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**ОТЧЕТ**

**UNIT 8**

«Applications Programs»

по дисциплине:

**Профессиональная подготовка на английском языке**

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**Starter**

1. Identify these applications programs:

a – The text editor Microsoft Word

b – The spreadsheet Microsoft Excel

c – The database Microsoft Access

d – The graphic editor Microsoft Paint

e – A racing game

2. Conduct a survey to find out who in your class:

|  |  |  |
| --- | --- | --- |
|  | To find | Questions |
| 1 | can name a spreadsheet program | Is anyone in the class who can name a spreadsheet program? |
| 2 | has used a spreadsheet | Has someone here used a spreadsheet? |
| 3 | can name a database program | What database program can you name? |
| 4 | has used a database | Who of you have used a database? |
| 5 | knows how to insert graphics into a document | Who in this class knows how to insert graphics into a document? |
| 6 | can name a wordprocessing program | Can some of you name a wordprocessing program? |
| 7 | can centre a line of text | Who can centre a line of text? |
| 8 | can disable the autocorrect | Who can disable the autocorrect? |

3. Study this diagram of a medical centre. Which applications programs will be used by the following?

1. Reception.

The reception staff does the patient's registration, gives them information about drugs and makes them appointments to doctors. For this kind of job, a database program is appropriate.

2. Practice Manager

The practice manager works with finances. It needs some of the accounting programs.

3. DoctorsThe Doctors examine patients, appoint the cure, and write out prescriptions. They need a text editor program and a database program.

**Reading**

4. Work in groups. Read paragraph A and additional paragraphs selected by your teacher. Complete this note-taking frame for each text you read.

Doctors use a variety of database programs. They get information about a patient prior to the appointment, about prescribed drugs, and reference information about a wide range of medical problems. At the end of the consultations, they enter brief notes about diagnose and treatment.

5. Exchange information with others in your group to complete notes for all the texts. Ask and answer questions like these:

1 How do Reception use the system?

2 What type of program do they use?

3 What kind of data do they enter?

4 What is the output from the program?

The reception staff uses the patient database for generating the appointment list for each doctor. They identify the children and old people who needs to get a vaccination and send them appointment letters.

The practice manager uses the program based on a spreadsheet for calculating the doctor's salaries. In addition, she uses databases for creating a monthly rota of which doctors are available on the phone in the evenings and weekends.

**Language work**

6. Write simple instructions for identifying all male patients called Smith in the 16 to 50 age group registered with Doctors Warner and Roberts.

1. Open the patient browser.
2. Open the tab ‘Personal’.
3. In the box titled Surname, enter the patient surname (in this case, it is Smith).
4. Enter the age range – in the box ‘from’ – 16, in the box ‘to’ – 50.
5. Open the tab ‘Registration’.
6. Select doctors Warner and Roberts.
7. Click the button ‘Find’ to start the search.

7. Complete the gaps in these instructions for finding the records of all members of the Green family living in postcode WX14 3PH and registered with any doctor in the practice..

1. First, enter the search criteria by opening the ‘Personal’ tab.
2. To find members of the Green family, enter Green in the Surname box.
3. Ensure both male and female members of the family are found by checking the ‘Either’.
4. Then select the Address tab.
5. Having attention to details, enter the postcode.
6. Then choose the Registration tab.
7. Once opened the doctor list, select All doctors.
8. Finally, click on Find to start search running.

**Problem solving**

8. Study these versions of OfficeSuite and decide which version provides the best value for the following users. The versions are listed from cheapest to most expensive.

|  |  |  |
| --- | --- | --- |
| 1 | A salesperson who wants to make presentations at conferences. | Standard |
| 2 | An administrative assistant who needs to write office correspondence and send and receive emails. | Standard |
| 3 | A programmer who wants to develop applications tailored to a company's needs. | Developer |
| 4 | A company wanting to produce its own in-house newsletter. | Small Business Edition |
| 5 | A company wishing to develop its own website. | Premium |
| 6 | A company which wants to analyse all its sales records. | Small Business Edition |
| 7 | A promotions person who wants to be able to edit complex graphics and incorporate them in brochures. | Premium |
| 8 | A company which wants to share documents on a local area network. | Professional |

**Speaking**

9. Work in pairs, A and B. Each of you has a review of a computer game. Find out from each other this information:

The name of the game.

What is the name of the game?

The name is Tomb Rider 4: The Last Revelation.

The company who produce it.

What company has the game released?

It is Sega Dreamcast company, but the core design is completed by Eidos.

The platform on which it's played.

Which platform is the game intended to?

Initially, it was intended to PlayStation, but this enhanced version of the game is able to run on PC.

The bad points.

What drawbacks does this game have?

It is a very tricky game. It is a few chances to get the game finish. Сonsequently, it can be periods of frustration and annoyance in the game session. Moreover, judging the game review, the control of the Lara personage transmitted with a little lag, so the personage can be killed before it gets the user's control command.

The good points.

So, what are the good points of the game? it is the best-looking version of the game so far. The game visuals perfectly capture the Egypt mood. Characters and the storyline have good quality. The puzzle solvation my be a funny time spending.

The star rating.

How many rating stars the game has?

Due to its drawbacks the game has only three stars.

**Writing**

10. Work in groups. Decide which applications programs would be used and for what purpose, by the following:

A museum

A museum staff needs to register their expos with the descriptions and images. For this purpose, it is helpful to use a database application. If the museum does research works, it may need some specially tailored programs.

Publishers of a subscription-only magazine

First of all, they need software that is intended for creating the magazine issue. It is a variety of special programs, such as text editors, image editors, and layout arrangement editors. Once the magazine issue is done, they need to spread it among the subscribers. For this purpose, they need to use databases containing all data about the subscribers, required for the magazine issues delivery.

Police headquarters

Police headquarters staff should handle a lot of data. That can be information about law breaking incidents, unlawful persons, and citizen's appeals. The database programs can be helpful for this. They can use special programs for face recognition, video and audio analysis, and others, intended for carrying out investigations.

11. Write your recommendations for one of the users in Task 10. Give reasons for each applications program you recommend.

Recommendations for Publishers of a subscription-only magazine.

For text typing, a journalist can use a text editor such as MS Word. It is a very good editor that allows even base layout arrangement. For image handling, it is appropriate the Adobe Photoshop program. It is a very sophisticated image editor allowed to apply many kinds of effects and filters to an image. For the layout editing, the issue editors can use the program Adobe InDesign. It provides a lot of tools for professional layout arrangement.

**Specialist reading**

A. Find the answers to these questions in the following texts.

|  |  |  |
| --- | --- | --- |
|  | Question | Answers |
| 1 | How do you pay for the applications provided by an ASP?  a no charge  b charged according to use  c single payment | Customers pay for the provided applications according to use. |
| 2 | What two main services does an ASP provide? | The main services an ASP provides are application rent and storage space rent. |
| 3 | How does an ASP ensure that they have enough storage space for the changing needs of customers? | They lease storage space from special companies and can buy more space as needed. |
| 4 | What types of applications are available from ASPs? | They provide a variety of applications. Office Suite, email services, complex business applications such as  enterprise resource planning tools, payroll and accounting services. |
| 5 | Why is it useful for a small business to be able to rent specialist tools from an ASP? | It is useful for small business because they use applications from ASP as they need them without investing a lot of money in those applications. |
| 6 | What is one of the best established areas of ASP use? | The best established areas of ASP use are technologies to handle stock levels, efficient delivery and large volumes of traffic. |

B1. Match the terms in Table A with the statements in Table B.

Table A

|  |  |
| --- | --- |
| a | Website |
| b | ASP |
| c | Virus |
| d | Office suite |
| e | Bandwidth |
| f | Broadband |
| g | Data centre |
| h | SAP |

Table B

|  |  |
| --- | --- |
| I | Set of standard programs used in an office |
| II | Facility for storing large amounts of information. |
| III | Capacity of a network connection |
| IV | High capacity Internet connection |
| V | Self-replicating program |
| VI | Common enterprise resource planning too |
| VII | Application service provide |
| VIII | Collection of related webpages |

Answers

|  |  |
| --- | --- |
| Set of standard programs used in an office | Office suite |
| Facility for storing large amounts of information. | Data centre |
| Capacity of a network connection | Bandwidth |
| High capacity Internet connection | Broadband |
| Self-replicating program | Virus |
| Common enterprise resource planning tool | SAP |
| Application service provide | ASP |
| Collection of related webpages | Website |

B2. Mark the following statements as True or False:

|  |  |  |
| --- | --- | --- |
| a | Software from an ASP must be installed locally on a user's computer. | False |
| b | You need a high bandwidth connection to use an ASP service. | True |
| c | ASPs usually use their own storage space for customers. | False |
| d | Using an ASP gives you more flexibility. | True |
| e | An e-commerce business usually provides all of the required technology itself. | False |