

1.1 Hardware

From left to right:

laptop computer / desktop computer
mouse / printer / scanner
digital camera / fax machine / mobile phone
PDA / projector
docking station / battery / cable / socket / plug

1.2 Some useful verbs

1 f, 2 e, 3 c, 4 d, 5 g, 6 h, 7 b, 8 a, 9 b, 10 c, 11 a, 12 a, 13 b, 14 c, 15 b, 16 b, 17 a, 18 c

1.3 The workstation

1 tower, 2 power button, 3 floppy disk drive, 4 CD / DVD drive, 5 screen, 6 wire / cable, 7 keyboard, 8 mouse, 9 key, 10 flat panel monitor, 11 CRT (Cathode Ray Tube) monitor, 12, stand, 13 printer, 14 scanner, 15 desk, 16 chair, 17 telephone, 18 a, 19 c, 20 a, 21 b, 22 b, 23 c, 24 c, 25 b, 26 a, 27 c.

1.4 The keyboard

Part 1: (clockwise from top left) function keys / indicator lights / calculator keys / return key / alphabet keys / space bar

Part 2: 1 backspace key, 2 shift key, 3 caps lock key, 4 tab key, 5 control key, 6 alt key, 7 escape key, 8 delete key, 9 enter, 10, key in, 11 data input, 12 standard keyboard / ergonomic keyboard

1.5 The mouse

1 scroll up, 2 scroll down, 3 hold down, 4 repetitive strain injury, 5 touchpad (or mouse pad), 6 joystick, 7 roll, 8 optical, 9 single, 10 double, 11 on, 12 left button, 13 right button, 14 scroll wheel (or mouse wheel), 15 pointer

1.6 Scanning

1 connected, 2 original, 3 at / dpi, 4 preview, 5 adjust / brightness / contrast, 6 click, 7 text / OCR software, 8 file format, 9 image editing software, 10 all-in-one, 11 handheld, 12 flatbed, 13 high, 14 low

1.7 Some useful adjectives

1 b, 2 b, 3 c, 4 a, 5 c, 6 a, 7 c, 8 c, 9 a, 10 c, 11 b, 12 a, 13 a, 14 c, 15 c, 16 b

Answer key (cont.)

1.8 Printing

A: 1 cartridge, 2 replacement, 3 cover, 4 via, 5 out of / reload, 6 jammed, 7 feed, 8 out, 9 mono, 10 print-heads (or print nozzles), 11 double-sided (or two-sided), 12 collate, 13 portrait, 14 landscape

B: 2 laser, 3 laser, 4 laser, 5 inkjet, 6 laser, 7 laser, 8 inkjet

C: 1 T, 2 F (the colours are cyan, magenta, yellow and black), 3 T, 4 F (they're much slower than that), 5 F, 6 T, 7 F, 8 T, 9 T, 10 F

1.9 Mobile phones

Part 1: (from the top) earpiece / screen / keypad / star key / hash key / microphone

Part 2: 1 networks, 2 operators, 3 tariffs, 4 pay-as-you-go, 5 top up, 6 users, 7 contract, 8 SIM card, 9 installed, 10 roaming.

Part 3: 1 b, 2 a, 3 a, 4 b, 5 c, 6 b, 7 a, 8 a, 9 c, 10 c, 11 b, 12 c, 13 d, 14 d, 15 b

1.10 Other devices

1 h, 2 a, 3 g, 4 b, 5 d, 6 c, 7 e, 8 f, 9 b, 10 a, 11 b, 12 b, 13 c, 14 c, 15 b

1.11 Inside a computer

A: 1 processor, 2 chips, 3 dual core, 4 speed, 5 megahertz, 6 megabytes, 7 motherboard, 8 upgraded

B: 1 mains electricity, 2 transformer, 3 surge protector / spikes, 4 disconnect / supply / shock, 5 fan / overheating

1.12 Data storage

Part 1: 1 hard drive, 2 free space, 3 capacity, 4 burn, 5 eject, 6 drawer, 7 card / stick

Part 2: 2 e, 3 c, 4 d, 5 a, 6 g, 7 f

1.13 Connectivity

Part 1: 1 b, 2 a, 3 c, 4 b, 5 c, 6 a, 7 c, 8 b, 9 a

Part 2: 1 wireless, 2 devices, 3 enabled, 4 signals, 5 data, 6 developed, 7 telecommunications

1.14 Networks

LAN: 1 Local, 2 server, 3 terminals, 4 log onto, 5 intranet, 6 satellite, 7 WAN, 8 network card

Network topologies: 1 star, 2 hierarchical, 3 ring, 4 line or bus

1.15 Electronic payments

A: cash / outlets / central / goods / touch / receipts / funds / debit

B: 1 f, 2 c, 3 b, 4 h, 5 a, 6 d, 7 e, 8 g

C: 1 b, 2 a, 3 e, 4 d, 5 c