

ORDERING COMPUTER SUPPLIES AND RECOMMENDING COMPUTER HARDWARE



USEFUL VOCABULARY

ORDERING

- Delivery date
- Give a discount
- Goods
- Invoice
- Out of stock
- Payment date
- Payments
- Price
- Price per unit
- Quality
- Quantity
- Subtotal
- VAT
- Delivery fee
- Place an order
- Shortage
- Stocktaking
- Warehouse

PAYMENTS

- Account
- Cash
- Charge it
- Cheque
- Credit card
- Postage and handling
- Shipping

ADJECTIVES

- All-in-one
- Built-in
- Compact
- Complicated
- Dependable
- Ergonomic
- Flexible
- High-resolution
- Portable
- Powerful
- Practical
- Reliable
- Secure
- Simple
- Slimline
- Sturdy
- Superfast
- Top-of-the-range
- User-friendly
- Wide screen
- Accessible
- Compatible
- Convenient
- Sophisticated

READING AND LISTENING

1. Read the advert. Decide if the sentences below are true or false

MEDIA PLANET
HARDWARE SOLUTIONS
Computer products at the best prices

CHECK OUT OUR SPECIAL OFFERS!

For the month of May, Media Planet is offering some very attractive prices!

- Hard drives from £44
- Processors from £49
- We offer the best quality products.
- Place an order with us, and we will send the goods to you by fast delivery to arrive the next day.
- Order a large quantity of computer hardware, and we will give you a special discount.
- We accept up to five payments for orders over £500.

Only until Frida 25% off all motherboards!

1. Media Planet is offering special prices for the month of May.
2. Media Planet sells excellent products.
3. You receive the goods on the same day you order them.
4. When you order a lot of hardware, you pay less money for each item.
5. You always have to pay all the money when you order.
6. Until Friday, there is a 25% discount on all products.

2. Sue is placing an order for computer supplies. Listen to the conversation and fill in the correct information.

To: IT Global
Account Number: **10034**
Invoice Number: **jan0736**

Item	Quantity	Price per unit	Total
1) Sound cards	10	2) 35	3) 350
Wi-Fi mouses	25	4) 22	£550
Keyboard	6	£40	£240
Subtotal			5) 1140
+VAT: 20%			£228
TOTAL:			£1368
Discount: 10%			-136.80
FINAL TOTAL:			1) 1231.20

Delivery date: 5th January

VOCABULARY

3. Match the words in column A to their meanings in column B.

A		B
1. price	F	A. sums of money to pay over time
2. quality	E	B. items
3. payments	A	C. having no more, completely sold out
4. give a discount	D	D. offer for less money how good something is
5. out of stock	C	E. how good something is
6. goods	B	F. how much you pay for something

4. Complete the invoice using the words below.

VAT / Subtotal / Price per unit / Invoice / Quantity / Delivery date / Payment date

PC LAND

Computer Hardware Supplies

Date: 16/2/2017

1) Invoice Number:

TO: HARTINGTON'S IT DEPARTMENT

Item	2) Quantity	3) Price per unit	Total
Speakers	20	£21	£420
Microphones	21	£10	£120
Keyboards	6	£35	£210
4) Subtotal			£750
+5) VAT 20%			£150
TOTAL:			£900
Discount: 10%			-90
FINAL TOTAL:			£810

6) Delivery date 17th February

7) Payment date 30 days from delivery

COMMENTS: Special delivery!

5. Complete the mini-dialogues with the words below.

account / postage and handling / charge it

Customer: Do I need to pay for 1) postage and handling?

Salesperson: No. That's included in the price.

Customer: Can I 2) charge it?

Salesperson: Yes, madam, if you've already got an 3) account with us.

cash / shipping/ credit card / cheque

Salesperson: There's a small charge for 1) shipping the item direct to your home.

Customer: That's fine. What's the final total?

Salesperson: £375. Do you want to pay by 2) cheque?

Customer: No, I haven't got my cheque book, and I certainly haven't got £375 in 3) cash!

Could I pay

by 4) credit card

Salesperson: Sure.

READING

6. Read the webpage from an online shop. Decide which computer (A, B, C or D) matches each question below.

A. Top-of-the-range PRO-MAX desktop PC

- Includes 27" monitor, plus speakers.
- User-friendly, suitable for study and home use
- Capacity: 500 GB
- Memory: 4 GB
- OS Windows 10

B. Toshiba - Satellite laptop

- Light and portable, this is also the most powerful laptop on the market for under €600
- Ideal for busy travelling professionals
- 15.6" slimline screen
- Inbuilt 13-megapixel camera
- Capacity: 1 TB
- Memory: 4 GB
- OS Windows 10 Pro

C. Compact all-in-one computer (HP)

- 24" LED high-resolution monitor
- Ideal for watching HD multimedia and films
- Inbuilt speakers and webcam with superfast Intel® Pentium® processor
- Capacity: 500 GB
- Memory: 6 GB
- OS Windows 10
- (DVD/CD drive not included)

D. Apple iMac

- Compact all-in-one computer with an excellent widescreen display
- High-resolution 24" screen
- Popular with designers and other creative professionals
- Ergonomic mouse included
- Capacity: 150 GB
- Memory: 8 GB
- OS Apple OSX

Which computer ...

1. has got the most memory? **D**
2. has got the largest storage? **B**
3. has got a webcam as part of the computer? **C**
4. is good for doing artistic work? **D**
5. has got the biggest screen? **A**

VOCABULARY

7. Match the words in column A to their definitions in column B.

A		B
1. portable	C	A. built to be strong
2. superfast	E	B. using a small space
3. dependable	D	C. easy to carry around
4. compact	B	D. not likely to fail
5. sturdy	A	E. very speedy

8. Choose the correct answer to complete the text.

1. Review number 1

The computer has got a great 1) **flexible / wide screen** (27") monitor - ideal for graphics programs and gaming. It is 2) **slimline / simple** to use and 100% 3) **secure / top-of-the-range** because of its modern security system.

2. Review number 2

The 4) **all-in-one / built-in** printer-scanner-photocopier is a 5) **practical / high-resolution** solution for travelling or for offices with limited space.

9. Complete the text with the words below.

user-friendly / powerful / complicated / ergonomic / reliable

Question: My 80-year-old grandmother wants a computer. She's never used one before. Can someone advise me?

Answer: She needs something that is 1) **user-friendly** it's no use buying her a computer that is too 2) **complicated** to use.

Look for something that is simple to use and 3) **reliable** you don't want a computer that gives her problems all the time.

She won't need a 4) **powerful** computer because imagine she will only use it for basic things. I would think about getting her an 5) **ergonomic** mouse, so that it's easier for her hands.

GRAMMAR

COMPARISONS

- We use the comparative to compare one person, thing or group with another person, thing or group. → Mike is taller than John
- We use the superlative to compare three or more people, things or groups and say that one of them stands out in some way. → Mike is the tallest of his friends.

Regular Comparative and Superlative Forms of adjectives			
Adjectives	Positive	Comparative	Superlative
One syllable	Tall Close	Taller (than) Closer (than)	The tallest (of/in – places) The closest (of/in)
Two syllables ending in –ly, –y, –w	Silly Narrow	Sillier (than) Narrower (than)	The silliest (of/in) The narrowest (of/in)
Two or more syllables	Modern Beautiful	More modern (than) More beautiful (than)	The most modern (of/in) The most beautiful (of/in)

- clever, common, cruel, friendly, gentle, narrow, pleasant, polite, shallow, simple, stupid, quiet form their comparative and superlative forms in both ways. → cleverer / more clever – cleverest / the most clever
- One-syllable adjectives ending in **vowel + consonant** → We double the consonant. → big = bigger
- For two-syllable adjectives ending in **consonant + -y** → we replace –y with → happy = happier

Irregular forms		
Positive	Comparative	Superlative
Good / well	Better	Best
Bad / badly	Worse	Worst
Much / Many / A lot of	More	Most
Little	Less	Least
Far	Farther	Farthest

Unit 4: Ordering computer supplies and Recommending computer hardware

Other types of comparisons

- As + positive adjective + as → He is as handsome as everyone says he is!
Not as + positive adjective + as → She isn't as tall as her sister
- Less + positive adjective + than → My computer is less expensive than yours.
- The least + positive adjective + of/in → This new app is the least useful of all.
- The + comparative the + comparative → The easier the exam, the higher your marks will be.
- Comparative + and + comparative → It's getting colder and colder every day.

10. Write sentences using the comparative form of the adjectives in brackets.

1. The train station is 100 m from our office. The bus station is 500 m from it. (far)
- The bus station is farther than the train station.
2. The wireless mice cost £7.50 each. The standard mice cost £5.00 each. (cheap)
- The standard mice are cheaper than the wireless mice.
3. You must send Mr. Bell's order today. You can send the other orders tomorrow. (important)
- Mr. Bell's order is more important than the other orders.
4. My old laptop had a 12" screen. My new one has got a 14" screen. (wide)
- My new laptop has a wider screen than my old one.

11. Complete the sentences with the superlative form of the adjectives below.

busy / cold / interesting / hot / good / complicated

1. Tom's office is the only office in the building without an air-conditioner. In the summer, it's office in the building.
2. Louise is a great manager. In fact, she's **hottest** manager in the company.
3. Yesterday was **the best** day of the year. It was -22° C.
4. I prefer not to use this program. It's **the coldest** one we have.
5. Susan is **the busiest** of all the web designers. She never has time to go out to lunch with us.
6. Mr. Greene is **the most interesting** man I know. He knows so much about so many different topics.

12. Put the adjectives/adverbs in the correct *comparative* or *superlative* form.

Add any necessary words.

1. A: Why are you in such a rush?
B: Listen! The **sooner** (soon) we leave, the **earlier** (early) we'll get there.
2. A: How did the party go last night?
B: Fantastic! I think it was **the best** (good) party I've ever been to.
3. A: What do you think of Jane?
B: I believe she's **the nicest** (nice) girl in school!
4. A: How old are your sisters?
B: Ciara is two years **older** (old) me and Tina is 21.
5. A: Did you like the restaurant?
B: Yes, but it was a lot **more expensive** (expensive) than I expected.
6. A: Laura is very serious, isn't she?
B: Yes! She isn't at all **as funny** (funny) as her brother
7. A: I'm not surprised Amberley lost the song contest.
B: Neither am I. I think her song was **the worst** (bad) of them all.
8. A: I don't like this sofa.
B: I don't. It's **the least** (little) comfortable one we've seen so far.

13. Complete the sentences using the words in bold. Use two to five words.

1. Beth is more intelligent than Kate. **LESS**
Kate **is less intelligent than** Beth.
2. I have never heard such a silly excuse. **THE**
It is **the silliest** I have ever heard.
3. I have never read such an interesting book. **THE**
It's **the most interesting book** I have ever read.
4. As I study more, I get better grades. **THE**
The more I study, **the better grades** I get
5. Daniel thought the flight would be more expensive than it actually was. **NOT**
The flight **was not** as Daniel thought it would be.
6. As she gets older, she becomes more sophisticated. **THE**
The **older she gets, the more** sophisticated she becomes.
7. Mark is so tall. John is also really tall. **TALL**
Mark **is as tall as** John is.
8. My grandfather is getting less and less patient as he gets older. **IMPATIENT**
My grandfather is getting **more impatient** as he gets older.
9. Alan is friendlier than Brian. **AS**
Brian **is not as friendly as** Alan.