

Unit 3: Data communications

PART 1. PRE-STAGE

Write the translation for each lesson before class.

Lesson 3A: Email

WORD	DEFINITION	TRANSLATION
subject line (n)	the place in an email where you put the name of thing you are talking about or considering	
recipient (n)	sb who receives sth	
signature (n)	your name written in the way you usually write it, for example at the end of an email, a letter, or on a cheque to show that you have written it	
attachment (n)	a document or file that is sent with an email message	
spell checker (n)	a computer program that tells you when you have spelled a word wrongly	
copy (n)	a duplicate of an email message you are sending to sb else	
delete (v)	to remove (sth that has been written down or stored in a computer)	
guideline (n)	a rule or instruction about the best way to do sth	

Lesson 3B: Internet browsing

WORD	DEFINITION	TRANSLATION
browser (n)	a computer program that finds information on the Internet and shows it on your computer screen	
access (v)	to find (information), especially on a computer	
bookmark (n)	a way of saving the address of a page on the Internet so that you can find it again	
back button (n phr)	a small area on a web browser or a computer program that you click on in	

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	order to go back to the previous page	
link (n)	a special word or picture in an Internet document or on a web page, that you click on to move quickly to another part of the same document/web page or to another document/web page	
refresh (v)	if you refresh your computer screen while you are connected to the Internet, you make the screen show any new information that has arrived since you first began looking at it	
follow (v)	to click on (a link) and go to the part of a document or web page that it takes you to	
take part in (phr v)	to be involved in (an activity, sport, event, etc.) with other people	
post (v)	to put (a message or computer document) on the Internet so that other people can see it	

Lesson 3C: Mobile computing

WORD	DEFINITION	TRANSLATION
feature (n)	a part of sth that you notice because it seems important, interesting or typical	
flowchart (n)	a drawing that uses shapes and lines to show how the different stages in a process are connected to each other	
invoice (n)	a list of goods that have been supplied or work that has been done, showing how much you owe for them	
sign (v)	to write your signature on (sth) to show that you wrote it, agree with it or were present	
GPS (n)	(= <i>Global Positioning System</i>) a system that uses radio signals from satellites to show your exact position on the Earth on a special piece of equipment	

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electronic version (n phr)	a copy of sth presented in a form that can be read on a computer remotely (adv) from far away	
function (n)	one of the basic operations performed by a computer	
battery life (n)	the period of time during which an object that provides a supply of electricity for sth such as a radio, car or toy is still good enough to use	
recharger (n)	a machine that puts a new supply of electricity into a battery	
customise (v)	to change (sth) to make it more suitable for you, or to make it look special or different from things of a similar type	
tag (v)	to attach a computer code to (a word, phrase, image, etc.) in order to arrange the data in a particular way	
OCR (n)	(= <i>Optical Character Recognition</i>) computer software that recognizes numbers and letters of the alphabet that are written on paper, so that information from paper documents can be scanned into a computer	
report (v)	to give people information about (recent events)	
location (n)	the position of sth or sb	
exactly (adv)	used to emphasise that a number, amount or piece of information is or should be completely correct in every detail	
record (n)	information about sth that is written down or stored on computer, film, etc. so that it can be looked at in the future	
accelerometer (n)	a device that measures the rate at which the speed of an object increases	

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Lesson 3D: Networks

WORD	DEFINITION	TRANSLATION
wired (adj)	connected together using pieces of thin metal in the form of threads	
wireless (adj)	connected together by using radio signals rather than wires	
LAN (n)	(= <i>Local Area Network</i>) a system that connects computers to each other within a building or organisation so that people can use and work on the same information	
WAN (n)	(= <i>Wide Area Network</i>) a system that connects computers to each other over a large area, sometimes between countries, so that people can use and work on the same information	
server (n)	the main computer on a network, that controls all the others, or one of the computers on a network that provides a special service	
bus (n)	a circuit that connects the main parts of a computer so that signals can be sent from one part of the computer to another, or that links computers on a network to one another	
mesh (n)	a circuit that connects each computer on a network to several others	
dongle (n)	a small device that plugs into an electrical connector on a computer and functions as an electronic 'key' to unlock access to a piece of software	
VPN (n)	(= <i>Virtual Private Network</i>) a secure network that uses the Internet to allow remote offices or travelling users to access a company's central network	
encrypt (v)	to protect (information) by putting it into a special code that only some people can read, especially information that is on a computer	
wi-fi (n)	(= <i>wireless fidelity</i>) a way of connecting computers or other electronic machines to a network by using radio signals rather than wires	

PART 2. PRACTICE EXERCISES

3.1 Complete these word partnerships with the words in the box.

address (x2) button life link network password websites

- 1 a wireless _____
- 2 a web _____
- 3 enter a(n) _____
- 4 follow a(n) _____
- 5 browse _____
- 6 the recipient's _____
- 7 short battery _____
- 8 the refresh _____

3.2 Correct the mistakes in these sentences. Underline one or two incorrect word(s) and write the correct word(s) on the line.

- 9 The internet is a network where covers the world. _____
- 10 I'm knowing how to develop websites. _____
- 11 If we buy some tablets soon, we save money. _____
- 12 A GPS is a device that show your location. _____
- 13 Where's a document with the network information? I saved it in this folder.

- 14 He's the person which looks after the servers. _____
- 15 If you follow a link, you'll went to another web page. _____
- 16 With a tablets and the right software, you can access your data anywhere.

- 17 I install some software at the moment but I'll finish in a few minutes. _____

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3.3 Match 18–24 to a–g to make sentences.

- | | | | |
|----|--|---|---|
| 18 | If you don't want to make mistakes while typing, | a | give me a call. |
| 19 | If you get an error message, | b | it knows when you move it. |
| 20 | If you use a VPN, | c | security is important. |
| 21 | If you want to look at web pages, | d | use a spell checker. |
| 22 | If you want to stream videos, | e | you'll need a fast internet connection. |
| 23 | If your device has an accelerometer, | f | a browser is useful. |
| 24 | When you browse the internet, | g | your messages will be more secure. |

3.4 Underline the odd one out in each group.

- 25 'back' button bookmarks bar browse tab
- 26 check forward send stream
- 27 browser local area virtual private wireless
- 28 accelerometer GPS printer screen
- 29 battery recharger calculator calendar e-book reader
- 30 dot number slash underscore

3.5 Read the text and do the tasks below

An online service is a business that provides its subscribers with a wide variety of data transmitted over telecommunications lines. Online services provide an infrastructure in which subscribers can communicate with one another, either by exchanging e-mail messages or by participating in online conferences (forums). In addition, the service can connect users with an almost unlimited number of third-party information providers. Subscribers can get up-to-date stock quotes, news stories hot off the wire, articles from many magazines and journals, in fact, almost any information that has been put in electronic form. Of course, accessing all this data carries a price.

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The difference between an online service and a bulletin board service is one of scale and profits. Online services provide a variety of information and services, whereas BBS's normally concentrate on a single theme. In addition, BBS's are often operated on a non-profit basis whereas online services are always for profit.

One online service that defies classification is the Internet. In terms of users, it is the largest service, but it is not centrally controlled by any one organization, nor is it operated for profit.

Top 10 online services and applications

Google services

Google has a wealth of free online services and applications that everyone should use. Below is a listing of some of our favorites.

- **Google Docs** - Fantastic collection of free services including a word processor, spreadsheet, presentation service, online forms, drawings, and more. Each of these services can also be viewed and edited between multiple users.
- **Google Calendar** - One of the best if not the best online calendars available to create appointments and even share events between other users.
- **Google Translate** - Another fantastic free service by Google that allows you to translate any text, website, or document into another language with support of over 50 different languages.
- **Gmail** - By far one of the best online free e-mail services with an almost endless list of features and probably the best e-mail spam filter.
- **Google maps** - Excellent maps service that offers updated maps, directions, satellite views, and even street views of much of the world.
- **YouTube** - The premier location to share and view online videos.

RescueTime

RescueTime is an excellent service that can help keep you focused while on the computer and track how much time you spend on each task. This service keeps you focused while on the computer by only allowing you to perform productive tasks and can prevent you from accessing unproductive programs and websites. In addition, the site offers a wealth

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of graphs and data to see where you spend your time and can even keep track of how much time you spend on each web page you visit.

WOT

An excellent add-on that can be added to any major Internet browser including Internet Explorer, Firefox, and Chrome that alerts you to any Internet page you are visiting that is not safe. This service works by allowing any user to create a comment and rating on any web site, which WOT uses to alert a user if the site is not safe. WOT protects you from any web page with malware, reported scam sites, sites that invade privacy, or conducts other fraudulent activities.

Dropbox

Another great tool that allows you to share and sync any file between your PC, Mac, Linux, and Mobile device. Not only is this a great tool for sharing your files but it is also a great tool for backing up your data online.

Grammarly

Fantastic service that checks for misspellings, commonly confused words, plagiarism, grammar errors, punctuation, and will even suggest alternative synonyms. A Microsoft Office add-in can also be installed to check any document you're working on within Office. Finally, with each suggested correction an explanation about the problem, examples, and the ability to ask the community is made available.

Flickr

The most recognized and used services for exploring, sharing, and storing photos online. Thousands of pictures are uploaded to this website every minute, making it a fantastic place for inspiration for any photographer and a great place to store, show, and print your own images.

Skype

Another great online service and tool that allows anyone to make phone calls and video calls between other Skype users over the Internet.

Aviary

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A fantastic online suite of tools including an image editor, effects editor, screen capture, vector image editor, image markup, color editor, and even an audio and music creator. Each of these programs is online and can be used through your browser.

Wikipedia

Wikipedia is an online encyclopedia that has been generated using millions of different contributors around the world. Today the site now contains over 3.5 million different English articles on almost every topic imaginable and millions of other topics in dozens of other languages.

PayPal

The number one used service for taking and sending payments without using a credit card.

Answer the following questions.

31 What is an online service?

.....
.....

32 Is it free to access all the data of an online service?

.....

33 What is the difference between an online service and a bulletin board service?

.....
.....

34 Is Dropbox a tool for sharing?

.....

35 What is the application of YouTube?

.....
.....

Fill in the gaps with the words taken from the text.

36 make an online service different from a bulletin board service.

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- 37 The service which is operated on a non-profit basic is
- 38 The largest service which is not controlled by any one organization and is not operated for profit is
- 39 The Google service which takes the 1st place to share and view online videos is
- 40 You can take and send payments without using a credit card via a service called.....

3.6 Translate the following sentences in to Vietnamese.

- 41 An online service provider can be a company such as Google that provides its own online services in addition to the connection to the internet.
.....
.....
.....
- 42 With online services, subscribers can communicate with each other, either by exchanging e-mails or participating in forums.
.....
.....
.....

3.7 Translate the following sentences in to English.

- 43 Các dịch vụ trực tuyến cung cấp cho người sử dụng mọi thứ họ cần.
.....
.....
- 44 Skype là một dịch vụ trực tuyến cho phép thực hiện các cuộc gọi điện thoại hình ảnh giữa những người dùng Skype qua Internet.
.....
.....
- 45 Đội bán hàng chỉ cần cắm khóa điện tử vào máy tính xách tay của họ và họ có

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thể gửi dữ liệu qua hệ thống điện thoại di động.

.....

.....

3.8 ▶ 011 Listen to a spokesperson for a major operating system company giving a speech. Fill in the blanks with the missing words.

We've come across a few organisations recently who have been using 46 . We think this is a big mistake. Why? Well, there are several reasons.

First, there's the issue of cost. Many people think that open source software is cheaper than 47 . However, this is not true. Yes, it costs less to buy to begin with but that's not the only cost. There's also the cost of training and the cost of 48 . A lot of proprietary software is very common, so there are many people who already know how to use it.

But open source is often 49 , so additional training is required. Also, open source operating system providers often make their money by charging for support; but if you buy proprietary software, support is 50 .