correct words and phrases from the word bank.**

1 Accounting software records and manages transactions.

2 A(n) office suite usually includes a word processer.

3 Many large corporations use enterprise software to maintain consistency in all their systems.

4 Image editing software can be used to retouch photographs.

5 Users often check their email using a(n) web browser.

6 Large sets of data can be organized into a spreadsheet.

**5• Listen and read the advertisement again. What types of application software does the company make?**

In the company they work with word processing software, accounting software, enterprise software, desktop publishing software, video editing and image editing software.

**Listening**

**6• Listen to a conversation between two software engineers. Mark the following statements as true (T) or false (F).**

1 F The man is excited about the accounting software.

2 V The accounting software will be included in the office suite.

3 F The engineers will develop the accounting software before they update the word processor.

**7• Listen again and complete the conversation.**

Engineer 1: Did you see 1 the memo from the CEO?

Engineer 2: Do you mean the one about the 2 accounting software?

Engineer 1: Yeah. They want a whole new program for 3 the office suite. We’re supposed to develop it by the end of the month.

Engineer 2: I think that’s a good idea. A lot of our customers probably use accounting anyway.

Engineer 1: Yeah, but I’m worried. What will that mean for the 4 other programs in our office suite?

Engineer 2: What do you mean?

Engineer 1: Well, our word processor needs to 5 be updated I’m afraid that a new program will take away from that.

Engineer 2: I 6 see what you mean, but I think it’ll be fine. Another team is scheduled to complete that update this week.

**Speaking**

**8• With a partner, act out the roles below based on Task 7. Then, switch roles.**

Student A: Good morning.

Student B: Good morning.

Student A: Hey did you see that email last night?

Student B: Ah, do you mean that one about the new project?

Student A: Yeah, it seems like a new video editing software.

Student B: I don’t read it too much, but it seems very well, it will be a great addition for the company.

Student A: I don’t know, I don’t think it’s the best idea, we don’t usually make this kind of projects.

Student B: It will be fine, trust me, if this goes well maybe we can get a raise or something like that.

Student A: Yeah, I know but if this goes wrong will affect the other software of the company.

Student B: I see what you mean, but this can be an opportunity for the company to expand his products even more, it´s risky but it will be worth it if this goes well.

Student A: I see, well, I hope everything goes smoothly.

**Writing**

**9• Use the conversation from Task 8 to complete the company’s software product index.**

Image editing: Use this software to perfect your photos and preserve your family memories.

Office suite: This software in his standard version comes with a word processing software and an accounting software it can be added.

Enterprise software: This software will help you keep track of your budget on a monthly or weekly basis. It’s a good program to have when tax season comes.

Video editing software: With this software you can preserve your family memories with high-quality videos