

A photograph of a man and a woman standing in a futuristic, digital environment. The man, on the left, is wearing a striped shirt and holding a laptop. The woman, on the right, is wearing glasses and a striped blazer, looking at a tablet. They are both smiling. The background is a blurred, colorful digital interface with various data points and light effects.

STUDENT'S BOOK

Burlington Professional Modules

# COMPUTING & INFORMATION TECHNOLOGY

Oliver Taylor

**Includes:**

- Writing Guide
- Vocabulary Builder

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STUDENTS SHOULD NOTE  
THAT THEY MUST NOT  
WRITE IN THIS BOOK.

# Burlington Professional Modules: COMPUTING & INFORMATION TECHNOLOGY Student's Book

by Oliver Taylor

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## 1

# The Digital World

> Getting Started: Vocabulary (page 117)

- 1 Read the advert. Decide if the sentences below are true or false.  
Then correct the false sentences in your notebook.



See the latest trends in computer hardware and software at the EIT Trade Exhibition.

**All the latest hardware products**

PCs: desktops, laptops and tablets  
Smartphones, smartwatches and much more.

**Hundreds of software companies offering IT solutions and apps for:**

banking	health
business and retail	manufacturing
education	hospitality and leisure

New this year: computer apps for the automobile industry.



25th-27th November, Olympia Convention Centre Details at: [info@EIT.com](mailto:info@EIT.com)

1. The trade exhibition is only for computer hardware.
2. The products exhibited include different types of computers.
3. The exhibition is only for banking and businesses.
4. There are computer products for schools, hospitals and factories.
5. You will find examples of the newest equipment at the trade exhibition.

**Tip!**

In technology, we sometimes use abbreviations instead of words.

PC = personal computer  
IT = information technology

- 2 Three people are getting information at the trade exhibition information desk. Listen to the mini-dialogues and choose the correct answers.

1. A: Good <sup>1</sup>morning / evening. Can I help you?  
B: Yes, I'm looking for the Banking Plus exhibit.  
A: That's exhibit number <sup>2</sup>218 / 28.  
B: Thank you.
2. A: Excuse me. Can you tell me where exhibit 345 is?  
B: Let me check. It's an exhibit of apps for the automobile industry. It's over there with the <sup>3</sup>blue / red sign.  
A: I see it, thanks.
3. A: I'm interested in software for <sup>4</sup>education / business.  
B: Just a moment ... OK, you want exhibit numbers 107, 159 and 96. Here's a map to help you.  
A: Thank you.  
B: You're welcome. Enjoy the <sup>5</sup>day / exhibition.

- 3 Practise the mini-dialogues in Exercise 2 with a partner. Pay attention to the expressions in colour.

- 4 Read the mini-dialogues in Exercise 2 again. Then decide which mini-dialogue each sentence relates to.

- a. Speaker A wants to see several related exhibits.
- b. Speaker A already knows the number of the exhibit he wants to see.
- c. Speaker B gives Speaker A something.
- d. Speaker B wants to see a specific company's exhibit.
- e. Speaker A identifies his area of interest.

**Tip!**

When we say a number with three digits, we usually say *two hundred and thirty one*, but when we say a room or exhibit number, we say *two-three-one* or *two-thirty-one*.

## Working with Vocabulary

### 5 Listen and repeat. Then match the words to the pictures. (1)

monitor ◆ mouse ◆ system unit ◆ keyboard ◆ server ◆ laptop



### 6 Listen and repeat the words in colour.

Then copy and complete the sentences. (1)

software ◆ apps ◆ hardware ◆ data

1. .... is another word for *information*.
2. .... are programs you can use on your smartphone.
3. .... means the physical parts of a computer.
4. .... is another word for computer programs.

### 7 Listen and repeat the words in colour.

Then match the business sectors in A to the statements in B. (1)

#### A

1. health
2. transport
3. education
4. manufacturing
5. banking
6. business and retail
7. hospitality and leisure

#### B

- a. "We've got laptops in my school."
- b. "I've got an online clothes shop."
- c. "You can see financial information online."
- d. "This hospital uses the latest technology."
- e. "We make mobile phones on our production line."
- f. "This is our newest car!"
- g. "Customers can reserve rooms on our website."

### 8 Listen and repeat. (1)

10 – ten	80 – eighty
20 – twenty	90 – ninety
30 – thirty	100 – one hundred
40 – forty	500 – five hundred
50 – fifty	1,000 – one thousand
60 – sixty	1,500 – one thousand five hundred
70 – seventy	

### 9 Write the numbers in your notebook. (1)

1. five hundred and sixty-three
2. eight hundred and seventy-one
3. one thousand and twenty
4. four thousand and thirteen
5. one thousand, four hundred and thirty-four
6. seven thousand, six hundred and ninety-one

### 10 Write the numbers in words in your notebook.

- |       |          |
|-------|----------|
| 1. 29 | 4. 113   |
| 2. 65 | 5. 297   |
| 3. 84 | 6. 1,379 |

## Your Turn

Three people are getting information at the trade exhibition information desk. Listen to the conversations. Then write the correct number for each exhibit in your notebook. (1)



# Working in IT

► Getting Started: Vocabulary (page 117)

## 1 Read the profiles. Then copy and complete the sentences below with the correct name. ►

Charlene

My name's Charlene and I'm a helpdesk technician. I'm responsible for solving IT problems over the phone. I usually work as part of a team. I am skilled in problem solving and I'm good with people.



Brian

My name is Brian. I work in a computer factory in Scotland. We make and test computer hardware. I also work two nights a week repairing computers in people's homes or businesses.



Francesca

I'm Francesca and I'm a support technician. I work for a big IT company in Glasgow. Our company provides basic support for our clients and tests new software products on the market. I'm skilled at assembling computer networks for businesses and schools.



1. .... puts computer systems into businesses.
2. .... solves IT problems on the telephone.
3. .... tests hardware.
4. .... sometimes works at night.
5. .... repairs computers.
6. .... works closely with a group of other people.

*Tip!*

When we talk about skills, we often use an adjective and preposition:  
*good at, responsible for.*

## 2 Listen to the dialogue and number the sentences in the correct order in your notebook. ►

- a. Nice to meet you, too.
- b. Good morning, I'm Chloe, and this is Brian.
- c. Can you answer some questions for our survey?
- d. I'm pleased to meet you.
- e. Sure. What would you like to know?

## 3 Match the questions in A to the responses in B. Then listen to the continuation of the dialogue and check your answers. ►

A

1. What's your job?
2. What does your job involve?
3. What skills do you need for your job?

B

- a. You must be good at problem solving.
- b. I'm a software tester.
- c. I test new software for the automobile industry.

## 4 Practise the dialogue in Exercises 2 and 3 with a partner. Pay attention to the expressions in colour.

## Working with Vocabulary

**5 Listen and repeat the words in colour. Then choose the correct answer.**

1. I **test** / **troubleshoot** problems over the telephone.
2. My laptop is broken. Can you **repair** / **install** it?
3. You can **upload** / **download** the instructions from the Internet.
4. We use about 50 parts when we **Maintain** / **assemble** a new computer.
5. Your PC will go faster if you give it a **startup** / an **upgrade**.

**6 Listen and repeat the words in colour. Then match the words in A to the words in B to form expressions.**

A

1. **solve**
2. **operate**
3. **design**
4. **give**
5. **input**
6. **check**

B

- a. a webpage
- b. problems
- c. the connections
- d. support
- e. data
- f. a machine



**7 Copy and complete the sentences with the expressions from Exercise 6.**

1. We need a graphic designer to .... for our new company.
2. We .... to users in businesses, offices and at home.
3. My job is to help .... over the phone.
4. If the monitor doesn't work, .... at the back of the system unit.
5. It takes time to .... into the computer.
6. They .... on the production line.

**8 Listen and repeat the jobs in colour. Then decide which job matches each description.**

**network administrator** ◆ **helpdesk technician** ◆ **web designer** ◆ **software tester** ◆ **programmer support technician** ◆ **data entry operator**

1. This person writes software for computers.
2. This person helps clients with IT problems over the telephone.
3. This person manages the day-to-day running of a computer network.
4. This person fixes software and hardware problems.
5. This person tests new products before they are in the shops.
6. This person develops and designs webpages.
7. This person puts information into a computer.

**9 Complete the job advert with the words below.**

installing ◆ **helpdesk technician** ◆ assemble ◆ troubleshoot ◆ repairing ◆ giving support

### JOB SEARCH

HOME CONTACT INFO FIND JOBS POST JOBS

#### Blue Diamond Online Services Ltd

##### POSITION OF 1....

You will be responsible for <sup>2</sup>.... for all our IT products and services. You will need to answer questions, identify and <sup>3</sup>.... problems, and provide technical assistance via the telephone. You should also be competent at <sup>4</sup>.... hardware and <sup>5</sup>.... computer software. Candidates must also be able to <sup>6</sup>.... a PC. Good technical knowledge and minimum one year's experience required.

CLOSING DATE 22nd MARCH. Contact: IT Manager, Mr. John Campbell

### Your Turn

Imagine you and your partner are business people attending a computer trade exhibition. Introduce yourselves and ask and answer questions about your jobs.

**Student A:** Use the information on page 84.

**Student B:** Use the information on page 92.



## 2

## Parts of a Computer

> Getting Started: Vocabulary (page 118)

- 1 Read the website page. Then decide which computer each person below should buy.

### THIS MONTH'S BEST BUYS from ComputersRUs

#### VISO Digiton PC

General Purpose Desktop **SPECIAL PRICE: €1,249**

**Processor:** Intel Core i5  
**RAM:** 8GB  
**Storage Capacity:** 1TB  
**Screen Size:** 26 inches  
**Includes:** keyboard, monitor and optical mouse



**REVIEWS:**

**heidi G:** This PC has got everything you need. Sufficient memory for lots of photos, videos and music. Great for virtual reality gamers.

**PCMac1:** It's a good computer at a cheap price. I really like the large screen, as there's space to open lots of tabs.

**scribe16:** This processor is great – useful for fast downloading. The extra USB ports are also very useful. Easy to upgrade.

#### IPSS SilverEdge 1600

All-in-one Laptop Computer **THIS MONTH ONLY: €699**

**Processor:** Rockchip 88C  
**RAM:** 4GB  
**Storage Capacity:** 50GB  
**Screen Size:** 11.6 inches  
**Includes:** mouse



**REVIEWS:**

**soniaA:** This computer is exactly what I need – fast, quiet and small. It's really quick to start up, so you can use it immediately. I love it!

**igo15:** Easy to operate, but the graphics capabilities are really basic and the screen is far too small. Useless for playing games.

**JamieY:** This laptop is difficult and expensive to repair – don't buy it!

#### Tip!

We use bytes to describe storage capacity on a computer or mobile phone.

MB = megabyte

GB = gigabyte

TB = terabyte

1. Eva is a graphic designer. She needs to see multiple webpages at the same time.
2. Carl's favourite free-time activity is playing computer games.
3. Zoe is a student. She needs to take her computer with her to school.
4. Tina is a journalist. She needs to upload and download a lot of media files.

- 2 A shop assistant (A) is talking to a customer (B). Complete the dialogue with the sentences below. Then listen to the dialogue and check your answers.

Do you want to use it for downloading music or films? Can I help you, sir?

What do you need to use it for? It's on special offer this week.

A: 1. ....

B: Yes. I want to buy a laptop.

A: What sort of laptop are you looking for?

B: I need a small, light computer. I often go on business trips.

A: 2. ....

B: I need it for Word documents and Excel.

A: 3. ....

B: No, I don't, but I need to use the Internet a lot.

A: OK. I think this laptop is what you are looking for. It's light, but it's also fast.

B: How much is it?

A: It's €600. 4. .... I recommend it.

B: Yes, it's exactly what I need, and it's a good price.

What colours does it come in?

A: Blue, black or white.

B: OK. I'd like a blue one, please.



**3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

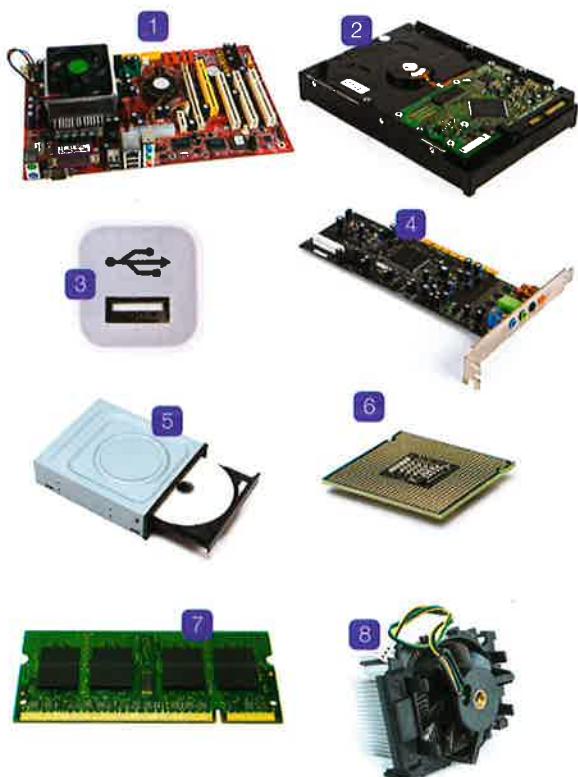
**4** Read the dialogue in Exercise 2 again. Who mentions each of the things below – the salesman, the customer or both?

1. travelling
2. the names of some computer programs
3. downloading music or films
4. using the Internet
5. the laptop not being heavy
6. three colours

## Working with Vocabulary

**5** Listen and repeat. Then match the words to the parts of the computer.

hard drive motherboard RAM chip  
USB port sound card heat sink and fan  
DVD drive processor (CPU)



### Tip!

A compound noun is made up of two or more words which together form a single noun. They can be written as one word, two words or sometimes two words with a hyphen.  
mother + board = motherboard  
sound + card = sound card  
ink + jet = ink-jet printers

**6** Match the computer components in Exercise 5 to the definitions below.

1. This is the computer's brain.
2. This is the main storage space for data.
3. This allows the computer to have audio.
4. This is also called a memory module.
5. This stops the processor from getting too hot.
6. This contains the main components of a computer.
7. This reads and writes disks.

**7** Listen and repeat. Then match the opposites.

**A**

1. cheap
2. heavy
3. little
4. quick
5. basic
6. quiet
7. useful
8. wide

**B**

- a. slow
- b. advanced
- c. useless
- d. expensive
- e. narrow
- f. loud
- g. light
- h. large

**8** Copy and complete the sentences with words from Exercise 7.

1. I haven't got enough money for this computer. It's too .... for me.
2. My old computer was quite loud, but this one is really .... .
3. Modern computers are quite .... , not like the old heavy ones.
4. A more .... computer model has got better quality hardware.
5. My motherboard doesn't work! The whole PC is .... now.

## Your Turn

A salesman is talking to a customer at the computer shop. Listen to their conversation and complete the advert.

**New M2 Desktop Computer**

- Large memory and very <sup>1</sup> .... .
- Intel core processor
- <sup>2</sup> .... TB hard drive
- <sup>3</sup> .... GB RAM memory

**Price:** £ <sup>4</sup> ....

Free <sup>5</sup> .... and 3 years' helpdesk support

# Assembling a Computer



> Getting Started: Vocabulary (page 118)

## 1 Read the computer manual instructions.

Then answer the questions below.

### HOW TO ASSEMBLE THE COMPUTER:

- 1 Unscrew and remove the two side panels of the computer case.
- 2 Screw the motherboard into place inside the computer case.
- 3 Open the CPU socket and insert the CPU into the motherboard.
- 4 Place the heat sink and the fan on the motherboard and attach them with the clips.
- 5 Insert the RAM module into its slot.
- 6 Screw the hard drive into place. Then connect its power cable to the motherboard.
- 7 Insert the sound card and video card into their slots and screw them in.
- 8 Screw the side panels back onto the computer case.
- 9 Plug in all the power and data cables. Turn on the computer and check it works!

1. How many side panels are there?
2. Where do you insert the CPU?
3. What do you use to attach the heat sink and fan?
4. What do you connect the hard drive to?
5. What must you do to put the sound card in place?

#### Tip!

To give instructions, we often use the imperative.

**Remove** the side panel.  
**Insert** the sound card.

## 2 Peter is speaking to a helpdesk technician. Read the dialogue and choose the correct answer. Then listen to the dialogue and check your answers.

A: Hello, I'm Peter Collins at PR Solutions.

B: Hi, Peter. **How can I help?**

A: I need to install some <sup>1</sup> software / hardware on my computer.

B: **What do you want to install?**

A: A new sound card.

B: OK. That's easy. Are you ready? First, turn off and unplug the <sup>2</sup> computer / printer.

A: OK. I've turned it off. Now what?

B: Now, remove the <sup>3</sup> panel / cable. **Remove the old card.** Then, **insert the new sound card** into the sound card slot – can you see it?

A: Just a minute. OK. It's in the slot.

B: Great. Now, screw the sound card into place. There's one <sup>4</sup> screw / socket.

A: Yes, I've got it. OK. What should I do next?

B: **Plug in the computer and turn it on.** Now, **check the sound card is working.**

Have you got some <sup>5</sup> music / pdf files on the computer?

A: Yes. It's working. I can hear it.

B: Good. Finally, **put the panel back on the computer** and screw it shut.

**Can I help you with anything else today?**

A: No thanks, that's all. Goodbye.

## 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

## 4 Read the dialogue in Exercise 2 again. Then write the letters of the pictures in the correct order.

First .... Second .... Third .... Fourth .... Fifth .... Sixth ....



## Working with Vocabulary

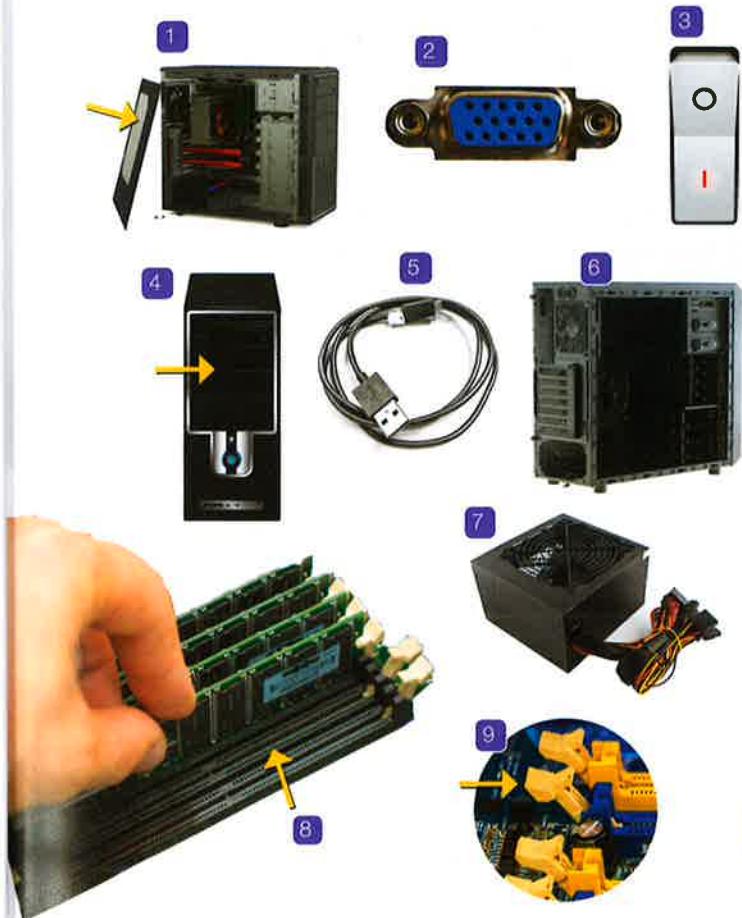
- 5** Match each ordinal to the correct word. Then listen and repeat.

third ♦ sixth ♦ second ♦ tenth ♦ first  
seventh ♦ fourth ♦ ninth ♦ fifth ♦ eighth

1st	5th	8th
2nd	6th	9th
3rd	7th	10th
4th		

- 6** Listen and repeat. Then match each word to the correct picture.

cable ♦ clip ♦ side panel ♦ case ♦ front panel  
power supply ♦ socket ♦ switch ♦ slot



- 7** Listen and repeat. Then match the opposites.

A

1. connect
  2. turn on
  3. plug in
  4. screw
  5. insert
  6. attach
- a. turn off
  - b. unscrew
  - c. disconnect
  - d. remove
  - e. unplug
  - f. detach

### Tip!

The prefixes *un*, *dis* and *de* change the meaning to the opposite of the original word.

- 8** Choose the best continuation for each sentence.

1. Before you remove the panels,
  - a. make sure you disconnect the cable.
  - b. connect all the cables.
2. In order to open the door of the room,
  - a. detach the card.
  - b. insert the card in the slot here.
3. There's nothing to watch on TV,
  - a. so I'm going to turn it on.
  - b. so I'm going to turn it off.
4. Before you take the side panel off,
  - a. you have to unscrew it.
  - b. you have to screw it on.
5. Before you put the new sound card in,
  - a. you have to attach the old sound card.
  - b. you have to remove the old sound card.
6. Never touch anything inside the computer
  - a. if it's unplugged!
  - b. if it's plugged in!

- 9** Copy and complete the sentences with the words below.

unscrew ♦ switch ♦ cable ♦ power supply  
plug in ♦ turn it off

1. Don't forget to plug the computer into the .... .
2. You can connect the monitor to the computer using this .... .
3. When you've finished using the computer, make sure you .... .
4. Before you remove the motherboard, you have to .... it.
5. .... the laptop cable before you turn it on.
6. This is the main .... to turn the computer on and off.

### Your Turn

**Student A:** You call a helpdesk technician to ask for help installing a new hard drive in your computer. Use the information on page 84.

**Student B:** You are the helpdesk technician. Use the information on page 92.

Swap roles to discuss installing a new motherboard.



# 3

## Hardware: The Keyboard

> Getting Started: Vocabulary (page 119)

- 1 Read the page from a computer manual.** Decide if the statements below are true or false.  
Then correct the false sentences in your notebook. ☺

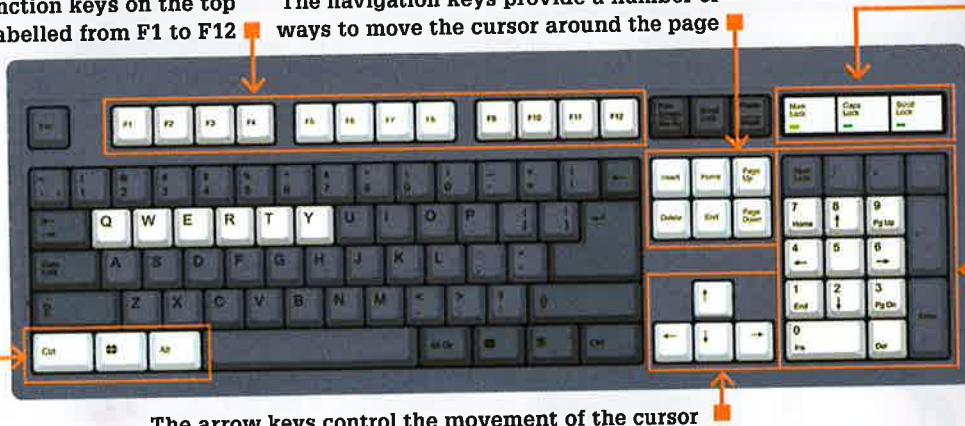
### The Keyboard Layout

The "QWERTY" keyboard is the most common type of keyboard. It gets its name from the order of the letters in the top row. Here is the basic layout:

The function keys on the top row are labelled from F1 to F12

The navigation keys provide a number of ways to move the cursor around the page

The modifier keys are only used together with another key



The indicator lights show when number, caps or scroll lock are turned on

The numeric pad is used like a calculator

The arrow keys control the movement of the cursor

The basic typing keys are labelled with a character (a letter, number or punctuation symbol). Pressing a key produces its character on the screen.

1. The keys on a keyboard include only symbols and numbers.
2. There are five arrow keys which move the cursor.
3. Modifier keys work on their own.
4. The keyboard has got mathematical symbols.
5. More than one set of keys can control the cursor.

- 2 An IT worker (A) is answering a call from a colleague (B). Listen to the dialogue and complete it with the missing words. ☺**

A: Hello, this is Tim in IT.

B: Hi, Tim. This is Sara. I'm calling from the <sup>1</sup>.... floor. I've got a problem with my keyboard.

A: Good morning, Sara. Is it a standard keyboard or a wireless keyboard?

B: It's a <sup>2</sup>.... one and the delete key is stuck. I've deleted a whole page of text!

A: Oh dear! So first, make sure you've saved all your work. OK, now unplug the keyboard from your PC. Next, turn it over and <sup>3</sup>.... it gently.

B: What? Are you sure?

A: Yes – if the keys have got dirt inside them, they sometimes get stuck.

B: OK ... now what?

A: Now plug the keyboard in again. Press the <sup>4</sup>.... key and see what happens.

B: Alright. Hey, it's working! Thanks.

A: Great!

B: Tim, wait a minute. Now the s key isn't working. I'm pressing the key, but the symbol doesn't appear on the monitor.

A: Alright, I'll come and take a look. We'll try <sup>5</sup>.... some of the keys.

B: Thanks. I'm in Room 312.

- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.**

**4** Read the dialogue in Exercise 2 again and answer the questions.

1. In which department does Tim work?
2. What complaint has Sara got?
3. What does Tim think is causing the problem?
4. Is Sara's keyboard working by the end of the conversation?

## Working with Vocabulary

**5** Listen and repeat the words in colour. Then match the keys in A to the correct action in B.

A

1. arrow keys
2. caps lock key
3. delete key
4. escape key
5. return or enter key
6. shift key
7. tab key

B

- a. changes the text to capital letters
- b. starts a new line
- c. advances the cursor to the next tab stop
- d. changes one letter to a capital or punctuation mark, or gives another option
- e. move the cursor up, down, right or left
- f. removes letters or words
- g. cancels the current process or program running

**6** Listen and repeat the words and phrases in colour. Then decide if the sentences are true or false.

1. The **space bar** is smaller than the other keys.
2. The **control and alt keys** perform actions when pressed with different letters.
3. The **backspace key** deletes one position forward from the cursor.
4. The **numeric pad** consists of maths symbols as well as numbers.
5. The 12 **function keys** take you directly to different commands.
6. The **command key** is also called the control key.
7. A **modifier key** is only used in conjunction with another key.



**7** Listen and repeat. Then match the names to the punctuation marks.

full stop ◆ at symbol ◆ slash ◆ question mark  
colon ◆ semicolon ◆ and symbol ◆ apostrophe  
quotation marks ◆ comma ◆ brackets ◆ asterisk  
hyphen ◆ exclamation mark ◆ underscore



**8**

Listen and repeat the words and phrases in colour. Then use the diagram in Exercise 1 to choose the correct word or phrase in each sentence.

1. The letter **H** is **in the middle of** / **under** the keyboard letters.
2. The **caps lock** key is **below** / **above** the **shift** key.
3. The **B** key is **between** / **over** the **V** key and the **N** key.
4. The number keys are **beside** / **on** the arrow keys.
5. The **shift** key is **behind** / **next to** the **Z** key.

## Your Turn

An IT worker and a colleague are talking about a computer problem. Copy the report. Then listen to their conversation and complete the report.

IT TECHNICIAN REPORT	
DATE:	TIME:
3/4/18	10.00 am
CALLER: 1. .... from Marketing	
PROBLEM: The 2. .... aren't working. Indicator lights and 3. .... still working. Possible problem with the 4. .... or might need a new 5. ....	
PRIORITY: <input checked="" type="radio"/> Urgent <input type="radio"/> Not urgent	

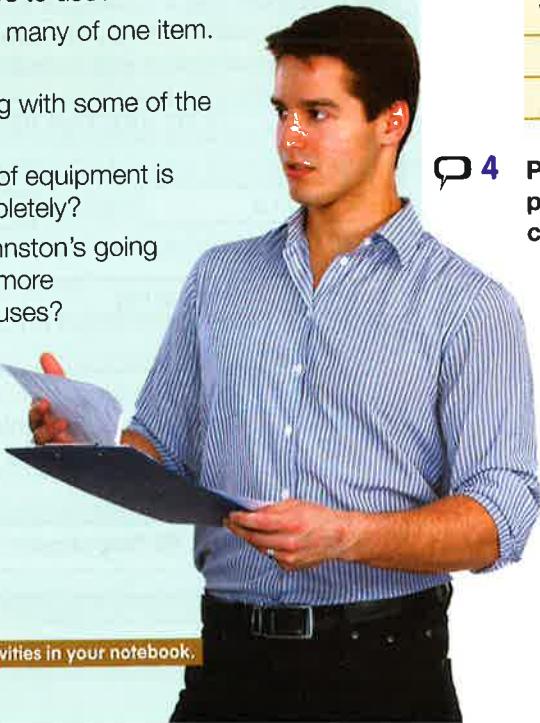
# Hardware: Peripherals

› Getting Started: Vocabulary (page 119)

- 1 Read the inventory of peripherals. Then answer the questions. (1)

Johnston's and Co.: Computer Hardware Inventory	
Type 2: Peripherals	
Projectors	4 – but projector in Room 78 not working
Printers	
Laserjet 6000	32
DS 90 All-In-One	12
Deskjet 1550	6 – order half a dozen more from supplier
Scanners	
FUMI MR 2000	4 – enough? check with design department
Headsets	60 – received double order return one box of 30 to supplier
Webcams	15
Keyboards	
standard	38
wireless	12
Monitors	
standard	28 – 5 broken monitors
large	31
Microphones	none
Speakers	6 pairs – order 1 new pair for meeting room
Mouses	
standard	13 (now obsolete)
wireless	46

- How many projectors are available for the workers to use?
- There are too many of one item. Which one?
- What is wrong with some of the monitors?
- Which piece of equipment is missing completely?
- Why isn't Johnston's going to order any more standard mouses?



- 2 Two IT assistants are taking an inventory of computer peripherals. Match each question in A to the correct response in B. Then listen to the dialogue and choose the correct numbers. (1)

A

- Which scanners have we got?
- Why have we got so many new headsets?
- Have we got enough webcams?
- Do we need more microphones for the call centre?
- What about the mouses? I ordered a couple of boxes last month.

B

- The supplier sent us a big box instead of a small one. We should return <sup>1</sup> 50 / 40 to the supplier.
- Really? There are only <sup>2</sup> 3 / 5 left in the box now.
- <sup>3</sup> We've got 3 / 4 Xerox scanners, but no Kodak scanners.
- No, we've only got a couple left. We need to order <sup>4</sup> 10 / 12 for the office.
- Yes, we need to order <sup>5</sup> 16 / 17 urgently.

- 3 Copy and complete the chart using the information from Exercise 2.

Computer Hardware Inventory  
TYPE 2: PERIPHERALS

Item	Quantity in stock	Action required
Scanners: Xerox	1.	-
Scanners: Kodak	2.	-
Headsets	-	3.
Webcams	4.	5.
Microphones	-	6.
Mouses	7.	-

4

- Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

Tip!

When talking about quantities, we sometimes use expressions instead of numbers.

a dozen = twelve  
half a dozen = six  
a couple = two

## Working with Vocabulary

### 5 Listen and repeat. Then match the words to the pictures.

scanner ♦ speakers ♦ projector ♦ microphone ♦ stylus pen  
webcam ♦ headset ♦ printer ♦ gaming controller



### 6 Listen and repeat the words and phrases in colour. Then copy and complete the sentences.

flash drive ♦ barcode scanner ♦ remote control ♦ touch screen ♦ USB charger

1. It's got a .... , so you don't need to use a mouse.
2. I can't reach the switch; please pass me the .... .
3. If you've got a .... , you can charge your phone on my computer.
4. We need a .... to read all the shop's product prices.
5. Hand in your homework to your teacher on a .... .

### 7 Listen and repeat the words and phrases in colour. Then match the sentences in A to B.

#### A

1. That model is **obsolete**.
2. Can you please **order** a new flash drive for me?
3. The fax machine is **broken**.
4. We're **overstocked** with mouses.
5. We need to **reorder** with that supplier.
6. We've **run out of** USB chargers.
7. The printer has **run low on** ink.

#### B

- a. Mine is full.
- b. There are 97 in this box!
- c. They don't make or use it any more.
- d. We didn't bring enough to the trade exhibition.
- e. It's not receiving information again.
- f. I can't see the words properly.
- g. We last ordered with them three months ago.

### 8 Read the e-mail to the IT department. Complete the sentences with words from the exercises above.

Dear Zoe,

Thanks for your help and cooperation with the annual inventory:

All of the <sup>1.</sup> **obsolet** hardware is going to be replaced over the next 12 months.

In addition, the sales staff need two new <sup>2.</sup> **updat** s **syst** s for their presentations to their customers.

We have ordered a box of <sup>3.</sup> **new** **speakers** and <sup>4.</sup> **new** **headset**s to improve sound quality for the help desk.

We have to replace the colour <sup>5.</sup> **proj** **ecto**r in the art department because it is <sup>6.</sup> **break** and it costs too much to fix.

The webcams we ordered last month haven't arrived, so we are going to <sup>7.</sup> **reorder** them.

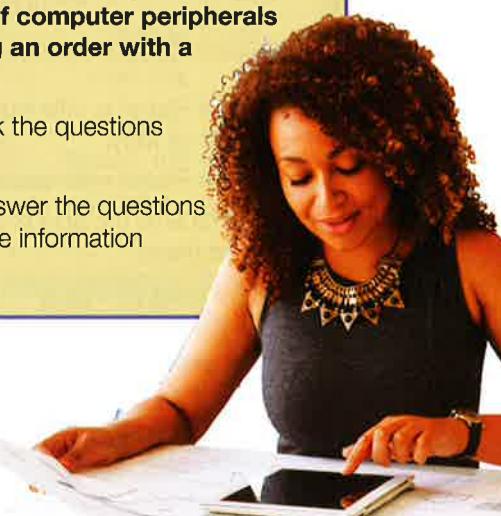
John Worth  
IT Manager

### Your Turn

You are IT sales assistants checking an inventory of computer peripherals before placing an order with a supplier.

**Student A:** Ask the questions on page 84.

**Student B:** Answer the questions according to the information on page 92.



## 4

## Ordering Computer Supplies

&gt; Getting Started: Vocabulary (page 120)

- 1 Read the advert. Then 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 Friday **25% OFF**  
all motherboards!

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

- 2 Read the dialogue between a customer (A) and a supplier (B) and choose the correct response. Then listen to the dialogue and check your answers. 

- A: It's Anne from Highbury College, ICT department. I'd like to place an order, please.  
B: a. I'll check if we have any.  
b. Certainly. What exactly do you need?
- A: We're running low on microphones.  
B: a. What quantity do you need?  
b. Yes, we sell speakers.
- A: About 20. What's the price per unit?  
B: a. Each unit is £10.  
b. I'm afraid I've only got three boxes in stock.
- A: Have you got any good quality headsets? The ones we've got at the moment keep breaking.  
B: a. We've got a driver in your area this afternoon.  
b. We have some good Sound Ex ones – our customers love them.
- A: I'll take 40, please. How much discount can you give me?  
B: a. We can give you a 10% discount.  
b. Delivery is free.
- A: How long will delivery take?  
B: a. We'll send out the order today and it will be with you by tomorrow.  
b. We've sold all of those.

- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

- 4 Read the dialogue in Exercise 2 again. Then choose the correct answer.

- The customer needs about 10 / 20 microphones.
- Each microphone costs £10 / £20.
- The customer isn't happy with the hardware / headsets in her college.
- The customer orders 40 / more than 40 headsets.
- The delivery will arrive today / tomorrow.

## Working with Vocabulary

- 5 Listen and repeat the words in colour in A. Then match them to their meanings in B.**

A

1. price
2. quality
3. payments
4. give a discount
5. out of stock
6. goods

B

- a. sums of money to pay over time
- b. items
- c. having no more, completely sold out
- d. offer for less money
- e. how good something is
- f. how much you pay for something

- 6 Listen and repeat the words in colour. Then copy and 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. ..... Number: 045637			
TO: Hartington's IT Department			
ITEM	2. .....	3. .....	TOTAL
Speakers	20	£21	£420
Microphones	21	£10	£120
Keyboards	6	£35	£210
	4. ..... :		£750
	+ 5. ..... : 20%:		£150
	TOTAL		£900
	Discount: 10%:		-£90
6. ..... :	17th February	FINAL TOTAL:	£810
7. ..... :	30 days from delivery		
COMMENTS: Special delivery!			

**Tip!**

VAT = Value Added Tax. VAT is a tax added to the purchase price. In the US, it is called sales tax.

- 7 Listen and repeat the words in colour. Then use them to complete the mini-dialogues.**

- A account ◆ postage and handling charge it**

Customer: Do I need to pay for 1. ....?

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

Customer: Can I 2. ....?

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

- B cash ◆ shipping ◆ credit card ◆ cheque**

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

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

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

Customer: No, I haven't got my cheque book, and I certainly haven't got £375 in 3. ....! Could I pay by 4. ....?

Salesperson: Sure.

### Your Turn

Sue is placing an order for computer supplies. Copy the form. Then listen to the conversation and fill in the missing information.



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

Item	Quantity	Price per unit	Total
1. .....	10	£ 2. .....	£ 3. .....
Wi-Fi mouses	25	£ 4. .....	£550
Keyboards	6	£40	£240
Subtotal		£ 5. .....	
+ VAT: 20%		£228	
TOTAL:		£1368	
Discount: 10%		– £136.80	
Delivery date: 5th January			FINAL TOTAL: £ 6. .....



# Recommending Computer Hardware

> Getting Started: Vocabulary (page 120)

- 1 Read the webpage from an online shop.  
Then decide which computer (A, B, C or D) matches each question below. ►

Monitors Printers Computers Peripherals

## 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 ...

- has got the most memory?
- has got the largest storage?
- has got a webcam as part of the computer?
- is good for doing artistic work?
- has got the biggest screen?

- 2 A sales assistant in a computer shop (A) is helping a customer (B). Listen to the dialogue and complete it with the words below. ►

a fax, too ♦ only €75 ♦ printers ♦ the office

A: Good morning. I see you're interested in these <sup>1</sup>..... .

B: Yes, can you recommend a good wireless printer?  
I want something for <sup>2</sup>..... , simple but powerful.

A: Ink-jet printers are generally the best.

B: What's the best model?

A: There are good reports about the Colour Max.

They're very dependable.

B: OK. Why is this white one so cheap?

A: It's just a printer. The others are more expensive  
because they're all-in-one printers. They've got  
scanners and photocopiers. Some of them have  
got <sup>3</sup>..... .

B: We don't need a fax, but the other things would  
be useful. That grey Delux LI has got really good  
reviews. But it's much bigger than the others.

A: That's because it can print on A3 paper. Do you use  
A3 in the office?

B: No, never.

A: So I suggest you buy something like this. It's got  
a built-in scanner and photocopier and it does  
double-sided printing. It's much more slimline than  
the other models.

B: And it's <sup>4</sup>..... !

3 Practise the dialogue in Exercise 2 with a partner.  
Pay attention to the expressions in colour.

4 Read the dialogue in Exercise 2 again. Then match A to B to form sentences.

A

- The customer asks for
- According to the sales assistant, the best printers are
- All-in-one printers have got
- The customer mentions the Delux LI because of its
- The customer doesn't use

B

- good reviews.
- ink-jet printers.
- A3 paper.
- a recommendation.
- scanners and copiers.

Tip!

The ® symbol follows the name of a  
product or company that is legally  
registered. The name will always have  
a capital letter: Intel®, Pentium®

## Working with Vocabulary

- 5** Listen and repeat the words in colour in A. Then match them to their definitions in B.

A

1. portable
2. superfast
3. dependable
4. compact
5. sturdy

B

- a. built to be strong
- b. using a small space
- c. easy to carry around
- d. not likely to fail
- e. very speedy

- 6** Listen and repeat the words in colour. Then choose the correct answers to complete the reviews.

### Review



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

### Review



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



### Tip!

Most countries still measure screens in inches and not centimetres. For example: 17". The measurement is diagonal from corner to corner of the screen.

- 7** Copy and complete the review below with the words not used in Exercise 6.

### REVIEW



Nice and <sup>1.</sup>..... for working everywhere! The new <sup>2.</sup>..... tablet (0.5 cm) has got <sup>3.</sup>..... Wi-Fi, for Internet connection on the go. Its <sup>4.</sup>..... screen is perfect for doing graphics work. It really is a <sup>5.</sup>..... model.

- 8** Listen and repeat the words in colour. Then use them to complete the text.
- user-friendly ◆ powerful ◆ complicated  
ergonomic ◆ reliable



## Technology

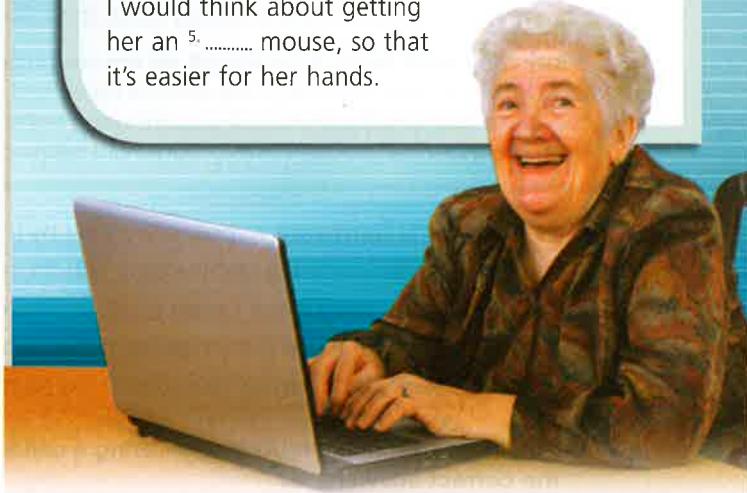
### Q & A

**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 <sup>1</sup>..... – it's no use buying her a computer that is too <sup>2</sup>..... to use.

Look for something that is simple to use and <sup>3</sup>..... – you don't want a computer that gives her problems all the time.

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



- 9** Which adjectives in Exercises 5–8 can describe the items below?

A laptop: *sturdy, portable,*

A printer:

A mouse:

A smartwatch:

### Your Turn

**Student A:** You are a sales assistant in a computer shop. Use the information on page 85 to recommend a laptop.

**Student B:** You are a customer who wants to buy a laptop. Ask the sales assistant questions to complete the information on page 93.



## 5

## Troubleshooting



&gt; Getting Started: Vocabulary (page 121)

- 1 Read the webpage. Then copy and correct the mistakes in the sentences below by changing the words in bold.

**FAQs Frequently Asked Questions** ► Most common computer problems have got simple solutions.

**1 What can I do if the power button doesn't start the computer?**

Check the power cord is connected to the computer correctly. Make sure the power supply is working by plugging in another electrical appliance to test it.

**2 What can I do if a program won't run or runs slowly?**

First, make sure you save everything. Close the program and then reopen it. If that doesn't work, shut down the computer and restart it. If that doesn't work, reinstall the program.

**3 What can I do if my computer freezes?**

Press and hold the *Control*, *Alt* and *Delete* keys at the same time. Choose "Log off" from the menu on the screen, then restart the computer.

**4 What can I do if I get a No Signal message on my monitor?**

Make sure you haven't got a loose connection. Disconnect and reconnect the monitor cable. Check the screws are tight. You may need to replace your monitor cable.

**5 What can I do if there is no sound on my computer?**

Check the volume control in the control panel and the software you are using. Check that the mute box is not selected. If you are using external speakers, make sure they are turned on and connected to the correct audio or USB port.



1. Check the **hardware** supply is working by trying it out with another device that works with electricity.
2. If a **virus** isn't running fast enough, you might have to install it again.
3. If your computer doesn't react at all, you can solve the problem using three **messages**.
4. Try adjusting the **fan** if the monitor cable isn't connected properly.
5. A problem with **images** can sometimes be related to the speakers' connection.

2 A helpdesk technician (A) is answering a call from a customer (B). Listen to the dialogue and choose the correct answers.

A: Hello, it's Tom here. Who am I speaking with, please?

B: Hello Tom, it's Jim Curtis. I've got a problem with my <sup>1</sup> settings / speakers. They were fine this morning. Now, I want to watch a <sup>2</sup> video / film. I can see it, but I can't hear anything.

A: OK. It's usually a good idea to check cables for a loose connection before you do anything else.

B: Wait a minute. I'll look ... all the connections are fine.

A: That's good. Are you watching an <sup>3</sup> offline / online video?

B: Yes, I am.

A: Have you tried checking the volume control under the video clip?

B: Yes, it's on <sup>4</sup> 10 / 0.

A: What about the volume icon at the bottom of your monitor? Can you see that?

B: Yes, I can.

A: Click on it and tell me where the little green line is.

B: It's at the <sup>5</sup> bottom / top.

A: That means the volume is turned off. You should always make sure you check the volume control in the software you're using.

B: Oh, yes, I see. Thanks for your help.

A: You're welcome.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

4 Read the dialogue in Exercise 2 again. Then answer the questions.

1. Why is Jim calling the helpdesk?
2. What is Jim trying to do?
3. What three places must Jim check?
4. What is the solution to Jim's problem?



## Working with Vocabulary

5 Listen and repeat the words in colour. Then copy and complete the sentences.

**no signal message** ♦ **volume control** ♦ **control panel**  
**mute box** ♦ **loose connection** ♦ **power button**

1. You use the .... to switch the computer on.
2. You use the .... to turn the sound up or down.
3. I think there's a .... in the switch. Sometimes it works and sometimes it doesn't.
4. Go to the .... and click on the sound icon, then click on *internal speaker*.
5. If you select the ...., you won't be able to hear anything.
6. A .... means the computer is not connected to the monitor.

6 Listen and repeat the words in colour. Then choose the correct words.

1. You have to **log off** / **press and hold** the *Control* key and *P* to print.
2. To **reinstall** / **restart** the computer, try pressing the power button again.
3. Before you open the computer case, **make sure** / **reconnect** to switch off the power supply.
4. Every so often, the computer **freezes** / **reopens**. It just stops in the middle of what you're doing.
5. The graphics card is broken. You'll have to **replace** / **shut down** it.

### Tip!

The prefix *re-* before a verb often means *again*.  
*reconnect* the cable = connect the cable again  
*reinstall*, *replace*, *reopen*

7 The words and phrases in bold are in the wrong sentences. Write the sentences correctly in your notebooks.

1. You should **reinstall** your e-mail account when you're finished.
2. My computer went for repair and now I must **reconnect** some programs.
3. Now, the fan isn't working. I have to **shut down** the case.
4. Check the cable and then **log off** the mouse to the keyboard.
5. At the end of the week, please **reopen** all the computers in the office.

8 Choose the correct answer.

1. The reason you can't hear anything is because you have selected the .... .
  - a. control panel
  - b. power button
  - c. mute box
2. If you want the music louder, turn it up using the .... .
  - a. loose connection
  - b. volume control
  - c. *no signal* message
3. Before you close the file, .... you save all the changes you have made.
  - a. make sure
  - b. shut down
  - c. reconnect
4. The monitor wasn't working, so we .... it with a new one.
  - a. reinstalled
  - b. replaced
  - c. reopened
5. If you .... these three keys, you will be able to shut down the computer.
  - a. press and hold
  - b. log off
  - c. restart

### Your Turn

An office worker is calling a helpdesk technician to discuss a computer problem. Listen and complete the technician's notes in your notebook.

#### DATE:

16th May

#### CLIENT:

Browne's Department Store

#### PROBLEM:

1. .... on monitor.

#### NOTES:

Client checked the 2. .... of the monitor's cables. Client disconnected and 3. .... the cable. Cable is 4. .... .

#### POSSIBLE PROBLEM:

A 5. .... inside the computer or monitor.

#### SOLUTION:

Technician to call at the office 6. .... .

# Doing Repairs On-site

› Getting Started: Vocabulary (page 121)

- 1 Read the work plan. Then copy and correct the false sentences below. ↗

## Work plan Mon 14th – Fri 18th

**Client:** Central Library

**Contact:** Jill, in reception

**Location:** 27 King Street (opposite the post office)

**Time:** Monday morning from 9 am to 11.30 am

**Job:**

- \* Install new printer and scanner.
- \* Show Jill how to activate printer from different computers.

**Client:** Fairport Sports Centre

**Contact:** Harry Smith, Admin department

**Location:** 4 Main Street (next to the train station)

**Time:** Monday afternoon 12 to 3 pm; Tuesday 1 to 5 pm

**Job:**

- \* Show Harry how to move documents from the backup system to the main system.
- \* Run an anti-virus scan on all computers in the centre.

**Client:** Bradpool Manufacturers

**Contact:** Mr Norris

**Location:** 17 Industrial Park (Look for F Block. At the main entrance go straight on. You'll find Mr Norris' office at the end of the corridor, on the left.)

**Time:** Wednesday, 8.30 am

**Job:**

- \* Install the new client data software.
- \* Show Mr Norris and his team how to input data correctly.

1. The Central Library is next to the post office.
2. The job at the library is scheduled for Monday afternoon.
3. The technician will be working at the sports centre for three days.
4. Mr Norris' office is on the right, at the end of the corridor.
5. On Wednesday, the job is to install new hardware.

- 2 A manager (A) is explaining a new employee's (B) work plan. Number sections A-C in the correct order to form a dialogue. Then listen to the dialogue and check your answers. ↗

A B: Sure. Which anti-virus software should I use?

A: Use McAfee. Insert the disc, then follow the instructions on the screen.

Then on Tuesday morning, you have to go to the department store on Albion Street.

B: OK. What's the problem there?

A: They lost some data and they need to recover it.

B: What's the best solution for that?

B A: Open the data backup system and copy the lost information onto their system.

B: Right. How do I access their backup system?

A: The password is written on your work plan. Is everything clear?

B: Yes, I think so.

C A: John, here's your work plan for this week. You'll be working off-site. On Monday morning, I want you to go to the post office.

B: OK. Where is it exactly? I don't remember.

A: It's opposite the school. Their computers are very slow. It's probably a virus. Can you do a virus scan and remove any viruses that are slowing down the system?

- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

- 4 Read the dialogue in Exercise 2 again. Then copy and complete the table.

John Weston: Work plan 17th-21st January		
TIME	PLACE	JOB
Monday	1.	2.
3.	department store Albion St	4.



We use the preposition *in* for months and parts of the day, *on* for days and dates, and *at* for exact times or *at the weekend*, *at night*.

Remember to use capital letters for days and months.

## Working with Vocabulary

### 5 Listen and repeat the words in colour.

Then copy and complete the sentences.

**anti-virus software** ◆ **back up** ◆ **lose**  
**follow instructions** ◆ **password** ◆ **recover**

- It's important to .... when you assemble a computer. That way, you won't make any mistakes.
- Make sure you .... your data every day, in case you get a virus.
- You need to install .... to protect the system.
- Invent a new .... with 10 letters and numbers.
- If the computer crashes when you're working on something, you may .... all your information.
- The file has probably been deleted, but let me see if I can .... it.

### 6 Listen and repeat the words in colour.

Then choose the correct answer.

- When I work **off-site** / **on-site**, I have to drive to different places.
- Let's use the **stairs** / **lift**. The meeting is on the 30th floor.
- The keys are ready for you to collect from the hotel **reception** / **ground floor**.
- Pay for your car parking at the **entrance** / **exit** when you leave.



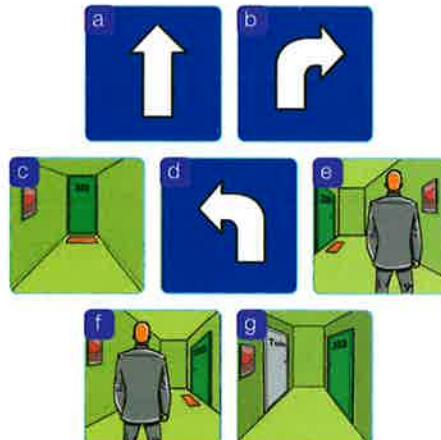
### 7 Listen and repeat. Then match the words to the pictures.

**sports centre** ◆ **shopping centre** ◆ **airport**  
**factory** ◆ **train station** ◆ **library** ◆ **post office**  
**department store**



### 8 Listen and repeat the words and phrases in colour. Then match each sentence to the correct picture.

- Room 333 is **opposite** the toilet.
- Go straight.**
- Turn left.**
- Turn right.**
- Room 333 is **on your left**.
- Room 333 is **on your right**.
- Room 333 is **at the end of the corridor**.



### 9 Match A to B to form sentences.

#### A

- You need to run a virus .... .
- My office is at the end of the .... .
- The office building is on your .... .
- I'll meet you outside the sports .... .
- My sister works at the post .... .
- The library is next to the train .... .
- Just insert the disc and follow the .... .
- At the end of the day, make sure you do a .... .

#### B

- |                 |            |
|-----------------|------------|
| a. left         | e. backup  |
| b. office       | f. station |
| c. instructions | g. centre  |
| d. corridor     | h. scan    |

### Your Turn

You work in the repair department of an ICT company.

**Student A:** Ask and answer questions to complete the work plan. Use the information on page 85.

**Student B:** Ask and answer questions to complete the work plan. Use the information on page 93.





## IT Helpline



> Getting Started: Vocabulary (page 122)

1 Read the notice. Then match the sentences below to the correct instructions from the notice.

COMPUSET SERVICES



Telephone Etiquette Tips



### When you answer the phone, remember to:

- state your name and the name of the company clearly.
- greet the caller in a friendly but professional manner.
- answer the phone quickly. Avoid letting it ring more than three times.
- make sure you put the call through to the correct extension.
- take clear messages and include the caller's name and telephone number.
- give the messages to the appropriate person as soon as possible.
- be patient and helpful with the customer at all times.



- The callers shouldn't wait for a long time.
- The callers should know who they are talking to.
- Write down who is leaving a message and how to contact them.
- Don't make a mistake when you are putting calls through.
- Deliver messages quickly.
- Be courteous when you speak to callers.

### Tip!

When you introduce yourself on the phone, you can say *Melanie speaking*. It is not correct to introduce yourself by saying *I'm Melanie*.

2 An employee in a computer shop (A) is talking to a customer (B) on the phone. Number sections A-C in the correct order to form a dialogue. Then listen to the dialogue and check your answers.

A: B: Yes, it's 15480.

A: Just a moment, Mr Smith, I'll just check for you. Please stay on the line.

B: Sure.

A: Thank you for waiting. Yes, we've got 10 of those in stock.

B: A: Good morning, Compuset helpline. **Melanie speaking. How may I help you?**

B: **Hello, it's Dave Smith here from CopyShop.** Can you tell me if you've got any of the X300 RAM chips in stock?

A: Have you got the item number, please?

C: B: Great. I'll come in later this week.

A: **Can I help you with anything else today?**

B: Yes. Unfortunately, we had a problem with the latest software update you sold us.

A: **Oh, I'm sorry to hear that,** Mr Smith. **I'll put you through to a support technician.**

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

**4** Read the dialogue in Exercise 2 again. Then answer the questions in your notebook.

1. Who does Melanie work for?
2. Who does Dave Smith work for?
3. What item is Dave interested in buying?
4. What has Dave got a problem with?

## Working with Vocabulary

**5** Listen and repeat the words in colour.

Then choose the correct answer.

1. Her presentation was very **professional**. She did a *bad* / *good* job.
2. The shop must be *open* / *closed*. There's **no reply**.
3. I *will* / *won't* **be careful** when I input the data.
4. She must be *busy* / *free*. The line is **engaged**.
5. There's a **caller outside** / *on the phone* waiting to speak to you.
6. Can you please **speak up**? I can't see / hear you very well.

**6** Listen and repeat the words in colour.

Then copy and complete the sentences.

**put you through** ◆ **extension number** ◆ **repeat dial a number** ◆ **state** ◆ **wrong number contact**

1. Sorry, what did you say? Can you .... that, please?
2. Your mother rang an hour ago – you need to .... her immediately.
3. One moment, please, I'll .... to Mr Wright now.
4. This is not St Ann's Hospital. You've got the ....
5. To .... abroad, put an 01 before the number.
6. From Monday, my new .... will be 8015.
7. When you answer a phone call, .... the name of the company.

**7** Listen and repeat the words in colour. The words in colour are in the wrong sentences. Write the sentences correctly in your notebook.

1. I need to speak to Betty **on the line**. It's really important.
2. Can you ask Mrs Ford to **avoid** tomorrow? I'm too busy to talk to her today.
3. I've got a client **as soon as possible** who wants to speak to the manager.
4. Try to **remind** speaking too loudly on the phone.
5. Can you **ring back** Ms Burns to prepare the invoice for Dell's Computer Shop?

**Tip!**

ASAP = as soon as possible

The abbreviation is also pronounced as a word – 'asap'.

**8** Match A to B.

**A**

1. If there's no reply from his office phone,
2. Miss Scott is on the line for you.
3. Avoid letting the phone ring a lot.
4. They've tried to contact you several times,
5. Before you dial the number,
6. His line is engaged,

**B**

- a. he's probably working off-site.
- b. so I'll phone him later.
- c. so call them as soon as possible.
- d. press 9 for an outside line.
- e. She needs to place an order.
- f. Answer it quickly.

## Your Turn

Two receptionists are answering the phone to clients. Copy the chart. Then listen and tick the correct columns.

Pam	Ann

1. answers with the name of the company
2. offers assistance
3. asks for the caller's name and phone number
4. ends the conversation courteously



# Taking Messages

› Getting Started: Vocabulary (page 122)

## 1 Read the memo and the telephone messages.

Then decide who each statement below refers to. ☺

**Employees Schedules**

**3<sup>rd</sup> February**

Mrs Jacobs - working out of office at Tech City Computers

Mr Bradford - unavailable from 15:00-16:00

Mr Patel - technical problem with his phone - transfer his calls to extension 232

Mrs Gladstone - will be out of the office for lunch (12:45-14:00)

Mrs Anderson - in meetings with IT project managers all day. Take messages, don't interrupt.

Message for: Mrs Gladstone

Time: 13:45 From: Mr Wright

Message: Would like a meeting this week to start planning the TELCOR tech project.

Message for: Mr Bradford

Time: 15:14 From: Linda at PR Solutions

Message: Urgent! Please call me. We've run out of sound cards and need to re-order.

Message for: Mrs Anderson

Time: 14:02 From: Jason Moore

Message: Needs a technician to visit the IT department at the hospital ASAP please.

1. This person's phone isn't working.
2. This person is not working in the office today.
3. This person works in a hospital.
4. This person needs to order something.
5. This person wants to have a meeting soon.
6. This person isn't receiving calls for one hour this afternoon.
7. This person has got meetings and can't receive phone calls.

2 An assistant (B) is talking to a client (A). Listen to the dialogue and complete it with the missing words. ☺

A: Can I speak to Chloe Burns in <sup>1</sup>.... support, please?

B: Just a moment, I'll put you on hold ... I'm sorry. I'm afraid that Chloe is unavailable at the moment. She's in a meeting with a <sup>2</sup>.... . Can I transfer you to Bill Jones from the same department?

A: No, I'd rather speak to Chloe directly.

B: OK, I understand.

A: Could you ask her to return my call, please? We've got a problem with our <sup>3</sup>.... program. We need a solution urgently.

B: Let me write down your name and <sup>4</sup>....

A: It's Steve McGough.

B: Can you spell your last name, please?

A: Yes, of course. It's M-C-G-O-U-G-H. And my <sup>5</sup>.... number is 061 209 922.

B: OK. Let me check that. It's 061 209 992?

A: No, it's 922 at the end. 061 209 922.

B: 061 209 922. OK. And the message is to call you urgently about a software problem.

A: That's right.

B: I expect her to be free at around 1.00.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

4 Read the dialogue in Exercise 2 again. Then decide if the sentences below are true or false. Correct the false sentences in your notebook.

1. Chloe can't take the call right now.
2. Steve McGough wants to speak to Bill Jones.
3. Steve wants Chloe to ring him back.
4. Steve's problem can be solved next week.
5. The receptionist wrote the telephone number incorrectly the first time.

Tip!

When we say a telephone number, we say each digit separately. We can also say 'oh' instead of 'nought' or 'zero'. 829 7403 = eight-two-nine-seven-four-oh-three.



## Working with Vocabulary

- 5 Listen and repeat the phrases in colour. Then choose the correct phrase to complete each sentence.**

on holiday • out of town • in a meeting

1. I'm afraid Mrs Philips isn't in the office. She's .... at an IT conference.
2. I'm sorry, but Miss Lyons is busy. She's .... with the software developers. As soon as they finish, I'll tell her you phoned.
3. I'm afraid Mr Brown isn't here. He's .... in the Alps for two weeks. He'll be back on the 20th.

hang up • cut off • take down

4. Just a moment, I'll get a pen and .... your full name and mobile number.
5. I'm sorry we got .... earlier. My battery ran out.
6. Just a moment. I'll see if Mr Jeffries is in his office or out on-site – please don't .... .

take a message • leave a message  
put you on hold

7. I'll see if Miss Hart can take your call. Can you please wait a moment while I .... ?
8. Mrs Banks isn't on-site today – can I .... ?
9. Could I .... for Tony? Please tell him I'll be out this afternoon testing the new software at the sports centre.

- 6 Listen and repeat the words in colour. Then copy and complete the sentences.**
- spell that • interrupt • return your call  
line is busy • out of the office

1. When someone is speaking on the phone, it means their .... .
2. How do you .... – is it J-U-D-Y or J-U-D-I?
3. I'm sorry to .... your meeting, but you have a call from your daughter. She says it's important.
4. Mrs Rose isn't at her desk; she's .... .
5. Mr Davies is busy at the moment. Shall I ask him to .... later today?

- 7 Listen and repeat the words in colour in A. Then match them to their definitions in B.**

### A

1. unavailable
2. transfer
3. deal with
4. urgent
5. expect

### B

- a. needs immediate attention
- b. believe that someone or something will arrive soon
- c. pass a call on to someone else
- d. take action to do something
- e. can't be contacted

- 8 Choose the correct answer.**

### MESSAGE FOR MR TRAVIS

Will Samuels called this morning while you were <sup>1</sup>on holiday / in a meeting. He <sup>2</sup>left / took a message saying that he has lost half of his client data and he needs an <sup>3</sup>urgent / unavailable solution. I told him you would <sup>4</sup>hang up / deal with his problem as soon as possible and that you would <sup>5</sup>return / transfer his call after your meeting. I <sup>6</sup>cut off / took down his mobile number in case you haven't got it. It's 093-425555.

### Your Turn

**Student A:** You are the receptionist at Silikon Web Design. You are answering the phone. Use the flow chart on page 86.

**Student B:** You are calling Silikon Web Design to speak to Jerry Gold. Use the flow chart on page 94.



## 7

## Customer Service

> Getting Started: Vocabulary (page 123)

**1 Read the guidelines.** Then decide which department each caller on the right should be transferred to. 

**A&B COMPUTER SERVICES** 

**Employee Guide for Answering Phone Requests**

Customer satisfaction is very important. All employees should be able to give general information about opening times and the services we offer.

When a customer calls with an enquiry, make sure you put them through to the correct department.

- For quotes, purchases and order enquiries: **Sales and Marketing Department, ext. 320**
- For software or hardware problems: **IT Maintenance Department, ext. 321**  
**Note:** If the line is busy, make an appointment for a technician to get back to the caller.
- For financial matters such as invoices, problems with pricing and contracts: **Accounts Department, ext. 322**
- Callers interested in employment: **Human Resources Department, ext. 323**
- Complaints about damaged or incorrect products: **Customer Relations Department, ext. 324**

Todd Nelson  
Customer Relations  
World of Computers



1. "The contract says £15 per barcode scanner, but you have charged me £17 each."
2. "My PC keeps turning off by itself."
3. "I saw a job for a software tester on your webpage."
4. "We ordered 12 CPUs last week but still haven't received them."
5. "We've received our order of 20 microphones, but four are broken."

**2 A receptionist is answering calls. Listen to the mini-dialogues and complete them with the missing words. **

- 1 A: **Thank you for calling World of Computers.**  
How can I help you?  
B: Hello. I'm interested in purchasing a number of laptops or tablets. We need them for our <sup>1</sup> ....  
A: **Please hold the line. I'll put you through** to our <sup>2</sup> .... department. What's your name, please?  
B: It's Mrs Simpson.
- 2 A: Good morning. **May I ask what the problem is, please?**  
B: Yes, I think I've been overcharged for the scanners we ordered.  
A: **I'm sorry about that.** What's your <sup>3</sup> .... number, please?  
B: It's <sup>4</sup> .... .  
A: OK, hold on and I'll put you through to the accounts department. **They'll be with you shortly.**
- 3 A: Hello. I'm calling because I've got a problem with one of the heatsinks you <sup>5</sup> .... us.  
B: **I'm sorry to hear that. Can you describe the problem, please?**  
A: When I start the computer, it doesn't turn on.  
B: Oh, I see. Please hold the line and I'll put you through to the IT maintenance department.  
I'm sorry the line is busy right now. **Let me take your name and number.** I'll get a <sup>6</sup> .... to get back to you.

 **3 Practise the mini-dialogues in Exercise 2 with a partner. Pay attention to the expressions in colour.**

**Tip!**

The prefix **over** means too much or more than usual.  
**overcharge, overheat, overload**

**4** Read the dialogues in Exercise 2 again. Then copy and complete the sentences.

1. The first caller wants to buy .... .
2. The second caller wants to check something on his .... .
3. The third caller complains about .... .
4. The receptionist takes the .... of the third caller.

## Working with Vocabulary

**5** Listen and repeat the departments in colour. Then decide which department matches each speech bubble below.

sales and marketing department  
accounts department  
IT maintenance department  
customer relations department  
human resources department

1. We managed to fix your hard drive but unfortunately, you need a new motherboard.

2. Your satisfaction is very important to us. I'm very sorry to hear there was a problem with our service.

3. I can give you a reduction in price if you buy a larger quantity.

4. Please give me the invoice number and I'll check what the prices were.

5. I'm planning a staff training programme for all our new employees.

**Tip!**

Instead of saying the full name of a position or department, we often use the first letters of each word.  
HR = Human Resources



**6** Listen and repeat the words in colour. Then copy and complete the sentences.

hold the line ♦ get back to you ♦ damaged  
discuss it ♦ charge ♦ opening times ♦ satisfied

1. I think we should .... in more detail at our next team meeting.
2. We want all our customers to be .... with the service we give.
3. They're asking how much we .... for technical support.
4. I'm sorry, the line is busy. I'll ask her to .... as soon as possible.
5. The company will replace the .... item for free.
6. Our .... are from 9 in the morning until 8 in the evening.
7. Don't hang up – .... and I'll put you through to the correct department.

**7** Listen and repeat the words in colour in A. Then match them to their definitions in B.

**A**

1. customer number
2. quote
3. enquiry
4. overcharge
5. shipping date
6. complaint

**B**

- a. a request for information
- b. charge too high a price for a product or service
- c. a statement that something is unsatisfactory
- d. the estimated cost for a job or service
- e. the date a customer's order leaves the supplier
- f. a reference assigned to each customer by a supplier

## Your Turn

Listen to a conversation between a worker in the IT maintenance department and a customer in a computer shop. Then complete the call log in your notebook.

TECH CITY Call Log		Date: 19/11/2017
Employee Name:	Anna Parker	
Department:	IT maintenance	
Caller's Name:	1. ....	Company: CompuWorld
Address: 29 Pine Ave, Springfields.		
<b>Call description:</b> The caller is having problems with the client 2. .... we installed. They can't access 3. ....		
A technician will visit 4. .... The shop is open from 5. .... in the morning.		

# Customer Complaints

> Getting Started: Vocabulary (page 123)

- 1 Read the online complaint form. Then copy and correct the false sentences below.

HOME

COMPLAINTS

Name: John Higgins

E-mail: jhig78@metromail.net

Telephone: 0113-559-2009

Time: 09 ▾ 43 ▾ AM ▾

Date: 12th June, 2017

**Comment:** I am writing to complain about the disappointing service I received from your company. You sent me a motherboard that was missing a part. This caused us a serious problem because we couldn't use our main PC for sales. As a result of this, we lost a considerable amount of business. When I made a complaint to an employee at Customer Services, she was rude and refused to offer compensation. I am sure you understand that I will be looking for a new supplier.

John Higgins  
CompuNet

**Submit Now**

- 1. John Higgins is writing to the computer company about a software problem.
- 2. The motherboard he received was making a noise.
- 3. CompuNet was not affected by the problem.
- 4. A representative of the company spoke nicely to him.
- 5. John Higgins plans to work with the company in the future.

Tip!

Adjectives ending in *-ing* describe the thing that causes the sensation or feeling. Adjectives ending in *-ed* describe the feeling.  
*The service was disappointing.*  
*I was disappointed by the service.*

- 2 A customer relations representative (A) is speaking to a customer (B). Read the mini-dialogues and choose the TWO possible responses. Then listen to the mini-dialogues and check your answers.

- 1. A: **Can you give me more details, please?**  
B: a. Yes, the CPU has a defect.  
b. I ordered it on your website a week ago.  
c. Yes, I agree.
  - 2. A: **I apologise for the inconvenience.**  
B: a. Well, I hope this won't happen again.  
b. That's OK. I appreciate your help.  
c. We've lost business.
  - 3. A: **I want a refund!**  
B: a. Our opening times are nine to five.  
b. I'll ask my manager.  
c. I'm sorry, we can't give you your money back.
- 4. A: **Will you correct the mistake right away?**  
B: a. We'll replace the part immediately.  
b. We'll deal with it now.  
c. We're sorry about that.
  - 5. A: **Our order still hasn't arrived!**  
B: a. Thank you for your order.  
b. Our records say it was delivered to you on Friday.  
c. I'll look into that and call you right back.

- 3 Practise the mini-dialogues in Exercise 2 with a partner. Pay attention to the expressions in colour.



## Working with Vocabulary

### 4 Listen and repeat the words in colour.

Then choose the correct answer.

1. Thank you for calling. I'll be happy to refuse **assist** you again in the future.
2. I don't know what to do. What do you **suggest** / **return**?
3. I can't remember exactly what you ordered. I'll **check my records** / **make a claim**.
4. The order hasn't arrived yet. It must be **under warranty** / **lost in the post**.

### 5 Listen and repeat the words in colour.

Which pairs of sentences have got a similar meaning?

- |  |   |
|--|---|
|  | 1. a. The prices on the invoice are too high. There must be an <b>error</b> .<br>b. The prices on this invoice are incorrect.                                       |
|  | 2. a. They <b>credited our account</b> after they had overcharged us.<br>b. They put us through to the accounts department because they had overcharged us.         |
|  | 3. a. You sent us <b>the wrong item</b> .<br>b. I hadn't ordered the item you sent us.  |
|  | 4. a. We'll replace the tablet <b>at our expense</b> .<br>b. We'll pay for replacing the tablet.  |
|  | 5. a. The equipment you sent us is <b>missing a part</b> .<br>b. You've sent us more parts than we need.  |
|  | 6. a. This keyboard has got a <b>defect</b> , so it will have to be replaced.<br>b. This keyboard will have to be replaced because there's something wrong with it. |

### 6 Listen and repeat the words in colour.

Then copy and complete the sentences.

- faulty part** ◆ **making a noise** ◆ **refund**  
**compensation** ◆ **losing business** ◆ **doesn't fit**
1. If the product is in its original box, I can give you a full **refund**.
  2. I want .... for the inconvenience you have caused me. **compensation**
  3. We finally found what was causing the problem. It was a **faulty part**.
  4. There's a lot of competition in this area, so our company has been **losing business**.
  5. Check that fan. It's **making a noise**.
  6. This part .... where it's supposed to. **doesn't fit**

### 7 Read the sentences. Which are said by a customer? Which are said by a customer relations representative?

- 1. Of course. We'll credit your account.
- 2. You can return the items by post at our expense.
- 3. Is this product under warranty for a year?
- 4. We'll have to open the computer to see if there's any damage inside.
- 5. I'm very angry. I'm going to make a claim.
- 6. I apologise for the error. We'll send you the correct items immediately.
- 7. When I opened the box, I saw that the camera was missing a part!
- 8. We refuse to pay because we received incorrect items.

### 8 Read the complaint record. Complete the sentences with the words and phrases below.

refused ◆ return ◆ make a claim ◆ refund  
 compensation ◆ under warranty

ESP IT SERVICES Complaint Form	
Date: 22/12/17	Store: Denby
Product warranty expired: June 2017	
<p>Customer Timothy Moors tried to <sup>1</sup>2.. a smartphone saying it had a defect. It looked like it had been dropped because the screen was also damaged.</p> <p>The customer bought the product from us over a year ago in June 2016, so it is no longer <sup>2</sup>6.. I was very polite with Mr Moors, but I <sup>3</sup>1... to give him a <sup>4</sup>4... or offer him <sup>5</sup>5....</p> <p>The customer was not satisfied and said he would <sup>6</sup>3.. with Head Office. I gave him the contact details.</p> <p>Sam Smith Sales Assistant</p>	

### Your Turn

**Student A:** You are a customer calling customer services with a complaint. Turn to page 86 and answer Student B's questions.

**Student B:** You are a customer relations clerk. Turn to page 94. Ask questions to fill in the customer complaint form. Then apologise to the customer and suggest a suitable solution to the problem.



## 8

## Scheduling Meetings

&gt; Getting Started: Vocabulary (page 124)

- 1 Read the e-mail. Then copy and complete the chart.



Dear All,

A product demonstration will take place on Friday, 22nd February in the video conference room on the fifth floor. A representative from Star Computing Ltd will be demonstrating their range of new laptops and tablets with stylus pens.

The presentation starts at 10 o'clock sharp, and will end at around 12 o'clock. We will have a ten-minute break with light refreshments.

The rep will give a short PowerPoint presentation and then show us the individual products in detail. You will have an opportunity to try them. Participants will receive a pack containing product information and a free USB stick.

Thanks,  
Jenny Berquist  
IT Admin Assistant



Type of meeting:	1.
When:	2.
Where:	3.
Meeting presenter:	4.
Contents of pack:	5.

- 2 An administrative assistant (A) is scheduling a meeting with the head of sales and marketing (B). Listen to the dialogue and choose the correct answers.

- A: This is Katie from <sup>1</sup> Marketing / Administration.  
Can I speak to Alice Walker, please?
- B: Alice speaking. Hi, Katie, what can I do for you?
- A: Hi, Alice. I'm trying to schedule a meeting with all the <sup>2</sup> technicians / software testers. Do you remember – I mentioned it to you last month?
- B: Yes, I remember. When is the meeting going to take place?
- A: We'd like to hold the meeting on <sup>3</sup> 3rd March. I want to check the <sup>4</sup> date time with you first. Are you free on the 3rd?
- B: Let me check my calendar. No, I'm afraid that won't work. I've got previous commitments on that day.
- A: I see. Would <sup>5</sup> 5th March be convenient for you? At three in the afternoon?
- B: The afternoon is difficult for me. A mid-morning meeting would be better, if possible.
- A: Most of the software testers will be tied up at a conference. I'm afraid that's impossible.
- B: Well the <sup>6</sup> morning / afternoon isn't ideal, but I can rearrange a few things, so I'll be there.
- A: Great! I'll get back to you <sup>7</sup> later again with more details.

## Tip!

We can divide the day into smaller sections, using the terms *mid-morning* and *mid-afternoon*.

- 3 Practise the dialogue in exercise 2 with a partner. Pay attention to the expressions in colour.

- 4 Read the dialogue in Exercise 2 again. Then decide if the sentences are true or false. Correct the false sentences in your notebook.

- Only Katie and Alice are going to be at the meeting.
- Katie wants to check if the date is convenient for Alice.
- The morning of 3rd March is convenient for Alice, but not the afternoon.
- Most of the software testers are available on the morning of the 5th.
- Katie gives Alice all the information about the meeting.

## Working with Vocabulary

### 5 Match A to B to form phrases. Then listen and repeat.

A	B
1. tied	2 a. a meeting
2. hold	4 b. arrangements
3. give	1c. up
4. make	3d. a presentation
5. check	6 e. place
6. take	5 f. your calendar

### 6 Listen and repeat the words in colour.

Then choose the correct response.

1. Is Friday mid-afternoon **convenient** for you?  
 a. No, I'm afraid I'll be tied up all day.  
b. I'll get back to you later with more details.
2. Can you **confirm** the date for the meeting with the software testers?  
 a. Monday morning isn't so good for us.  
 b. Just a moment, I'll check the calendar.
3. Have you made a list of all the **participants**?  
 a. Yes, all the members of the customer relations department.  
b. Yes, a projector, a microphone and 12 pairs of headsets.
4. Are you **free** on Wednesday afternoon at 13:00?  
 a. I'm sorry. I already have something planned.  
b. The meeting room has been reserved.
5. Unfortunately, I'm **busy** all day on the 30th.  
 a. Let's look for another date that is convenient for us both.  
b. We'll have to cancel the order.
6. It's important you **attend the meeting** with Electrastore Parts.  
 a. You'll learn a lot of essential information.  
b. Don't worry if you can't come.
7. Has the meeting with the programmers been **scheduled**?  
 a. Yes, I'll make alternative arrangements.  
 b. Not yet, I have to check when Ms Carson is available.
8. I'm sorry, I have a **previous commitment** in the morning.  
 a. Great, I look forward to seeing you then.  
 b. Don't worry. We can rearrange for another day.

### 7 Listen and repeat the words in colour. Then copy and complete the sentences

<sup>2</sup> sharp <sup>4</sup> equipment <sup>6</sup> break <sup>5</sup> pack

3 light refreshments <sup>♦</sup> video conference 1

1. At eight o'clock, I have a .... scheduled with the IT company in Miami.
2. The meeting will start at one o'clock .... . You mustn't be late.
3. We've prepared some .... – coffee, tea, cake and fruit.
4. The only .... I'll need at the software conference is my laptop.
5. Participants will receive a .... containing all the information from the smartphone presentation.
6. We'll have a short .... at half past two.

### 8 Copy and complete the sentences. Use the words in bold to help you.

1. You can't **schedule** two meetings for the same person at the same **time**.
2. When people are **tied up**, it means they are **busy**.
3. If a meeting starts at 9.00 **sharp**, it won't start **later**.
4. **Light refreshments** include things like ... coffee and biscuit
5. When a time is **convenient** for you, it means that you are ....
6. You have a **break** when you want to ... stop working for a few minutes.

### Your Turn

The manager of a computer company is calling a senior marketing representative to schedule a meeting. Listen to their conversation. Then complete the e-mail that the manager sends to the participants.

Send Options Help

Dear All,

I'm happy to inform you that we have scheduled a meeting for the CompuTechno annual conference. The meeting will take place on Thursday, <sup>126</sup> .... . It will start at <sup>2</sup>. <sup>2</sup> ... and end at <sup>3</sup> ... . It will take place at the business centre at the <sup>4</sup>palace Hotel on Queen Street (opposite the <sup>5</sup> .... ). Please confirm your attendance.

Thanks,  
Jeff



# Rescheduling Meetings

> Getting Started: Vocabulary (page 124)

- 1 Read the page from an IT manager's diary and his notes. Then answer the questions. 

**12<sup>TH</sup> MAY**  
16:30 - Meeting with programmers in my office  
*Move earlier - to 10.00*

**14<sup>TH</sup> MAY**  
IT Conference  
*Cancel my participation*

**15<sup>TH</sup> MAY**  
09:15 - Meeting with helpline workers in video conference room  
*Reschedule for 12th May*

**16<sup>TH</sup> MAY**  
10:00 - Meeting with Mrs Marks at Media Store, opposite the post office  
*Reschedule -what suits her?*  
14:00 - Meeting with programmers at Op Tech  
*Postpone to the 20th*

Hi Shelly,  
My plans have changed. Please reorganise my schedule according to my notes in red.  
Michael

- Which item won't Michael attend?
- Which appointment will be on the same day but at a different time?
- Which appointment will be at a later date?
- Which appointment will be a few days earlier than planned?
- Which appointment hasn't got an alternative date yet?

**Tip!**

It is common for computers and businesses to use the 24-hour clock. To change the time to the 12-hour clock, subtract 12 from the hours.  $20-12 = 8\text{ pm}$

- 2 Two administrative assistants are rescheduling a meeting. Read the dialogue and choose the best response. Then listen to the dialogue and check your answers. 

- A: Hello! Is that Mrs Brody? This is Mark Brown, Geraldine Marsden's administrative assistant at Compusafe.  
B: a. Hello, Mark. What are you doing?  
 b. Hello, Mark. What can I do for you?
- A: Well, unfortunately Mrs Marsden is ill, so she won't be at work for three days.  
B: a. Oh, I'm sorry to hear that.  
b. Oh, I apologise for that.
- A: The problem is, she won't be able to make it to the meeting you arranged for tomorrow. Can we reschedule it?  
B: a. Certainly. Are you working in the office tomorrow?  
b. Certainly. Let's look at the calendar.
- A: What date is convenient for you? How about Tuesday, 5th January?  
B:  a. I won't be available on that day. I'll be busy with staff training.  
b. A morning meeting would be better.
- A: I see. Mrs Marsden will also be free on Wednesday, 6th January. Would that suit you?  
B: a. Is the video conference room free?  
 b. I've got a staff meeting in the afternoon, but I'm free in the morning.
- A: Great! Will 11 o'clock in the morning be OK?  
B: a. Yes, I'll write it in my diary.  
b. Thanks, she's feeling better.

- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

- 4 Read the dialogue in Exercise 2 again. Then copy and correct the sentences below by changing the words in bold.

- Mrs Marsden will stay at home for **two weeks**.
- Mrs Marsden will attend the meeting **on Tuesday**.
- Tuesday, 5th January** is convenient for everyone.
- Mrs Brody has got **a sales meeting** scheduled for the afternoon of 6th January.
- They decide to reschedule the meeting for **11.00 pm**.

## Working with Vocabulary

### 5 Listen and repeat the words in colour.

Then choose the correct answer. ►

1. I can't make the web designers' meeting on Tuesday. Can we .... the meeting, please?  
a. **arrange**      b. **reschedule**
2. We don't need to meet because we've already discussed everything. Let's .... the meeting.  
a. **switch**      b. **cancel**
3. Katie will be in the office on the 29th. Would that .... you?  
a. **suit**      b. **reorganise**
4. I won't be able to .... in the auto apps conference because of a previous commitment.  
a. **postpone**      b. **participate**

### 6 Listen and repeat the words and phrases in colour. Then match A to B to form sentences. ►

#### A

1. Let's look for an **alternative date** ...
2. Michael is on the phone and needs directions because ...
3. Diana Michaels is **held up in a traffic jam** because ...
4. Mr Kelly had to **leave** the office **urgently** because ...
5. Greg came for his **appointment** with the network administrator on the wrong day because ...
6. We'll have to start the meeting at 2.30 instead of 2.00 because ...

#### B

- 4a. his daughter **felt ill**.
- 5b. his assistant **got the dates mixed up**.
- 1c. that's convenient for everyone.
- 2d. he has **got lost** again!
- 6e. the head of our software department is **running late**.
- 3f. there was an accident on Central Road.

### 7

Listen and repeat the phrases in colour. Then match the clocks to the correct times. ►

1. It's **half past** two.
2. It's **quarter past** eight.
3. It's five **o'clock**.
4. It's **quarter to** six.
5. It's **ten past** nine.
6. It's **twenty to** seven.

#### Tip!



### 8

Look at the clocks and write the times.

- |                |              |                |              |
|----------------|--------------|----------------|--------------|
| 1. It's .... . | <b>10:15</b> | 4. It's .... . | <b>12:30</b> |
| 2. It's .... . | <b>15:40</b> | 5. It's .... . | <b>17:50</b> |
| 3. It's .... . | <b>17:10</b> | 6. It's .... . | <b>16:35</b> |

### 9 Complete the text messages with the words below.

appointment • feels ill • postpone  
held up in a traffic jam • reorganise  
running late • arrange

James, I apologise for the inconvenience, but can we <sup>1</sup> .... the software testing from Tuesday to Wednesday, please?

Sorry I'm <sup>2</sup> .... for our meeting. I'm <sup>3</sup> .... on the main road into town.

I've left you a list of meetings I've got this week. Can you please <sup>4</sup> .... my schedule to fit these meetings in?

Your dentist called. She's very sorry, but she has to cancel your <sup>5</sup> .... today as she <sup>6</sup> .... . Please call to <sup>7</sup> .... a new one.

### Your Turn

You and your partner want to schedule a business meeting. Find a date and time that suits both of you. If a particular date or time is not convenient, tell your partner why.

**Student A:** Check the diary on page 86.

**Student B:** Check the diary on page 95.



## 9

## Smartphones

› Getting Started: Vocabulary (page 125)

- 1** Read the article. Decide which part of the article, A, B, C or D, mentions the points below. There may be more than one correct answer.

### Which smartphone should I buy?



**A. CHILDREN** When buying a smartphone for a child, make sure you can control online shopping, limit gaming options and set child-safe surfing. Another useful feature is an internal GPS monitoring system to track your children's location.

**B. TEENAGERS** Teenagers love taking lots of photos, especially selfies, so they will want a high-quality camera. They will probably prefer a compact, slimline phone to fit into a pocket. Of course, a long battery life is important, because teenagers spend a lot of time connected.

**C. ACTIVE SPORTSPEOPLE** Make sure you choose a phone that can handle the action! Get a high-resolution camera with zoom control and an internal GPS with mapping software. Look for a good protective case that has got several resistance features: water-resistant, dust-resistant and shatterproof.

**D. BUSINESS PEOPLE** Make sure that your model can be supported remotely by your company's IT department. The device should be able to run common office apps such as task management, note-taking and document viewing. Don't forget - your device needs a good speakerphone so that phone meetings can be effective.

- c 1. preventing damage to your phone
- b 2. how thick the phone is
- c 3. ability to find out where someone is
- d 4. making conference calls
- b 5. using the phone to take photos

**Tip!**

GPS = Global Positioning System. It is used to determine location and speed.



- 2** A customer (A) and a sales assistant (B) are talking. Number sections A-D in the correct order to form a dialogue. Then listen to the dialogue and check your answers.

A B: If you want a smartphone for downloading, playing games, etc. **it's better to get one of the more expensive models**. This Timewise Mercury is great value.

3 A: What other disadvantages has the budget smartphone got?

B: **The camera isn't as good as on an expensive model.** The images are lower resolution and the lens and sensors are lower quality.

B A: Can you help me, please? Why is this smartphone cheaper than that one?

1 B: This one is a budget model. That one is a top-of-the-range phone. **It's got all the latest features.**

C A: That's good to know. The camera is what I use most.

B: **Also, the battery in a budget smartphone doesn't last as long** as in the more expensive models. The battery life is less than eight hours. The others last more than ten.

A: OK. Thank you for the information.

D A: What are the main differences between them?

B: **The main advantage of budget smartphones is the lower price.** They've got the same basic functions, but they haven't got as many extra features.

A: Can you still get a good Internet connection on the cheaper ones?

B: Yes, no problem.

A: What about downloading films?

- 3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

- 4** Read the dialogue in Exercise 2 again. Then decide if the sentences are true or false. Correct the false sentences in your notebook.

- t 1. Budget smartphones don't cost as much as other smartphones.
- f 2. Budget smartphones have got as many features as more expensive models.
- f 3. Downloading films on budget smartphones is as good as on more expensive models.
- t 4. The quality of cameras in expensive models is better than budget phones.
- f 5. Batteries in budget phones last longer than in expensive smartphones.

## Working with Vocabulary

- 5** Listen and repeat the words in colour in A. Then match them to their definitions in B.

A

1. lens
2. child-safe
3. office apps
4. remotely
5. speakerphone
6. device

B

- 5 a. a phone with a loudspeaker and a microphone
- 1 b. a piece of glass that collects light
- 4 c. from a distance
- 2 d. secure for children to use
- 6 e. an object or machine made for a specific purpose
- 3 f. software that helps you do work tasks

- 6** Listen and repeat the words in colour. Then choose the correct answer.

1. A **budget model** is a ... smartphone.
  - a. more expensive
  - b. cheaper
2. The photos from my phone's **high-quality** camera are ....
  - a. inferior
  - b. superior
3. A **water-resistant** device won't be damaged if it ....
  - a. gets wet
  - b. falls on the floor
4. Use a **GPS monitoring system** to help you ...
  - a. locate a person
  - b. identify a person
5. An example of a smartphone **feature** is its ....
  - a. price
  - b. screen size
6. If it's dropped, a **shatterproof** screen will ...
  - a. not break
  - b. break into many pieces

- 7** Listen and repeat the words in colour. Then complete the advert.

mapping software ◆ good value ◆ zoom control  
dust-resistant ◆ protective case ◆ battery life

ITEM DEALS ELECTRONICS TICKETS MOTORS CLASSIFIED  
mobile phones TVs

**FOR SALE NEC7 PHONE**

This top-of-the-range smartphone is only one year old and has hardly been used. It's got a long so it's ideal for playing games. The camera has got built-in for close-up and distance photos. It has for anyone who likes to travel a lot and it is so you can take it on bike rides or hikes without worrying about damage. For only €99 it's very and I'll also include a free in the deal.



## Your Turn

A customer is speaking to a sales assistant in a smartphone shop. Listen to their conversation. Then complete the advert for the XT75 smartphone.

### ARE YOU LOOKING FOR A HIGH-QUALITY SMARTPHONE?

Our XT75 smartphone is a <sup>1</sup> .... model that has got all the latest features.

- ✓ <sup>2</sup> .... camera
- ✓ large screen: <sup>3</sup> .... inch
- ✓ <sup>4</sup> .... screen – will never break
- ✓ <sup>5</sup> long ....
- ✓ <sup>6</sup> .... extra battery till the end of the month



# Smartphone Apps

> Getting Started: Vocabulary (page 125)

1 Read the app descriptions and the speech bubbles. Decide which app each person is referring to. ☺

## APPS FOR MOBILE DEVICES



**Snapchat** is a multimedia messaging app for smartphones. It lets you chat with your friends and share photos, videos and drawings. What makes it different from other messaging apps is that messages disappear soon after the recipient has seen them.



**Google Maps** helps you navigate your way around, as well as find the best places in town and the quickest routes to get to them.



**WhatsApp Messenger** allows you to keep in touch with friends and family. It uses your phone's Internet connection to send and receive messages, photos, videos and voice messages. Users can create groups whose members can share group chats.



**Twitter** allows you to express your ideas in a maximum of 140 characters. You can follow famous people, get breaking news and join conversations. You can also tweet photos and videos to your followers.



**Skype** allows you to talk face-to-face with your family and friends anywhere in the world for free. You can also send messages and call mobiles or landlines at very low rates even if your contacts aren't on Skype.



**Google Translate** helps you to read signs and menus in foreign languages. Simply take a photo of the text you don't understand, and the app will translate it into your own language. Ideal for tourists and business travellers.

1. Look! I've got a hundred followers!
2. According to this, it means 'meals served all day'.
3. One minute it's there, and the next, it's gone.
4. It was great seeing you and chatting after such a long time.
5. I'll message the group to tell them to meet at the bus station.
6. It's OK. We're close. Look! The restaurant is about five minutes' walk from here.

2 A shop assistant (A) is helping a customer (B). Use the sentences below to complete the dialogue. Then listen to the dialogue and check your answers. ☺

OK, what next? Oh, that's strange, I thought it was connected.  
What's that? I think so. Hi, what seems to be the problem?

A: 1.....

B: I can't open any of the apps on my smartphone.

A: What happens when you try to open an app?

B: Well, I tap on the icon and the 'activate' box appears. When I tap on 'activate', it says I have no connection.

A: That's because your smartphone isn't connected to the Internet.

B: 2.....

A: Have you selected an Internet connection?

B: 3.....

A: Let's have a look. Go to the home screen, find the 'settings' icon and tap on it.

B: 4.....

A: Now, select 'wireless and network settings' and see if the Internet is switched on.

B: Yes, look. 'Mobile networks' is ticked.

A: Let me see. Yes. Here's the problem. The 'packet data' box isn't ticked.

B: 5.....

A: It allows you to have an Internet connection. You must tick it to activate it.

Tip!

The suffix *-less* often means *without*.  
**wireless** = without wires  
**colourless**, **tasteless**,  
**endless**, **useless**

**3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

**4** Read the dialogue in Exercise 2 again. Then answer the questions.

- What help does the customer need?
- What happens when the customer taps on 'activate'?
- Where can you find the "settings" icon?
- Which box hasn't got a tick in it?

## Working with Vocabulary

**5** Listen and repeat the words in colour in A. Then match A to B to form sentences.

### A

- How many **followers**
- I get **breaking news** all day,
- To set up a **packet data** box connection,
- Leave a **voice message**,
- I prefer having a **face-to-face**
- It's easy to **keep in touch** with people

### B

- select Mobile Networks.
- have you got on Twitter?
- conversation on Skype.
- when you've got these apps.
- and I'll listen to it later.
- so I don't watch the news on TV.

**6** Listen and repeat the words in colour. Then copy and complete the sentences.

**settings** ◆ **recipient** ◆ **landline** ◆ **low rates**  
**free** ◆ **foreign language** ◆ **characters**

- You don't have to pay for this app – it's .... .
- Is the number of .... in an SMS limited?
- If you are paying .... , it means you are getting a cheap deal.
- Your home telephone is called a .... .
- A .... is someone who received something.
- I was born in England, so French is a .... to me.
- To change the clock display on your phone, go into .... .

### Tip!

Some words have got the same spelling and pronunciation – but have different meanings.  
**free** = *available* or **free** = *at no cost*

**7** Listen and repeat the words in colour. The words in colour are in the wrong sentences. Write the sentences correctly in your notebook.

- Can you **appear** this word into English, please?
- An error message will **tap** if you make a mistake.
- Does this app **tweet** us to create groups for messaging?
- My friends and I use Instagram to **allow** our photos.
- If the message contains more than 140 characters, you can't **navigate** it.
- This app helped me **activate** through the city.
- Share** this and it opens the wireless and network settings.
- After you install the app, **translate** it with your password.

**8** Which sentences are logical? Correct the illogical sentences in your notebook.

- When you meet someone face-to-face, you see them.
- You can read a voice message on your phone.
- You can translate a text from one language to another.
- You usually use a landline phone outside a building.
- You navigate in order to reach a destination.
- If you're allowed to do something, you mustn't do it.

### Your Turn

**Student A:** You have got three problems with your smartphone. Ask the shop assistant for help. Use the information on page 87.

**Student B:** You are a sales assistant in a smartphone shop. A customer has got three problems with their smartphone. Use the information on page 95 to give advice.

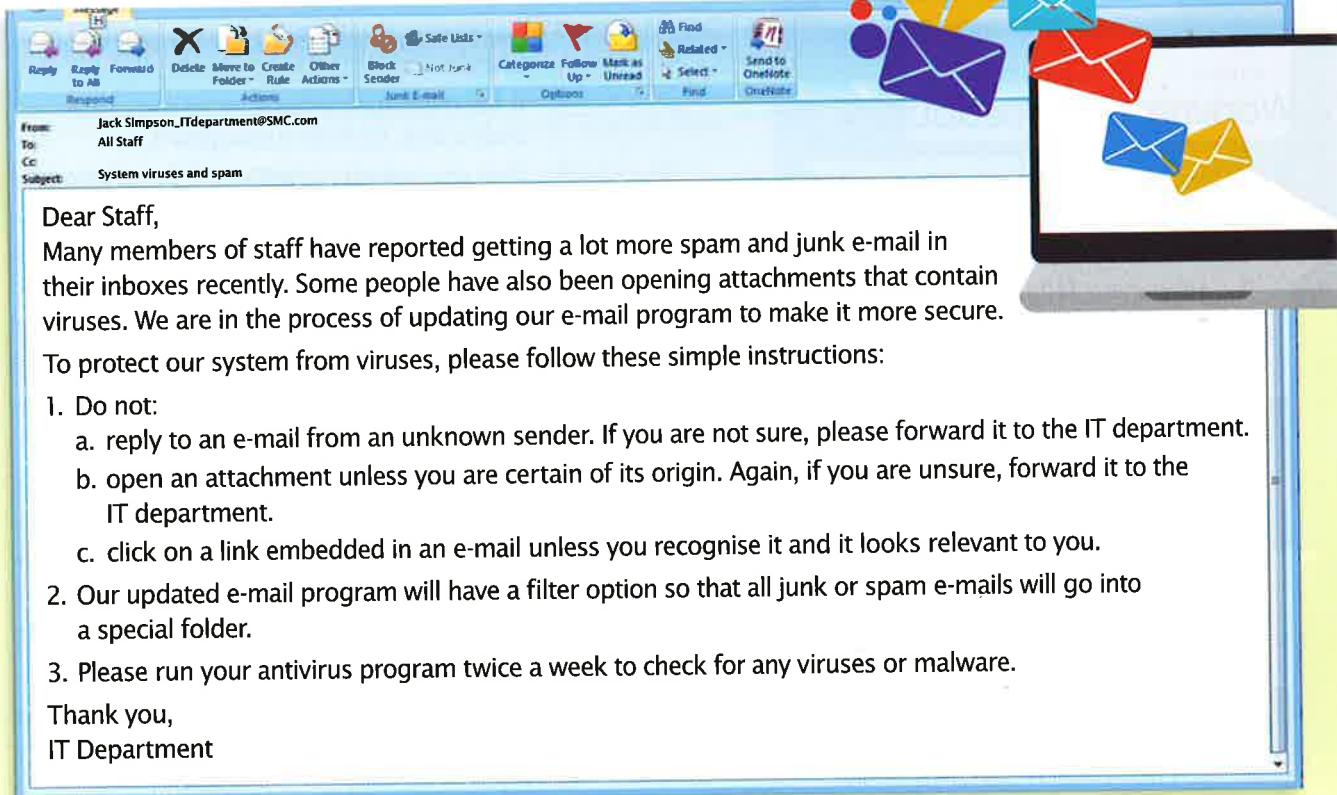


# 10

## E-mailing

> Getting Started: Vocabulary (page 126)

- 1 Read the e-mail. Then decide if the sentences below are true or false. Correct the false sentences in your notebook. 



From: Jack Simpson, ITdepartment@SMC.com  
To: All Staff  
Cc:  
Subject: System viruses and spam

Dear Staff,

Many members of staff have reported getting a lot more spam and junk e-mail in their inboxes recently. Some people have also been opening attachments that contain viruses. We are in the process of updating our e-mail program to make it more secure.

To protect our system from viruses, please follow these simple instructions:

1. Do not:
  - a. reply to an e-mail from an unknown sender. If you are not sure, please forward it to the IT department.
  - b. open an attachment unless you are certain of its origin. Again, if you are unsure, forward it to the IT department.
  - c. click on a link embedded in an e-mail unless you recognise it and it looks relevant to you.
2. Our updated e-mail program will have a filter option so that all junk or spam e-mails will go into a special folder.
3. Please run your antivirus program twice a week to check for any viruses or malware.

Thank you,  
IT Department

1. In the past, members of staff got less junk e-mail than they do now. 
2. The company is going to install a new e-mail program. 
3. You may reply to an e-mail from a sender you don't recognise. 
4. If you're not sure whether an e-mail is spam, send it to the IT department. 
5. The IT department requests that the staff run an antivirus program every week. 

- 2 An IT helpdesk technician (A) is talking to an employee (B) to check about a suspicious e-mail she received. Listen to the dialogue and choose the correct answers. 

A: Hello, IT department, Ralph speaking. How can I help you?

B: Hi Ralph, this is Elizabeth from sales. I've received an e-mail from a company I don't know. I'm not sure if it's <sup>1</sup> safe / **spam** or not.

A: Do you know the sender? Why do you think it might be spam?

B: It's from China and we do have contacts with <sup>2</sup> companies / businesses in China. However, I'm not familiar with this one.

A: Has it got an attachment?

B: Yes. It's a Word document.

A: Have you <sup>3</sup> opened / checked the attachment?

B: Not yet. The e-mail says it's a list of the <sup>4</sup> products / pictures they want a price quote for. If it's a client, I need to compose a reply as soon as possible.

A: I'd better check this for you before you reply. Would you please forward the e-mail to me?

B: OK. Thank you, but can you please check it <sup>5</sup> quickly / tomorrow? If it's not junk, I need to deal with it.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

4 Read the dialogue again and answer the questions.

1. Why does Elizabeth call the IT department?
2. What type of document is attached?
3. What does the sender request?
4. Why does Elizabeth think the e-mail might not be spam?
5. What does Ralph decide to do?

## Working with Vocabulary

5 Listen and repeat the words in colour in A. Then match them to their definitions in B.

### A

1. e-mail client
2. spam
3. embed
4. carbon copy
5. HTML format
6. mark as read
7. save draft

### B

3. a. place an image or video into a webpage
5. b. text for web pages with different fonts, sizes and colours
- 6c. what you do to show that an e-mail has been opened
7. d. what you do to save your e-mail before sending it
- 2 e. electronic junk mail
- 4 f. an additional copy sent to someone else
- 1 g. an app that allows you to manage all your e-mails

6 Listen and repeat the words in colour. Then choose the correct answers to complete the sentences.

1. To open your e-mail account, put in your **username** / **subject** and then your password.
2. Please add this invoice as an **unknown sender** / **attachment** to the e-mail and send a **blind carbon copy** / **signature** to the sales manager.
3. **Forward** View this e-mail to the Accounts department and ask them to keep it in the client's **malware** / **folder**.
4. A lot of **inbox** / **junk** is coming into my e-mail. The **filter** / **starred** system isn't working well.

### Tip!

In e-mails, the letters Cc and Bcc stand for – Carbon Copy and Blind Carbon Copy

7 Match A to B to form sentences.

### A

1. You can set up a filter
2. Your inbox is an electronic folder
3. You send blind carbon copies when you don't want
4. If your e-mail is from an unknown sender,
5. Remove all the malware
6. To view the attachment,
7. The subject in an e-mail
8. If an e-mail is starred,
9. The signature at the bottom of an e-mail

### B

- 2 a. which stores incoming e-mails or text messages.
- 7b. tells the recipient what the e-mail is about.
- 8 c. it will remind you to look at it later.
- 5 d. and your computer will be faster.
- 9 e. can contain the sender's name and contact information.
- 6 f. click on it and it will open in its program.
- 3g. everyone to know who the e-mail is going to.
- 1h. to sort the contents of your e-mails.
- 4i. it could be junk.

## Your Turn

Listen to a conversation between two employees. Which tips does Sally give to John?

- ✓ create folders and sort e-mails into these folders
- ✗ leave all your e-mails in the inbox
- ✓ forward suspicious e-mails to the IT department
- ✗ open junk mail to see who it's from
- ✗ set up your own filters for junk mail



# Searching the Internet

> **Getting Started:** Vocabulary (page 126)

1 Read the tips below. Then choose the search phrases that will give you better results.

## DOING AN EFFECTIVE INTERNET SEARCH



The most popular or relevant websites for your search will usually appear on the first search page in the first 20 hits.

- 1 To narrow your search results, add descriptive keywords like: **timetable train Madrid Paris**
- 2 Type specific words in the search box that could appear in the website. For example, don't use the term **office equipment**, if you mean **business laser printer**.
- 3 You don't need keywords like *a, an, the* – search engines omit them in their searches.
- 4 To find quick answers on the first search page:
  - a. For the weather in a city: **Weather Sydney Australia**
  - b. For the definition of a word: **define antagonistic**
  - c. For a currency exchange rate: **10 dollars euros**
  - d. For simple calculations: **45-8=** or **164/42=**
- 5 Search engines will recognise certain symbols:
  - a. A **plus sign (+)** indicates a list of words listed together in one site: **+printer +laser +inkjet**
  - b. A **hyphen (-)** before a word excludes it from the search: **+printer +laser -fax**
  - c. **Quotation marks (" ")** around a phrase limits the search to webpages with the same words in exactly the same order: **"dell laptop computer"**
- 6 Use the Advanced Search tools in **Settings** to further narrow your search by language, date or country.

1. a. Veleta height  
b. mountains height Spain
2. a. What is the price of a touch screen laptop?  
b. price "touch screen" laptop
3. a. smartphone apps for weather  
b. smartphone +apps +weather -iphone
4. a. sales job in a phone company  
b. "sales job, phone company"
5. a. define computer network  
b. What is the definition of computer network?
6. a. Mobile phone charges  
b. monthly charges mobile phone

2 A worker (A) is asking a colleague (B) for help to search for train times in England. Listen to the dialogue and fill in the missing words.

- A: I'm doing research for a conference I'm going to in England. I can't find the online train timetable from Heathrow to London and then to Stratford. I'm already looking at the <sup>1</sup>.... search result. Can you help me please, Andie?
- B: Sure, Rebecca. You usually get the best results from the first page. Maybe you need to narrow your search. What keywords have you used?
- A: I've tried: **trains London Stratford**. The results just give me lists of trains and city information.
- B: Ok, try this. Type the same words but put quotation marks around them. You may want to add the word <sup>2</sup>.... .
- A: And I want the timetable specifically for this month.
- B: Do an advanced search. Click on <sup>3</sup>..., Advanced Search and then choose **past month**.
- A: OK, great! Got it! Now I need to know what to take. Can I find a quick weather report for London?
- B: That's easy. Type in the search box: **weather London**.
- A: Perfect, no rain this weekend. Now, how do I find the <sup>4</sup>.... for 500 euros to sterling?
- B: Just type in **500 euros: sterling** and you'll get the rate of the day in the first results box.
- A: Thanks a lot, Andie. You've given me some really useful <sup>5</sup>.... !

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

4 Read the dialogue in Exercise 2 again. Number the tips that Andie gave Rebecca in the correct order. Then match the tips to the information that Rebecca needs.

#### Tips

- 2 a. Do an advanced search.
- 1 b. Use quotation marks.
- 3 c. Type the amount of currency you want to change.
- 4 d. Type *weather London*.

#### Information

- d 1. what to take
- a 2. train timetable
- c 3. exchange rate
- b 4. train timetable this month

## Working with Vocabulary

5 Listen and repeat the words in colour. Then choose the best option to complete the sentence. 

1. If you **combine** words and symbols,
  - a. the Internet won't recognise them.
  - b. your search may be easier.
2. Try typing in the **term** "high-quality speakers"
  - a. to get the best product.
  - b. and you'll find the cheapest products.
3. **Custom** computers are
  - a. built for people who want specific parts inside.
  - b. made only for playing games.
4. In the first 20 **hits**,
  - a. the user will find quotation marks.
  - b. the user can usually find what he / she is looking for.
5. You should **narrow your search**
  - a. if you can't find the information you need.
  - b. if your computer is slow.
6. The **cache** memory stores recent information so that
  - a. the user can access it quickly at a later time.
  - b. the user can search the Internet.
7. A **site map** details the website's content, so
  - a. it allows the user to join a chat room.
  - b. it is like an interactive table of contents.

6 Listen and repeat the words in colour. The words in colour are in the wrong sentences. Write the sentences correctly in your notebook. 

- 2 1. The **hyperlink** is the software used to find information on the web.
- 4 2. The Internet is the most popular **browser** of information today.
- 1 3. A **research** is a word, phrase or image that sends you to another website.
- 5 4. As you surf the net, a **source** of the sites you visit is stored on your computer.
- 7 5. **History** allows the web searcher to narrow his or her searches by using different filters.
- 3 6. When you look for information on the Internet, you are doing **URL**.
- 6 7. **Advanced search** is another name for an address on the World Wide Web.



URL stands for Uniform Resource Locator.

7 Listen and repeat the words in colour. Then complete the text with the words below. 

results • search engine • ranking •  
• search box • keywords •

1. .... is the method we use for putting things in a list with the first, or best, at the top and the last, or worst, at the bottom. For example, Facebook, Google and YouTube are ranked the top three websites in the world, while Google is the most popular <sup>2</sup> .... . You can find the ranking of almost any subject by typing 'ranking' into the <sup>3</sup> .... followed by <sup>4</sup> .... like 'sports', 'films', 'singers', etc. The search <sup>5</sup> .... will give you, for example the *Top 10 Movies of All Time*.

## Your Turn

You and your partner want to do some research for a business trip you plan to take next month. Choose a city and discuss how to search for the following information:

1. the weather
2. different options for travelling to the city
3. fun activities to do while there
4. the currency of the country and the exchange rate to another currency

Make a list of possible keywords to locate each type of information.

## 11

**Business Skills for IT**

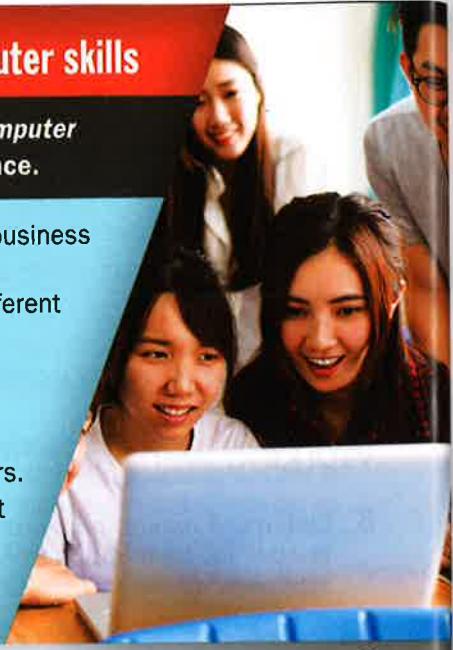
> **Getting Started:** Vocabulary (page 127)

**1** Read the advert. Then match the skills below to the correct points (1-6) in the advert. 

## BUSINESS IS BEST Certification course in business computer skills

If you are looking for a job as an IT Administrative Assistant, our 3-month online *Computer Skills for Business* course will give you the most modern practical business experience.

1. Word processing: generating and editing documents such as reports and brochures, business letters, general correspondence, memos.
2. Preparing PowerPoint presentations: creating and designing presentations, adding different layouts and themes and embedding media.
3. Developing spreadsheets: entering and tracking data, organising data by sorting and filtering, using mathematical formulas, creating tables and charts and working with multiple worksheets.
4. Organising schedules: scheduling events, sharing online calendars and adding reminders.
5. E-mailing: sending and receiving e-mails, opening and sending attachments in different formats and using Cc and Bcc.
6. The Windows environment: organising files and folders and choosing personal preferences for your desktop.



We will help you to compete in today's competitive job market! Contact us on [bestbizness@co-op.com](mailto:bestbizness@co-op.com) or call 1-893-6654

**BUSINESS IS BEST** 

- |   |                                      |
|---|--------------------------------------|
| 5 a. using e-mail efficiently                 | 6 d. saving and organising documents |
| 3 b. doing calculations                       | 2 e. preparing slideshows            |
| 1 c. creating Word texts in different formats | 4 f. coordinating meetings           |

**2 A potential client (A) is talking to a business school secretary (B). Choose the correct answers. Then listen to the dialogue and check your answers. **

- A: Hello, I'm calling about the BUSINESS IS BEST certification course I saw advertised on your **website** advert.
- B: Hi, my name's Fred – I'm the course secretary. Do you want to apply for the online course or come to classes?
- A: If I want to do an online course, when does the next one start?
- B: They haven't got fixed dates. You can **start** come at any time. What interests you about this course?
- A: I need more business experience so I can get a better job.
- B: I see. What skills do you specifically need for your work?
- A: I need to improve my presentations and learn how to <sup>3</sup> design / enter charts in spreadsheets. In addition, I'd like to improve my Word skills. Will the course help me with that, too?
- B: Yes. You'll learn how to create, edit and save **documents** / functions and insert charts and tables.
- A: Sounds good. I need to keep up-to-date, too. These office programs are always adding new features.
- B: That's true. You seem to have a good basic knowledge. So, I recommend you take the <sup>5</sup> beginner's / advanced course.
- A: Who should I contact if there are any problems?
- B: There is a free phone number; you can call if you need help with anything.

 **3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.**

- 4 Read the dialogue in Exercise 2 again. Then match A to B to form sentences.

A

1. The customer wants to take
2. The course doesn't begin
3. The customer needs to improve
4. The secretary supplies
5. The customer isn't familiar with
6. The secretary doesn't suggest

B

- 4 a. information about the course.
- 6 b. the beginner's course.
- 2 c. on a particular day.
- 1 d. an online course.
- 3 e. his computer skills.
- 5 f. all the latest program features.

## Working with Vocabulary

- 5 Listen and repeat the words in colour. Then choose the best option to complete the sentence. (1)

1. E-mail **correspondence** is
  - a. very important for today's businesses.
  - b. not used by modern businesses.
2. You can use a **table** to
  - a. write a message.
  - b. compare two devices.
3. Working with a **spreadsheet** helps you
  - a. do calculations.
  - b. save documents.
4. **Brochures** are often used to
  - a. enter data.
  - b. advertise products.
5. A **chart** is a type of
  - a. software.
  - b. diagram.
6. A **workbook** is the type of file
  - a. for entering and storing data.
  - b. used by designers.

- 6 Listen and repeat the words in colour. Then choose the correct answers. (1)

1. The IT department **configured** / applied my computer for this special task.
2. If you **track** / **sort** your files into folders, they will be easier to find.
3. Our company **merged** / **customised** those computers especially for a library.
4. Please **enhance** / **display** that table in the presentation so we can see it more clearly.

- 7 Listen and repeat the words in colour. The words in colour are in the wrong sentences. Write the sentences correctly in your notebook. (1)

- 2 1. The advertising department is working on a new **reminder** for the spring catalogue.
- 4 2. Our public relations manager is planning a big **layout** for the staff next summer.
- 1 3. Please send out a **personal preference** to the staff about next week's management meeting.
- 5 4. When you **cut and paste**, the data is stored on the **event**.
- 3 5. The manager's **clipboard** is to hold all meetings in the morning.

- 8 Decide if the sentences are true or false.

- ✗ 1. Correspondence is only letters we write by hand.
- ✓ 2. Some users like to display personal photos on their screens.
- ✗ 3. You apply to take a course after you finish the course.
- ✗ 4. An Excel workbook is a file with e-mails inside it.
- ✓ 5. Brochures often advertise a product.
- ✗ 6. The layout of information in an advert is unimportant.
- ✓ 7. Data from two different files can be merged into one file.

### Your Turn

Copy the work schedule into your notebook. Then listen to a conversation between an administrative assistant and her employer. Then complete the administrative assistant's work schedule. (1)

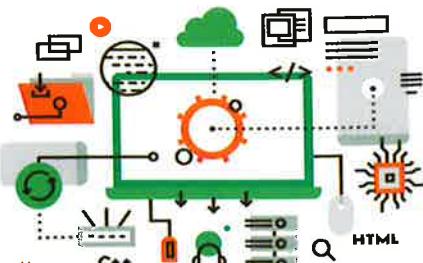
Work Schedule: Paula

	Today	Tomorrow	Wednesday
Morning			Software Conference
Afternoon			Software Conference



# Software

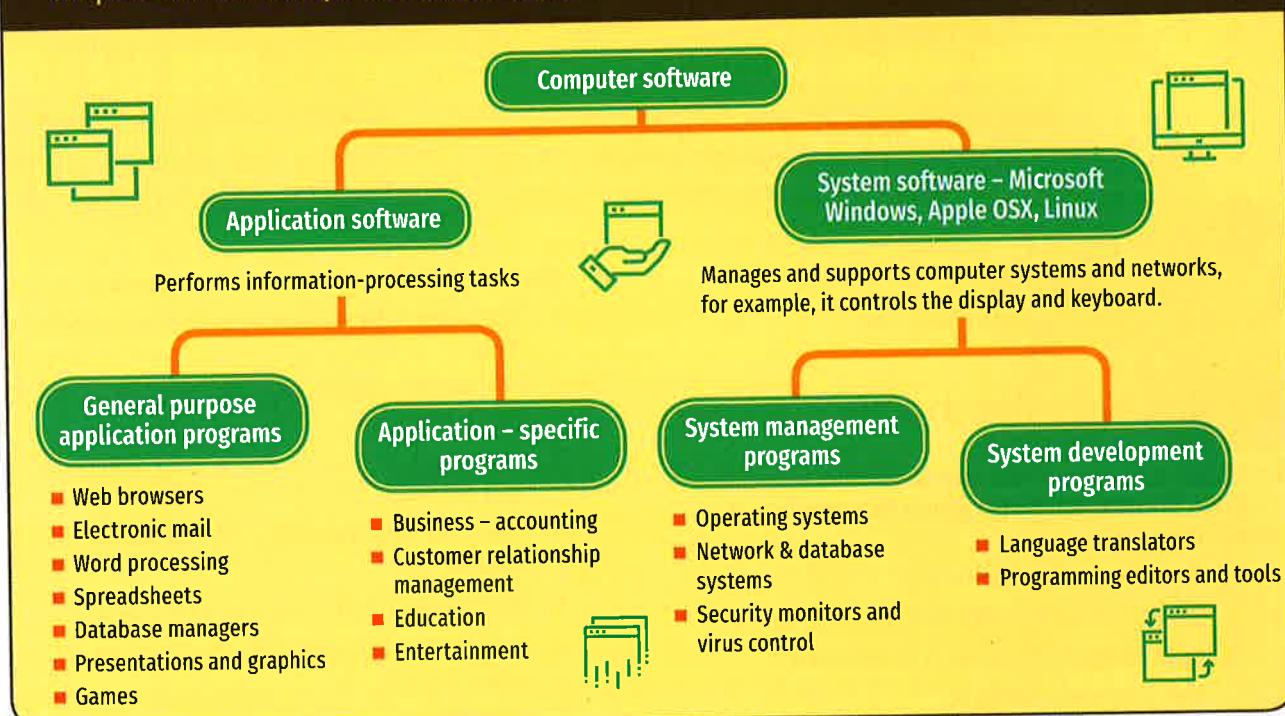
> Getting Started: Vocabulary (page 127)



1 Read the infographic. Then answer the questions below. ☺

## WHAT IS COMPUTER SOFTWARE?

Computer software is the part of a computer system that contains encoded information or computer instructions.



1. What are the two main types of software?
2. What type of software is word processing?
3. What type of software is Microsoft Windows?
4. Which types of programs are able to check for viruses in your computer?
5. Education is an example of which type of software?

2 Listen to the mini-dialogues between a business customer and a software developer and fill in the missing words. Which questions are asked by the customer and which by the developer? ☺

1. A: **What do you need the software to do for your company?**  
B: I need a program that will help me manage the cash flow, analyse <sup>1</sup>.... and improve my accounting efficiency.
2. A: How can I try a demo of the software?  
B: **You can download a trial version of the software and try it for 30 days.** This allows you to familiarise yourself with the programs and see how some of the <sup>2</sup>.... work.
3. A: Is that software package very expensive?  
B: It isn't <sup>3</sup>.... But you can buy the basic package now and purchase add-on modules later for an additional fee.
4. A: **Are you looking to integrate this program with any other software?**  
B: Yes, I need a program designed by an established company so that it will easily <sup>4</sup>.... with other software packages in the future.
5. A: **Will it be difficult for me to move information from my existing software to a new program?**  
B: Not really. The information can be transferred <sup>5</sup>.... and you will be able to use the new software in the morning.
6. A: **What support or maintenance can you offer me for this software?**  
B: We provide a long list of FAQs on our <sup>6</sup>.... or you can e-mail us. Once you purchase the software, **you can call our 24-hour helpdesk for assistance.**

3 Practise the mini-dialogues in Exercise 2 with a partner. Pay attention to the expressions in colour.

- 4** Read the mini-dialogues again. Decide if the sentences are true or false. Correct the false sentences in your notebook.

- ✓ 1. The program will help the customer manage the company's money.
- ✗ 2. You can download the complete program to use for 30 days.
- ✗ 3. You have to buy the whole program now.
- ✗ 4. There is a short delay when you change programs.
- ✓ 5. The software developer mentions three ways in which his company helps customers.

## Working with Vocabulary

- 5** Listen and repeat the words in colour. Then match the words to the correct definition.

subscription ◆ efficiency ◆ licence  
existing ◆ fee ◆ encode

efficiency 1. a way of doing work with the least waste of time and effort

fee 2. a sum of money paid or charged for a service

encode 3. put data into a sequence of characters for transmission or storage

subscription 4. an advance payment to receive a product or service regularly

licence 5. an official document that allows you to use or own something

existing 6. in operation at the current time

- 6** Listen and repeat the words in colour.

Then choose the correct answer.

1. A **database** / **task** is an organised collection of information in a computer.
2. **Payroll** / **Shareware** is software that a user can use for free before buying the program.
3. A **licensee** / **vendor** is a person who has got permission to do something.
4. **Copyright** / **A module** is a piece of code which is created for different systems.

### Tip!

The suffixes -er and -or are often used to refer to a person who does an action. A **vendor** is a person who vends (sells).

The suffix -ee is used to refer to a person affected by an action. A **licensee** is a person who received a licence.

- 7** Listen and repeat the words in colour. Then match A to B to form sentences.

### A

- d 1. **Utilities** inside the computer system software
- f 2. A **trial version** allows the user
- c 3. A **third-party program** is any additional software
- a 4. *Adobe Flash* is a type of **add-on** software
- b 5. **Cash flow** describes the payments
- e 6. **Cloud-based** means storing data and programs on the Internet

### B

- 4 a. that allows users to watch films.
- 5 b. into and out of a business.
- 3 c. that isn't included in the original software program.
- 1 d. analyse, monitor or help maintain the computer.
- 6 e. instead of on your computer's hard drive.
- 2 f. to try something for free before buying it.

- 8** Copy the chart into your notebooks. Then write the words below in the correct columns.

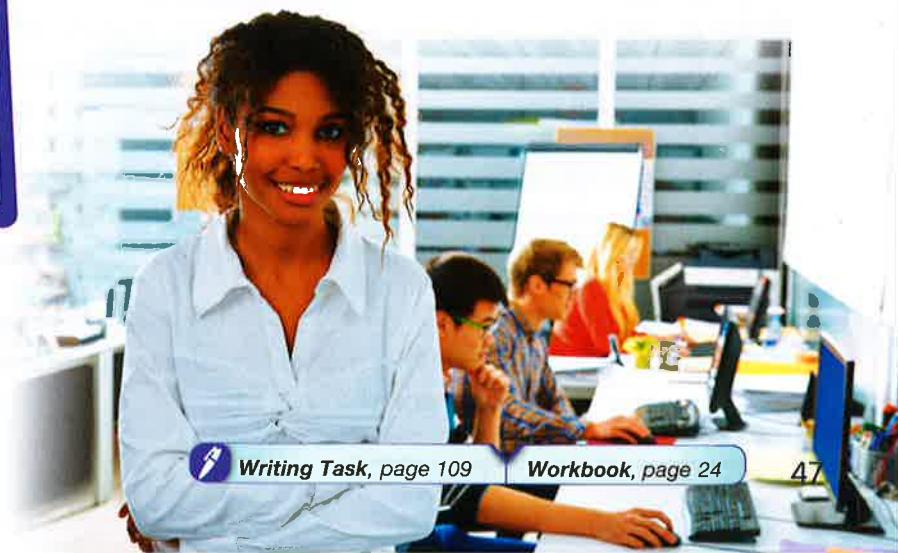
shareware ◆ payroll ◆ add-on ◆ trial version  
vendor ◆ cash flow ◆ licensee  
third-party program

A person	Additional software	To do with money	For free

### Your Turn

**Student A:** You are a vendor trying to sell some software to a customer. Follow the flowchart on page 87 and act out the conversation.

**Student B:** You are a customer interested in buying some software from a software vendor. Use the information and follow the flowchart on page 95 and act out the conversation.



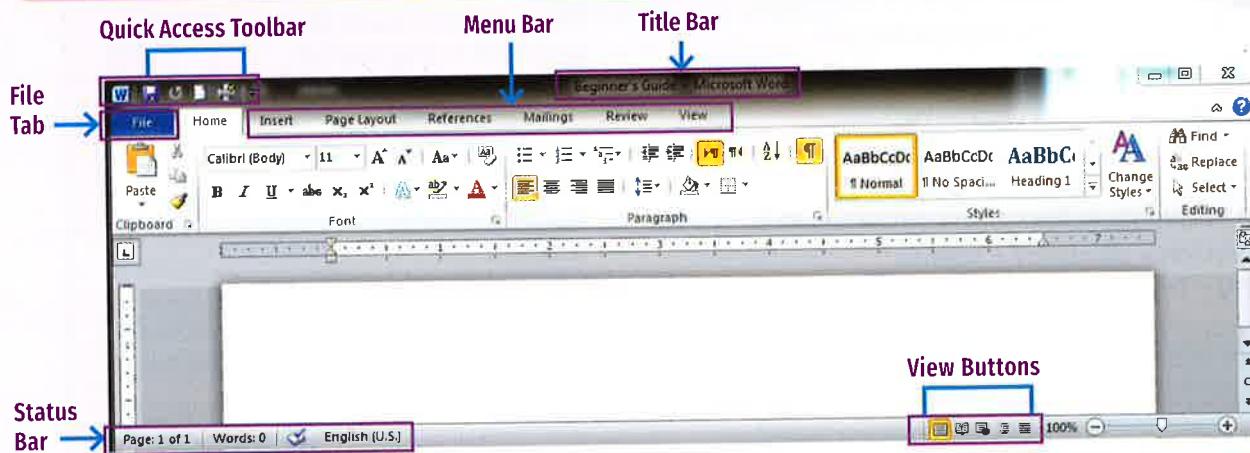
# 12

## Word Processing

> Getting Started: Vocabulary (page 128)

1 Read the beginner's guide for Word. Then answer the questions below. ↗

**MS Office Word 2012** Here is the basic start window for Word. Let's look at its various parts.



**Quick Access Toolbar:** This small bar is located just above the **File tab** and provides Word's most frequently used commands. You can adapt it to your personal preferences.

**Title Bar:** This bar at the top of the window shows the program and current document title.

**File Tab:** This tab is where you manage your files and the data about them. You can open or save files, create new documents, print a document and see recently opened files.

**Menu Bar:** This bar displays the headings for each menu. Commands are grouped under each of these menu headings according to function.

**Status Bar:** This displays information about the active document, eg the total number of pages and words in the document and the language.

**View Buttons:** The group of five buttons lets you choose how you want to view your document.

- 1. What do you press if you want to find a document you recently finished?
- 2. What does the quick access toolbar contain?
- 3. Where is the current document title displayed?
- 4. How many different document views can you switch between?
- 5. What do you look at to see what page of your document you are on?

2 Listen to the dialogue between a secretary (A) and an IT technician (B). Then fill in the missing words. ↗

A: Sandra, can you help me, please? I need to write a new company document.

B: No problem. What kind of document do you need?

A: I need to make a new <sup>1</sup>.... letter template.

B: So click File on the toolbar and then New. Now, choose the Business <sup>2</sup>.... folder, then Letter.

A: OK. Now, I have to add the first and last <sup>3</sup>.... from this letter. I want them to repeat on every letter I send.

B: That's easy to do. Select the paragraphs you want to copy. Click the icon Copy from the Tool Bar or use the shortcut Ctrl + c on your keyboard.

A: OK, I did it.

B: Now, place your cursor where you want the paragraphs to go and click Paste or Ctrl + v.

A: I also need to add the company logo in the header and the company <sup>4</sup>.... at the bottom.

B: Click on Insert on the toolbar <sup>5</sup>.... then select Header. Paste the logo there. To add the address, click on Footer and copy / paste again.

A: Done! But, the font is too <sup>6</sup>.... . I need to decrease the size from 14 to 10.

B: Do that in Format – Font. You can use this template every time you want to send out a letter.

A: That's so useful. That's all, thanks a lot.

 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the expressions in colour.

4 Read the dialogue in Exercise 2 again. Fill in the missing instructions. Then match the instructions to the tasks below.

**Instructions:**

1. Go to .... on the toolbar → select .... → choose ...., then .... .
2. Select your text → click .... on the toolbar → place the cursor in new position → click .... or press .... .
3. Click on .... on the toolbar → choose .... → .... your logo.

**Task:**

- a. inserting a logo at the top of a page
- b. inserting text from one document to another
- c. creating a template

## Working with Vocabulary

5 Listen and repeat the words in colour. Match the words to the icons. 

screenshot ♦ page border ♦ cut ♦ landscape  
format painter ♦ page break ♦ header ♦ columns



6 Listen and repeat the words in colour. Then match A to B to form sentences. 

**A**

1. The **status bar** gives
2. The **title bar** shows
3. The **quick access toolbar** makes
4. Go to the **file tab**
5. The **view buttons** change
6. The **menu bar** contains

**B**

- when you need to open, print or save files.
- the on-screen appearance of the document or presentation.
- the program and the title of the document.
- dropdown menus for different applications and functions.
- information about the current document or program.
- it easy to use popular commands.

7 Listen and repeat the words and phrases in colour. Then copy and complete the sentences. 

4

find and replace ♦ redo ♦ indent ♦ portrait  
copy and paste ♦ footer ♦ undo

3

1. The .... function allows you to duplicate some text onto another document.
2. If you press Ctrl + f, you can .... a word.
3. We often display the page number in the .... .
4. Some users like to .... a few spaces at the beginning of a paragraph.
5. When we make a mistake, the .... function allows us to cancel the previous command.
6. If you want to print an image vertically down the page, you will use the .... mode.
7. .... is a function performed to cancel an *undo* function.

8 Which pairs of sentences are both correct?

- 1.✓a. You can use the format painter to copy fonts from a previous text to the one you're writing now.  
✓b. If you like the way a document looks, you can copy the formatting onto another document by using the format painter.
- 2.✓a. The header is the text at the top of a computer document.  
✗b. The header is information in the vertical margin.
- 3✗a. Page borders show us where the page ends.  
✓b. Texts will not extend past the edge of the page borders.
- 4.✓a. A user can personalise the quick access toolbar.  
✓b. The quick access toolbar allows users to perform certain functions quickly.
- 5.✓a. You use the cursor to indent in the document.  
✓b. The tab key will move the cursor to the place of the indent.

## Your Turn

Listen to the conversation between office workers making changes on a Word document. Copy and complete the sentences. 

accountant

1. The .... asked Jane to make changes to the document.
2. Jane finds the document in the ..list of recent documents
3. She presses Save As to change the name
4. Jane doesn't want to delete the the old documents
5. The logo will appear in the header

# Image Editing

> Getting Started: Vocabulary (page 128)

## 1 Read the comments on a graphic artist's work. Then complete the sentences below.

Give more contrast between the bikes and the dirt.

Sharpen and resize the second driver. He's too small. I need to see the camera on his helmet.

Zoom in on the first driver. Add focus to emphasise him. I want to see his face - he's winning!

Insert a digital camera into the first man's helmet.

Crop trees from the background and add in blue sky.

Insert more people standing in the background.

Adjust the brightness of the upper right corner. It's too bright. Dim it.

Retouch the photo. It needs to be sharper and clearer to attract our clients more!

Insert our logo on the first bike.



1. Background: Insert .... .
2. Make the man on the second bike .... .
3. .... the upper right corner.
4. Add logo to .... .
5. Emphasise the .... of the first driver.

## 2 Read the sentences. Then write who says each sentence, the client or the graphic designer.

1. Have you got any comments on the first draft?
2. I need to review the advert before Friday. Can you send it to me by Thursday afternoon, please?
3. If I retouch his face, it will look clearer.
4. I need the logo to be more obvious, with bold colours and a large font.
5. I can apply some effects to make the image look better.
6. Also, the sign at the front of the picture is too small for people to read.
7. Can you adjust the size of the building to make it bigger, please?
8. What would you like me to change?

## 3 A client (A) is discussing his advert with a graphic designer (B). Use expressions from Exercise 2 to complete the dialogue. Then listen to the dialogue and check your answers.

A: 1. 1 .....

B: Well, I really like the image you've chosen, but it needs some editing.

A: 2. 5 .....

B: I think it would look better if the sky were more interesting.

A: I can insert more clouds in the background.

B: 3. 6 .....

A: I can zoom in on it and enlarge the size of the writing.

B: 4. 4 .....

A: I can make it stand out so everyone will recognise it.

B: 5. 2 .....

A: OK. I'll e-mail you a draft by Thursday morning so you can send me any comments.

- 4 Practise the dialogue in Exercise 3 with your partner.  
Pay attention to the sentences in colour.

## Working with Vocabulary

- 5 Listen and repeat the words in colour. Then copy and complete the sentences.

7 **adjust** • **1 draft** • **5 retouch** • **3 brightness**

2 **effects** • **contrast** • **shadow** • **layers** 6

1. This is only the first .... – we can change it.
2. Today, graphic programs offer wonderful ....
3. .... is how light or dark an object is.
4. There isn't enough .... between the two objects.
5. I can .... the photo to improve it.
6. The graphic artist used three .... on top of each other to create this poster.
7. If you .... the size of that image, you will see the writing more clearly.
8. You need to remove that .... over the woman's face.

- 6 Listen and repeat the words in colour. Then read the sentences and decide if they are logical or illogical.

1. If a particular object in an advert is important, you **emphasise** it.
2. The **brush** tool applies colour like a drawing tool.
3. When you **blur** the lines, they are in focus.
4. The picture gets bigger when you **zoom out**.
5. When you **dim** a light, it's less strong.
6. The **background** is located behind someone or something.

### Tip!

Some words can be different parts of speech. The words *contrast*, *brush* and *blur* are both verbs and nouns. The word *dim* is both a verb and an adjective.



- 7 Listen and repeat the words in colour. Then choose the correct option to complete the instruction.

1. **Resize** ....

- a. the colour on the page.  
 b. the picture. It's too small.

2. **Rotate** ....

- a. the image by 30°.  
b. the colours of the image.

3. **Zoom in** ....

- a. to see the details.  
b. to get more light.

4. **Crop** ....

- a. the image to emphasise the product.  
b. this because it's too light.

5. **Enlarge** ....

- a. the focus on the page.  
 b. the font size.

6. **Sharpen** ....

- a. the image in the front.  
b. the size of the font.

8 Match A to B to form sentences.

A

1. The first draft
2. *Enlarge* means
3. The background is
4. Shadows
5. You crop something
6. Contrast means

B

- 5 a. to remove irrelevant details.
- 1 b. usually requires more work.
- 3 c. the area behind the main object.
- 6 d. a difference between two things or people.
- 2 e. to make something bigger.
- 4 f. depend on the direction of light.

### Your Turn

**Student A:** You are the client and you need the graphic designer to make changes to an advert. Look at the advert on page 88, find at least three things you want to change and discuss with the designer.

**Student B:** You are the graphic artist. Discuss with the client the changes he / she wants to make to the advert on page 96. Make suggestions for changes. List the things that you agree to do.



# 13

## Spreadsheets

> **Getting Started:** Vocabulary (page 129)



**1** Read the spreadsheet list of purchased hardware below. Then answer the questions below.

	A	B	C	D	E	F	G	H	I
1	Name of Part	Model #	Quantity	Company	City/Country	Date Purchased	Price	Warranty/Months	Total Purchase
2	Monitor	4763-223	16	LCD Inc	Vietnam	1.5.14	350	36	5,600
3	Monitor	5735-221	12	MTF	Taiwan	1.2.16	315	36	3,780
4	Monitor	573-L3	18	DFM	Taiwan	1.3.12	250	24	4,500
5	HDMI Cables	EN-304	34	Encid	Taiwan	15.5.12	17.5	0	595
6	Power Cables	EN-333	25	Encid	Taiwan	15.5.13	12.99	0	324.75
7	Network Cables	EN-5568	45	Encid	Singapore	15.5.14	8.45	0	380.25
8	Total								15,180

- Which model of monitors is the most expensive?
- How many models of network cables did the company purchase?
- Which type of cables are the cheapest to replace?
- What was purchased from a company in Vietnam?
- From which country were the power cables bought?
- Which monitors were bought first?
- How many months' warranty do the 5735-221 monitors have?

**2** A manager (B) is showing a new employee (A) how to use a spreadsheet. Listen to the dialogue and choose the correct answer.

A: Can you please explain how to calculate the final purchase price using a spreadsheet?

B: Sure. Multiply the number of <sup>1.</sup> items / <sup>parts</sup> we purchased in column C, by the price in column G.

A: Do you have to write a formula into each individual cell?

B: No, you can just copy and paste the <sup>2.</sup> price / <sup>formula</sup> from one cell into another.

A: I need the list order to start with the first date an item was bought.

B: No problem. Put the earliest date in the top row, and then <sup>3.</sup> type / <sup>sort</sup> it in chronological order.

A: Can you group these figures according to product type?

B: Yes, the spreadsheet is able to do that for you.

A: I need all the same products grouped together – descending from the first date purchased.

B: So you can use a formula that sorts by two categories / groups.

A: How do I calculate the total number of products from any two columns?

B: I'll show you how to write a formula in a new column that will <sup>5.</sup> automatically / quickly calculate that for you.

**3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.



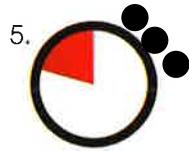
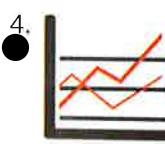
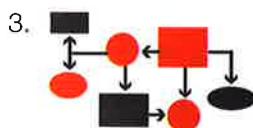
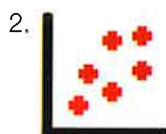
- 4** Read the dialogue in Exercise 2 again. Decide if the statements below are true or false. Correct the false sentences in your notebook.

- ✗ The manager said to add together all the prices to get the final purchase price.
- ✗ The new employee needs to write the formula into each cell.
- ✓ It is possible to sort a list by more than one category.
- ✗ The new employee wants all products of the same type placed in one group from the last date purchased.
- ✓ The manager explains how to use a formula to find a total.

## Working with Vocabulary

- 5** Listen and repeat the words in colour. Then match the words to the pictures.

line graph bar chart pie chart  
scatter chart flow chart



- 6** Listen and repeat the words in colour in A. Then match them to their meanings in B.

A

1. worksheet
2. format
3. ascending
4. group together
5. purchase price
6. descending
7. according to

B

- 5 a. the amount you pay for a product
- 6 b. going from the highest to the lowest
- c. the way information is arranged on a computer
- 1 d. another name for a spreadsheet
- 4 e. put similar items in the same category
- 7 f. as indicated by
- 3 g. going from the lowest to the highest

- 7** Listen and repeat the words in colour. Then choose the correct answer.

1. If you want to separate something into equal parts, you will multiply / divide it.
2. When you clear / fill a box, you are inserting something into it.
3. The sum / cell is the total number of items.
4. Average / Autosum means the typical or normal amount in a group.
5. Subtract / Add means to take away an amount in order to calculate the difference.

- 8** Copy and complete the sentences with the words below.

6      2      3      1  
add worksheet multiply cell autosum  
clear scatter chart

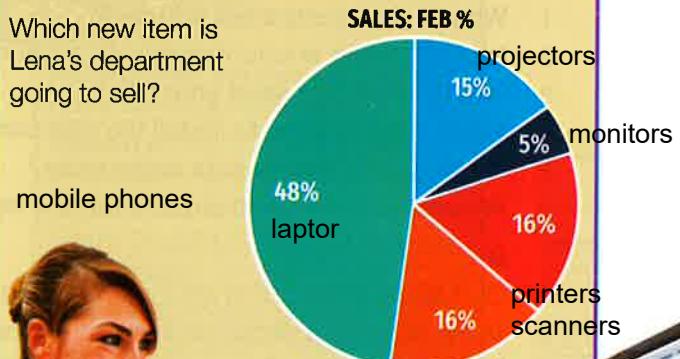
1. .... is a function in a spreadsheet that gives you the total of all the numbers you select in a column.
2. If you want to increase a number five times, you will .... it by five.
3. The first .... in a spreadsheet is always labelled A1.
4. A .... shows the distribution of all the pieces of data.
5. When you .... two or more numbers together, you get the total.
6. A .... is a file that displays data in rows and columns.
7. .... means to empty or take something away.

### Your Turn

Copy the pie chart into your notebook. Then listen to a conversation between an accountant and a sales director. Label the pie chart using the words below. Then answer the question.

scanners laptops monitors  
projectors printers

Which new item is Lena's department going to sell?



# Databases

> Getting Started: Vocabulary (page 129)

- 1 Read the database record. Then decide if the sentences below are true or false. Correct the false sentences in your notebook. ►

Tip!

A database management system (DBMS) is a collection of programs that allows users to store, update and extract information from a database.

Products Customer Info Payment

Title:	Mr	Address:	54 Central Ave, 3rd floor, Room 203
First Name:	Jeffrey	City:	Lipfield
Surname:	Brandon	Region:	Kent
Position:	IT Manager	Post Code:	TN5 4TS
Company:	CMP Limited	Country:	England
Customer:	342	Work Phone:	0423-8470873
Account Type:	business	Mobile:	0423-4673975
Tech Rep:	Helen J	E-mail:	cmpssupport@cmpltd.com
About the Company:	Small retail sportswear company, has 15 desktop computers.		
Comments:	Last service call: 30th June. Updated e-mail server / replaced 2 disc drives / installed new operating system and installed new printer server. Next service call due: 15th July.		

Test User

1. Mr Brandon works for a furniture company.
2. His billing address is the same as his business address.
3. His business is located in Oxford.
4. Jennifer is his tech rep.
5. The tech rep last visited the company on 30th June.
6. The tech rep installed a new printer server on the last visit.

- 2 A technician (A) is speaking to a new client (B). Match the technician's questions to the client's answers. Then listen to the dialogue and check your answers. ►

A

1. What is your company's address?
2. Is it a business account or private account?
3. Where should we send your bills?
4. When can we come to install the new computers?
5. When do you require your cable order?
6. Where should I send the quote for new laptops?

B

- a. On Tuesday afternoon at around 2.00 would be convenient.
- b. To the purchasing department e-mail: purchase@cmpltd.com.
- c. Business.
- d. By the end of the week, if possible.
- e. It's 76 Robinson Street.
- f. To the same address.

- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the questions in colour.



- 4 Look at a different database record. Answer questions 1-6 from Exercise 2 for the client file below.

CLIENT FILE	PRODUCTS	PAYMENTS	BALANCE
<b>Title</b>	<b>First Name</b>	<b>Surname</b>	
Mrs	Andrea	Davidson	
<b>Company</b>	<b>Customer #</b>	<b>Account type</b>	
Danny Bloom	253	business	
<b>SERVICE ADDRESS</b>			
<b>Address</b>	<b>City</b>		
48 Tassmin Ave.	Butler		
<b>Region</b>	<b>Post Code</b>	<b>Phone</b>	
Allegheny	19733	792 2685	
<b>Email</b>	<b>Tech rep</b>		
anddav@dannybloom.gnet	Raymond T		
<b>Comments</b>			
Last service call – 2nd Feb, 2017 – installed new laser printer. To deliver and install three new computers on Monday, 20th September, 12.00. Deliver cable order by 1st October. Send quote for new laptops to Natasha M, purchasing department.			
<b>BILLING INFORMATION</b>			
<b>Job Title</b>	<b>Title</b>	<b>Full Name</b>	
Accountant	Mr	Jeremy Carter	
<b>Address</b>			
56 Parker Street, Butler, 19942			

## Working with Vocabulary

- 5 Listen and repeat the words in colour. Then match the questions to the answers.

Questions:

- a 1. What is their **service address**?
- f 2. What is their **post code**?
- e 3. Who is the **tech rep** for Morgan Computers?
- b 4. What **title** should I use for Jeff Duncan?
- c 5. What **balance** have I got on my account?
- d 6. What is the **billing address** for Select Mobile Phones?

Answers:

- a. 24 Whiting Road, Manley.
- b. Dr
- c. £438.50
- d. D. Jones Accounting Services, PO Box 3198, Hartley.
- e. Frank Bolt
- f. It's BL5 NH3.

- 6 Listen and repeat the words in colour. Then copy and complete the sentences.
- 3 **store** ♦ **records** ♦ **owner** ♦ **query** consulta  
 5 **retail** ♦ **update** ♦ **retrieve** recuperar

1. Who is the .... of this expensive mobile phone?
2. That app isn't compatible any more. You need to .... it.
3. I can't help you unless you tell me where you usually .... those documents.
4. According to our .... , you placed your last order in March.
5. *Electronics for All* is a .... business in the centre of town.
6. I deleted a file by accident. Is it possible to .... the documents?
7. You use a .... to find specific information in your database, such as how many of your customers live in a certain town.

- 7 Listen and repeat the words in colour. Then match A to B to explain these computer terms.

- A
- b 1. **Classification** means
  - c 2. **Null** means
  - e 3. A **schema** is a description of
  - f 4. A **field** is a specific area
  - d 5. **Criteria** are parameters
  - a 6. Inserting a **cross-reference** allows you to

B

- a. you set for a query.
- b. to separate items into specific categories.
- c. nothing, it's an object of no worth.
- d. link to other parts in the same document.
- e. the structure and rules used to make a database.
- f. in a form where you input data.

### Your Turn

You and your partner are updating some files in a database.

**Student A:** Ask Student B questions to complete the client file on page 89. Then explain that there are two new clients. Student B must add them to the database.

**Student B:** Answer Student A's questions according to the chart on page 97. Then ask questions to add the two new clients to the database. Student A has got the information.



# 14

## Building a Network



> Getting Started: Vocabulary (page 130)

- 1 **Read the tutorial.** Then read the sentences below and replace the words in bold to correct the false sentences.

### OPTIONS TO BUILD A SMALL NETWORK

Small businesses with more than 15 or 20 workstations that must be connected to each other and to the Internet need to install a network.

A network requires a central hard drive and printer, a backup system, and also a secure e-mail and Internet connection. A secure network protects internal and external communications between your business and customers. It also helps your employees to stream media easily and safely, and to share documents and files.

Today's modern businesses need high-speed capabilities. You must have a secure local area network (LAN). A digital subscriber line (DSL) connection using telephone lines may be sufficient, but a fibre optic connection will give you faster and easier Internet access for landlines, wireless connections and remote access.

#### ETHERNET

##### Advantages

- Easy to set up.
- Faster than DSL or wireless connections.
- Suitable for large businesses.

##### Disadvantages

- Cables must run through the whole location.
- Expensive initial investment to buy network equipment and cables.

#### WIRELESS

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• No cables.</li> <li>• Laptops can connect to the Internet from different locations within the wireless range.</li> </ul> | <ul style="list-style-type: none"> <li>• Wireless must be set up carefully for maximum security and range. The further you are from the router, the slower the Mbps speed.</li> </ul> |
|---|---|

1. A network needs a hard drive, **Ethernet** and a printer.
2. A network allows **customers** to share files.
3. Modern businesses run faster with a **DSL** connection.
4. An Ethernet network is **slower** than a wireless one.
5. If your desk is **close to** the wireless router, your connection will be slower.



Mbps: megabits per second, a measure of data transfer speed

- 2 **An IT technician (A) is calling a network company tech support (B) for assistance. Put the dialogue in the correct order. Then listen to the dialogue and check your answers.**

**A** A: Yes. I thought I'd connected the printers to the network, but **the network** couldn't locate the **printer on the third floor**. I've checked the cable and it's definitely connected.

**B**: OK. **You may have to install the printer driver from the Windows installation CD or from the Internet.**

**A**: How do I do that?

**B**: In the **Control Panel**, go to **View devices and printers**. Click on **Install the printer driver**. Select the **printer manufacturer and model**, click on **Next** and then click **Windows Update**. **Wait while Windows checks for additional drivers**.

**A**: And if it can't find the driver, what should I do?

**B**: Click **Windows Update**. Usually it will download and update the drivers automatically.

**C**: Hello, is this tech support for the GMD Networks?

**B**: Yes, it is. My name is John. How can I help you?

**A**: Last week, we bought the GMD-14C Ethernet network with high-speed fibre optic connection. **Unfortunately, I can't get one of our printers to connect to it.**

**B**: Oh, I see. **Did you go to the Control Panel to identify all the available printers?**

 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

4 Copy and complete the sentences below with the correct words from the dialogue.

1. The business bought a .... network.
2. To find which printers are connected to the network, check in the .... .
3. If the printer doesn't work, check that the .... is connected.
4. A printer driver can be installed from a .... or from the .... .
5. Wait while Windows updates and checks for other .... .

## Working with Vocabulary

5 Listen and repeat the words in colour. Match the words to their definitions. 

### A

1. high-speed
2. investment
3. stream (media)
4. remote access
5. internal

### B

- a. located inside something
- b. the ability to log onto a network from a distant location
- c. something you put money or effort into for the future
- d. deliver audio and video content over the Internet in a continuous fashion
- e. very fast

6 Listen and repeat the words in colour. Choose the correct answer. 

1. It isn't difficult to **set up / locate** a small network at home.
2. A **workstation / topology** is a diagram that shows how network equipment is connected.
3. A **backup system / digital subscriber line (DSL)** gives home users and small businesses fast access to the Internet through a landline.
4. A **local area network (LAN) / packet** describes a computer network in which the computers are connected in close proximity.



7 Listen and repeat the words in colour. Decide which sentences are correct. 

1. A **transmission** is any information sent over a communications line.
2. A **router** is a device designed to receive, analyse and move incoming data to another network.
3. **Fibre optics** are network cables that contain electricity.
4. When the wireless **range** isn't wide enough, the user can't get a connection.
5. **Ethernet** is a computer intended for individual users.
6. An **internet service provider (ISP)** is a company that provides subscribers with access to the Internet.

8 Complete the mini-dialogues in your notebook with the words below.

backup system • range • topology  
remote access • locate • set up • workstation

1. A: I see that you've got a new <sup>1</sup> .... in your office.  
B: Yes and I've also got <sup>2</sup> .... at home so that I can read my work e-mails.
2. A: I couldn't <sup>3</sup> .... you yesterday. Where were you?  
B: We went out and our phones were out of <sup>4</sup> .... .
3. A: Dennis, I'd like you to <sup>5</sup> .... this network. Follow this <sup>6</sup> .... diagram. Please also add another laptop onto the network for my office.  
B: OK, Mr Brown. Do you also need me to create a <sup>7</sup> .... for extra security?

## Your Turn

Listen to the conversation between a supervisor and an IT person. Then decide if the sentences are true, false or doesn't say. 

1. The IT technician is going to set up a local area network.
2. The client needs to buy an Ethernet system.
3. The supervisor recommends good quality equipment.
4. The new business has already got an Internet service provider.
5. The IT technician has already given the topology diagram to the client.
6. The IT technician will install a printer.

# Network Equipment

> Getting Started: Vocabulary (page 130)

1 Read the equipment requirements. Then choose the correct answer below. ►

What do you  
need to build  
a business  
network?

Various factors will dictate which equipment you need when building a new network. A topology displays in detail what is required for sharing resources, accessing data, going online and communicating successfully. It is best to purchase business grade equipment for reliable communications between all aspects of the network.



1. **Cables** connect computers, network devices and peripherals to each other.
2. **Switches (or Hubs)** are hardware devices that filter and forward packets of data through the network.
3. **Adaptors** are physical devices that allow one piece of hardware to be connected to another.
4. **Routers** manage traffic across network devices and provide Internet via the Transmission Control Protocol (TCP) or Internet Protocol (IP). They can also link multiple networks across distances using a wide area network (WAN).
5. **Firewalls** are a security system to protect against any unauthorised users trying to access your network. A firewall uses previously determined security rules to monitor incoming and outgoing traffic.
6. **A wireless access point (WAP) or a wireless router** allows employees and visitors to connect to the same network without the use of cables.

1. To help you plan a new network, ....
  - a. go online.
  - b. use a topology diagram.
2. When building a new business network, you need to ....
  - a. share your resources.
  - b. buy business grade equipment.
3. Both a hub and a switch ....
  - a. move pieces of data across the network.
  - b. save pieces of data from the network.
4. Networks far apart from each other ....
  - a. can be linked by a router.
  - b. can be linked by an adaptor.
5. Network access via a firewall is ....
  - a. limited.
  - b. extended.
6. A WAP ....
  - a. requires cables.
  - b. doesn't require cables.



2 Match A to B to create a dialogue between two IT technicians. Then listen to the dialogue and check your answers. ►

A

1. Whose network are we setting up today?
2. Have you already drawn up the topology diagram for the job?
3. I think a local area network should be fine for this company.
4. OK, and did you configure the computers especially for them?
5. I see they need 20 workstations, adaptors, switches and routers. How many metres of cable will we need?
6. What time will you be ready to leave?

B

- a. No, it won't be, because their offices are 10 kilometres from the factory. We need to install a wireless access point.
- b. Yes I did, and I've spoken to them about the need for a firewall.
- c. Give me another half an hour to check that I've got all the equipment.
- d. We're going to the Welfast Clothing Company in the industrial area.
- e. I think about 200 metres, but I'll take more, just in case.
- f. Yes, I have. Here's the list of devices and peripherals we need to supply.

**3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

**4** Read the dialogue in Exercise 2 again. Which of the tasks below have the IT technicians already done?

1. prepare a topology
2. configure the company's computers
3. install a wireless access point
4. make a list of the devices needed
5. check the length of the cables needed
6. take the equipment to the factory

## Working with Vocabulary

**5** Listen and repeat the words and phrases in colour. Then copy and complete the sentences. 

- traffic ◆ hub ◆ incoming  
 wide area network (WAN) ◆ firewall  
 unauthorised ◆ Internet protocol (IP) address
1. In order to prevent other people from getting into your network, you need a ....
  2. If someone gets into your system without permission, that is .... access.
  3. The .... is a number used to indicate a device's location.
  4. .... is the term for information travelling around the network.
  5. The data we receive is called .... information.
  6. If computers are connected in different countries, they operate through a ....
  7. A .... connects and sends information to computers and network devices.

**6** Listen and repeat the words and phrases in colour. Then match A to B to form sentences. 

**A**

1. A **subnetwork** is part of a
2. Connecting via **broadband** Internet is
3. **Business grade** equipment is
4. When you've got a **wireless access point**,
5. You should **reboot** your computer

**B**

- a. better quality than devices we buy for home use.
- b. after installing a new program.
- c. larger network, like the Internet.
- d. you don't need a cable to connect to the network.
- e. much faster than through a landline.

**7** Listen and repeat the words and phrases in colour. The words in colour are in the wrong sentences. Write the sentences correctly in your notebook. 

1. A **gateway** is a hardware device that filters and forwards packets of data.
2. **Authorised** information is data we send.
3. When different departments use the same printer and photocopier, those are called **adaptors**.
4. The **switch** is a set of rules that controls communication between all computers on the Internet.
5. With a code or password, employees are **outgoing** to get into the system.
6. The entry point into a network is called the **transmission control protocol (TCP)**.
7. **Shared resources** are hardware devices that allow computers, peripherals and the network to connect.

**8** Choose the correct answer.

1. For fast Internet, you need to install *traffic / broadband*.
2. A network can operate in different cities because of the *WAN / TCP*.
3. The *firewall / hub* protects the network.
4. Printers and scanners are *shared resources / subnetworks* on the 5th floor.
5. People don't usually buy *business grade / incoming* equipment for a home network.



### Your Turn

You are a network technician preparing a topology for a small business.

**Student A:** Ask Student B questions to complete the missing information in the Work Order Form on page 89. Then answer Student B's questions.

**Student B:** Ask Student A questions to complete the missing information in the Work Order Form on page 97. Then answer Student A's questions.



# 15

## Operating Systems



► Getting Started: Vocabulary (page 131)

**1 Read the Frequently Asked Questions (FAQs) page. Then complete the sentences below. ►**

**What is an operating system?**

An operating system is software that allows the user to communicate easily with the computer's systems without programming language code. The graphical user interface (GUI) does this job with a combination of graphics and text.

The operating system also makes sure that the hardware and software applications work together and can simultaneously multi-task many programs. For each program, the operating system coordinates the computer's central processing unit, drivers, memory and storage.

**What are the most popular operating systems?**

Today, the most popular operating systems for personal computers are the open source system Linux, or proprietary systems such as Microsoft Windows and Mac OS.

An open source operating system is freely available from the Internet to download and install. Proprietary software is commercially owned. It is licensed to businesses or individual computer users for a fee. The programming cannot be modified or changed in any way.

- With an operating system, users don't need to enter .... .
- The operating system uses .... to show things visually.
- An operating system enables many .... to work at the same time.
- Open source operating systems are available on the .... .
- Proprietary software .... be changed.

**2 A computer technician (B) is discussing operating systems with a client (A). Listen to the dialogue and fill in the missing words. ►**

- A: I can't decide between Windows and Linux. Which operating system do you think is more suitable for this business?
- B: Well Sam, Linux is a free open source system. Windows is <sup>1</sup>.... and owned by Microsoft, so it costs money.
- A: This business hasn't got a large budget. Exactly how much does the Windows system cost?
- B: Newer Windows systems can cost up to <sup>2</sup>.... to start with. Then it's more expensive to upgrade, or if you want to add more users.
- A: That's a lot. Is it true that there can be security and stability issues with both systems?
- B: Linux is considered stable. It's easier to fix problems. A community of developers from around the world can quickly respond to any issues you have.
- A: But, I've heard it's more complicated to install.
- B: A bit. Linux <sup>3</sup>.... sets of bundled software to run it. But that also means you can modify it to your specific needs.
- A: But most users are already <sup>4</sup>.... with Windows, aren't they?
- B: Indeed. I think everyone knows the Windows interface.
- A: Thanks for your advice. I think I'll choose Windows as it's got a simpler interface. It may cost more, but it will be easier to find <sup>5</sup>.... to support the business as its needs grow.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

4 Read the dialogue in Exercise 2 and answer the questions.

Which operating system .... ?

1. doesn't cost any money
2. was developed by a professional company
3. requires an additional budget for upgrades
4. is simpler to install
5. can be adapted for your requirements

## Working with Vocabulary

5 Listen and repeat the words in colour. Choose the correct word for each definition.

1. stays the same, doesn't change  
a. **entire**      b. **stable**
2. a type of software that has got a copyright and cannot be changed  
a. **open source**      b. **proprietary**
3. accessible to everyone  
a. **freely available**  
b. **commercially owned**
4. to make available for general viewing or purchase  
a. **release**      b. **modify**
5. several products combined into one package  
a. **issues**      b. **bundled software**

6 Listen and repeat the words in colour. Replace the words in bold with the words below.   
**developers** **multi-task** **budget** **storage**

1. Think about the **money you have got to spend** before you put in a new network.
2. The operating system controls the **place for keeping data** in the computer.
3. Larry Page and Sergei Brin were the **creators** of the search engine Google.
4. Before UNIX, computers weren't able to **do two or more things at the same time**.



7 Listen and repeat the words in colour. Then use them to complete the Fact File below.   
**development** **graphical user interface (GUI)**  
**coordinate** **command line**  
**programming language code**

### FACT FILE

Today, almost every computer uses a <sup>1</sup>.... operating system which has got windows, icons and menus.

The operating system has to <sup>2</sup>.... the hardware and software in a computer so that they can communicate.

In the <sup>3</sup>.... of software programs, programmers use a special set of instructions which is called the <sup>4</sup>....

In the first computers, the user had to write instructions for the computer into the <sup>5</sup>.... .

8 Match the questions in A to the answers in B.

#### A

1. Which operating system are you going to choose?
2. Do you have to pay for helpdesk support?
3. Did you get that software for free?
4. Are you having a problem with the new software?
5. Have we got enough money to upgrade the system?
6. What is the advantage of that software?

#### B

- a. I can modify it to my needs.
- b. Windows is too expensive, so I'm using the open source system Linux.
- c. Yes. We've received a budget to make all the necessary improvements.
- d. No, it's free for an entire year.
- e. No, it's commercially owned.
- f. Yes, and I need to download a specific program to solve the issue.

### Your Turn

Copy the chart and tick (✓) the correct columns – Windows (W), Linux (L) or both (B). Then listen to two users talking about operating systems and check your answers.

	W	L	B
1. Has got less malware			
2. Simpler to operate			
3. Not possible to make changes			
4. Many programs available			
5. Free online support			
6. Used by Google, Facebook and Twitter			

# Installing an Operating System

> Getting Started: Vocabulary (page 131)

- 1 Read the instruction manual. Then decide if the sentences are true or false. Correct the false sentences. 

## INSTALLING THE LINUX DISTRIBUTION OPERATING SYSTEM

### Preparing your computer:

1. Check your computer for the minimum recommended requirements.

#### Minimum computer requirements:

- 700 MHz processor
- RAM of 512 MB or more
- 5 GB of hard-drive space
- 1024 x 768 screen resolution
- Either a CD / DVD drive or USB port

2. Back up your data files.

3. If you've already got Windows on your computer, you will usually only have one large drive: the C drive. You should do a disc-partition to set up a second drive in order to install Linux separately. You may already have some programs that will only run on Windows.
4. There is no single version of Linux. Most distributors take the Linux kernel and combine it with additional bundled software such as a graphics interface, a desktop environment and a web browser.
5. You can check if the hardware on the computer is compatible with the Linux system by downloading Linux ISO to a USB flash drive. Then reboot your computer from the USB drive and try to run Linux from it.

1. A 400 MHz processor is big enough to install Linux.
2. Your data is safe when you install a new system.
3. You can install Linux and Windows in the same disc drive.
4. Several versions of Linux are available to install.
5. You have to restart your computer to see if Linux is compatible with it.

- 2 A support technician (A) is helping a caller (B) to install the Linux operating system. Match the technician's questions in A to the caller's responses in B. Then listen to the dialogue and check your answers. 

A

1. Have you ever installed an operating system before?
2. Did you download it to a DVD or USB?
3. Don't forget to back up your Windows system and also your data files. How much free space have you got? You need at least 5 GB.
4. Did you download the 32-bit or the 64-bit version? The program you install must be the same version as your computer.
5. The next step is to restart the computer. Press the F10 key so you can reboot from the USB.

B

- a. I've checked. It's a 32-bit computer, so I've got the right version.
- b. No, I haven't, so please can we check it step-by-step?
- c. To my USB – I've already partitioned my existing hard drive.
- d. OK, it's restarting now.
- e. I won't forget. I've allocated 10 GB of free space on my D drive.



Bit is short for *binary digit*.



- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.
- 4 Read the dialogue again and complete the caller's notes.

### Linux Setup Instructions

1. Before downloading the software, .... the hard drive.
2. Make sure to .... the data files.
3. Allocate at least .... of free space on the other drive.
4. Download the correct ....
5. .... the computer before running the program.

## Working with Vocabulary

- 5 Listen and repeat the words in colour. Match the words in A to their definitions in B. 

### A

1. partition
2. requirements
3. component
4. step-by-step
5. allocate
6. run

### B

- a. assign different parts of something for a particular purpose
- b. one stage at a time
- c. needs
- d. function, operate
- e. separate
- f. a part of something

- 6 Listen and repeat the words in colour. Then copy and complete the sentences. 

**BIOS (basic input / output system)**  
**pre-installed** • **crash** • **bit** • **prerequisite**

1. When you buy a new computer, it has usually got a .... operating system.
2. Errors in the operating system can sometimes cause a computer to .... .
3. The function of the .... is to boot up the computer's operating system.
4. A single unit of information is called a .... .
5. A power supply is a .... for a computer to work.

- 7 Listen and repeat the words in colour. The words in colour are in the wrong sentences. Write the sentences correctly in your notebook. 

1. You can install a **distro** to correct a problem with a software program.
2. The **kernel** is the number of pixels that appear on your monitor.
3. **Infrastructure** is a distribution of software available for the public.
4. Each piece of data is a **screen resolution**.
5. The **environment** is the central program with complete control of the operating system.
6. The **patch** is the fundamental architecture of a system.
7. A desktop **segment** is a set of tools that makes it easier for you to use your computer.

- 8 Match A to B to form sentences.

### A

1. Short for *binary digit*, a bit
2. A piece of code called a *patch* is necessary
3. You need to partition the hard drive
4. You can change the screen resolution
5. The kernel directs
6. You should go step-by-step

### B

- a. if you want to install something correctly.
- b. can have a value of 0 or 1.
- c. to fix a software problem.
- d. if you want to run multiple systems on your computer.
- e. if the picture on the monitor isn't clear.
- f. many basic functions of the operating system.

### Your Turn

**Student A:** You are calling an IT support line for help to install Linux on your computer. Follow the flow chart on page 90 and act out the conversation.

**Student B:** You are a helpdesk technician giving support over the phone. Follow the flow chart on page 98 and act out the conversation.



# 16

## Video and Sound

> Getting Started: Vocabulary (page 132)

1 Read the adverts. Then answer the questions on the right. 

A

### Lensek CMD-LT245

#### POCKET-SIZED HANDHELD DIGITAL CAMERA

3x (24-72mm) optical zoom lens: manual and autofocus  
3.0-inch touch monitor that tilts easily for selfies



#### INCLUDES:

- 10 GB external memory card
- editing software that supports input and output formats: AVI, MOV, MP4, MP4 Video and others

Full HD video capabilities  
20 Megapixel 1" sensor  
8-hours lithium-ion battery life

B

### FUTURE TECHNOLOGY THAT FITS IN YOUR POCKET

#### VPK VIRTUAL PROJECTION KEYBOARD

- Infrared projection turns any flat surface into a touch keyboard workspace
- Easily pairs with any smartphone, tablet or laptop

Connects via Bluetooth wireless technology  
Includes rechargeable lithium-ion battery

C



#### Tap It Speaker

Wireless, portable Bluetooth speaker

**Hands-free, voice activated device: Just ask for music or radio, news or weather while connected to WIFI**

Streams your music from your phone or tablet via Bluetooth  
Dual stereo speakers provide 360-degree Dolby sound  
Delivers up to nine hours of playback

Which device or devices ...?

- 1 work/s with multiple devices
- 2 come/s with software
- 3 allow/s you to hear from all directions
- 4 will operate without you touching it
- 5 would you use for correspondence

2 A computer shop manager (A) is discussing technology products with an employee (B). Listen to the dialogue and choose the correct answer. 

A: James, which innovative products do you think we should sell in the shop? Did you get any ideas from the <sup>1</sup> website / e-mail I sent you?

B: Well, Mr Bradley, I've read good reviews about this new pocket-sized digital camera – the SLX 350. It's got a touch screen, a great <sup>2</sup> lens / video and lots of storage space. It includes useful software which is compatible with most devices.

A: Isn't that a bit outdated? Doesn't everyone use their mobile phone as a camera nowadays?

B: Hmm, yes, that's true, some phone <sup>3</sup> texts / images can be just as good. How about a more up-to-date product like the virtual keyboard?

A: How is a virtual keyboard useful?

B: It's completely portable and it fits in your <sup>4</sup> pocket / case. It's great for people who travel.

A: That is an interesting product. How does it work?

B: You can turn any flat surface into a touch keyboard workspace because it projects by laser. You just connect it to your smartphone or tablet. There's no need for any extra <sup>5</sup> electricity / equipment.

A: That's an option. I'll check what the selling price is.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

**4** Read the dialogue in Exercise 2 again.  
Then answer the questions.

1. What suggestions does Mr Bradley want from James?
2. Were users of the digital camera happy with it? How do you know?
3. Why doesn't Mr Bradley want to sell the digital camera?
4. Why is the virtual keyboard suitable for travelling?
5. What do you need to use with the virtual keyboard?

## Working with Vocabulary

**5** Listen and repeat the words in colour. Then match the words to the pictures.

charging cradle ◆ hands-free ◆ 360 degrees  
virtual projection keyboard (VPK) ◆ beam  
flat surface ◆ dongle ◆ pocket-sized



**6** Listen and repeat the words in colour in A. Then match them to their meanings in B.

A	B
1. playback	a. controlled by spoken commands
2. dual	b. a segment of recorded sound
3. audio clip	c. ability to do something
4. output	d. consisting of two parts
5. voice activated	e. move at an angle
6. capability	f. data generated by a computer
7. tilt	g. the replaying of previously recorded sound

**7** Listen and repeat the words in colour. Then choose the correct answer.

1. How is a **rechargeable** battery different from others?
  - a. You can plug it into a power supply to restore its energy.
  - b. We sell it to all our customers for technology devices.
2. Can we **pair** this device with a smartphone?
  - a. Yes. You can use it instead of your phone.
  - b. Yes. It can connect to any type of phone.
3. Why are **lithium-ion batteries** popular?
  - a. They are sensitive to high temperatures.
  - b. They are light, stable and energetic.
4. What is **infrared**?
  - a. It's a warm light that we cannot see.
  - b. It's a strong red light.
5. I'd like to buy a **handheld** device.
  - a. Is this one the right size for you?
  - b. We can customise your PC to suit your needs.

**8** Answer the questions using words from Exercises 5–7.

1. How can we describe a small piece of recorded music?
2. What do we call the light that shines out of a device?
3. If you want something small enough to fit in your hand, what do you ask for?
4. What device plugs into a computer and enables the use of certain software?
5. What do we call a device that is able to follow audio instructions?

### Your Turn

Copy the advert into your notebook. Then listen to a conversation about a smartpen and complete the advert.

#### THE PEN THAT DOES EVERYTHING

##### Livescribe Echo 2GB Smartpen

Wherever you are – at work or at school – use the Echo Smartpen to record and save your words and ideas.

- Records everything you hear, say and <sup>1</sup>.....
- Tap on your notes for instant recording or <sup>2</sup>.....
- Connects to a <sup>3</sup>.... or mobile device.
- Allows you to <sup>4</sup>.... into different languages.
- Holds <sup>5</sup>.... hours of audio or thousands of pages of written text.
- Contains one <sup>6</sup>.... battery.

# Gaming

► Getting Started: Vocabulary (page 132)

- 1 **Read the article.** Then decide which part of the article, A, B, C or D, mentions the information on the right. There may be more than one correct answer. ☺

## Gaming for Beginners

Online games are found all over the world on modern gaming platforms, including PCs, consoles and mobile devices, or via social networking sites.

- A There are many different types of games including first person shooters, strategy games and massive multiplayer online role-playing games (MMORPG). Many of these games are played internationally and players often use a fake identity to play within the game's online community.
- B Virtual and augmented realities enrich a gamer's experience. With fast, real time, online streaming, players are transported into a world of virtual reality. With the right equipment, players are able to navigate interactive communities and environments. Augmented reality depends on mobile devices such as laptops, smartphones and tablets to interact in the real world.
- C Online games can involve spending a lot of money. So do some research!
- Check your equipment. You may need gadgets such as a flight stick, a motion controller or wand, a gaming mouse and goggles with voice control.
  - Try a demo before purchasing a game.
  - Read game reviews.
- D Gaming can be dangerous, so play safe.
- Make sure your anti-spyware software and firewall are running.
  - Only use authorised versions of games for which you have a licence.
  - Buy from reputable sources and watch out for scams.
  - Choose a user name that does not reveal any personal information.
  - Use strong passwords.
  - Make sure you have deleted your personal information when you dispose of your gaming device.

- 1 You need a mobile device to play these types of games.
- 2 Gamers can choose from a variety of games.
- 3 You need the correct hardware to play certain games.
- 4 Purchase games from authorised retail vendors.
- 5 You can play with people from different countries.
- 6 You should check the market before you buy a game.

- 2 **Different gamers are calling a gaming support line for help. Match the gamers' questions in A to the answers in B to form mini-dialogues. Then listen to the mini-dialogues and check your answers. ☺**

A

- 1 How do I make the characters move faster in virtual reality games? They move too slowly on my PC.
- 2 What is the minimum Internet speed for fast streaming in HD?
- 3 My QR scanner isn't reading the QR codes. How can I move from one environment to another?
- 4 Are goggles and motion controls essential for all your games?
- 5 I've just purchased your latest augmented reality game. What accessories do I need?
- 6 How can I find answers to any questions I've got?

B

- a There's a built-in QR scanner in our software, so be sure to use that one.
- b Many of the simpler games don't need more than a computer and a keyboard.
- c Check the memory capacity on your graphics card, and see that the Windows on your computer is compatible.
- d You need goggles and a motion controller, like a wand, for that game.
- e You can always refer to the FAQ's on our website.
- f At least 10 Mbps, but 20 Mbps is better.

**3** Practise the mini-dialogues you made in Exercise 2 with a partner. Pay attention to the sentences in colour.

**4** Read the mini-dialogues again. Then copy and complete the sentences.

1. In order to make the characters move faster, the gamer must make sure there is enough .... , and that the Windows is .... .
2. You need a minimum of .... for fast streaming in HD.
3. In order to move from one environment to another, use the .... included in the software.
4. You don't need sophisticated equipment for .... .
5. For certain augmented reality games, you need devices such as .... .

## Working with Vocabulary

**5** Listen and repeat the words in colour. Then decide which sentences are correct. Copy and correct the false sentences.

1. If something is **reputable**, it has got a bad reputation.
2. Something **fake** isn't real.
3. When you **enrich** something, you improve its quality.
4. You **dispose of** something that you need.
5. A **scam** is a dishonest way to make money.
6. **Anti-spyware software** is installed in a computer in order to collect information about the user.

**6** Listen and repeat the words in colour. Choose the correct answer.

1. For this game, you need to wear **goggles** / a **wand**.
2. Have you read the **social networking site** / **review** about the new strategy game?
3. An **augmented reality** / **A first person shooter (FPS)** game is a type of action video game that is played from the point of view of the player character.
4. The new **gaming platforms** / **flight sticks** have got much better graphics than older consoles.

### Tip!

Virtual reality is an artificial computer-generated simulation of a real-life environment. Augmented reality inserts computer-generated features into existing reality.

**7** Listen and repeat the words in colour. Complete the text with the words below.

involve ♦ motion ♦ gadgets ♦ revealed MMORPG ♦ virtual reality

An <sup>1</sup> .... is a type of online game where the players become fictional characters in a virtual world. A large number of players interact online. The games often <sup>2</sup> .... chatting with other players through private and public chat rooms.

Research has <sup>3</sup> .... that billions of dollars are spent on gaming <sup>4</sup> .... every year. Some serious players even purchase a special chair because they are online for so many hours. Specific accessories include <sup>5</sup> .... headsets as well as expensive <sup>6</sup> .... controllers.



**8** Match A to B to form sentences.

### A

1. You use a fake identity
2. For more realistic control, players use a flight stick
3. The wand is
4. Augmented reality puts
5. A social networking site is

### B

- a. digital elements into the real world.
- b. when you don't want people to know who you are.
- c. a place on the Internet where you can communicate with people.
- d. to simulate flying.
- e. a game controller that you hold in one hand.

## Your Turn

**Student A:** You have got three questions about a computer game. Ask the support technician for help. Use the information on page 90.

**Student B:** You are a support technician in a computer games shop. A customer has got three questions about a new game. Use the information on page 98 to answer the questions.



# 17

## Website Hosting

► Getting Started: Vocabulary (page 133)

- 1** Read the advert for a web hosting company. Then answer the questions on the right. ►

**IN DESIGNING THE RIGHT TOPOGRAPHY FOR YOUR BUSINESS, WE:**

- implant keywords to give high SEO (search engine optimisation) across multiple search engines.
- incorporate social media seamlessly into your website to promote your brand across the whole web. Social share buttons will enable you to share content easily.
- provide social proof comments to make your business credible to other visitors.
- monitor users' activities with real-time analysis and get immediate feedback from your website interactions.
- integrate the full G Suite with all your favourite Google features when you register your domain with us.
- place a trust logo on your site to allow customers to view your trusted state and your business credentials.
- make your payment gateway 100% secure. Credit card numbers and customer information will be masked and all hosting is also PCI compliant.

**SIT BACK AND WATCH AS YOUR WEBSITE TRAFFIC INCREASES!**



1. What does the web hosting company promise your business?
2. How will the web hosting company make sure your website can be accessed easily?
3. Which applications need to combine with your website to give you good results?
4. How will you know about the activity on your website?
5. How will customers know that they can rely on your website?
6. How does the web hosting company guarantee to keep a customer's personal data private?

- 2** A client would like to create a website for his business. Match what the client says in A to the web designer's responses in B. Then listen to the dialogue and check your answers. ►

**A**

1. How can I maximise traffic to my site?
2. How can the site ensure my customers' information is kept safe?
3. We want our customers to feel safe when they pay with a credit or debit card.
4. How can we give our customers support if they've got questions or technical problems?
5. I want visitors to be able to LIKE us easily and often.
6. I'd like my site to include reviews from existing customers.

**B**

- a. It's important to include a secure payment gateway process. **We'll make sure your payment gateway is PCI compliant.**
- b. **We can incorporate social share buttons to link to popular social media sites.**
- c. That's a good idea. **We'll incorporate social proof reviews to increase your sales.**
- d. **We'll embed a range of keywords** so that you get good SEO across multiple search engines.
- e. **It's possible for us to mask your customer's personal and financial details for a secure interface.**
- f. **We can develop a Live Chat feature and a free helpline to help your customers.**

**Tip!**

PCI (Payment Card Industry) is an organisation that protects people against credit card and debit card fraud.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

4 Read the questions and responses in Exercise 2 again. Then choose the correct answer.

- Choosing the correct keywords will help your customers select products / generate more visits to your website.
- A secure payment gateway process makes sure customer data is not revealed / sales are increased.
- The Live Chat feature answers customers' questions / gives customers reviews.
- Visitors can easily link to sites like Facebook and Pinterest to post comments / chat with each other.
- Other people's online experiences can help a customer solve technical problems / make a purchase.

## Working with Vocabulary

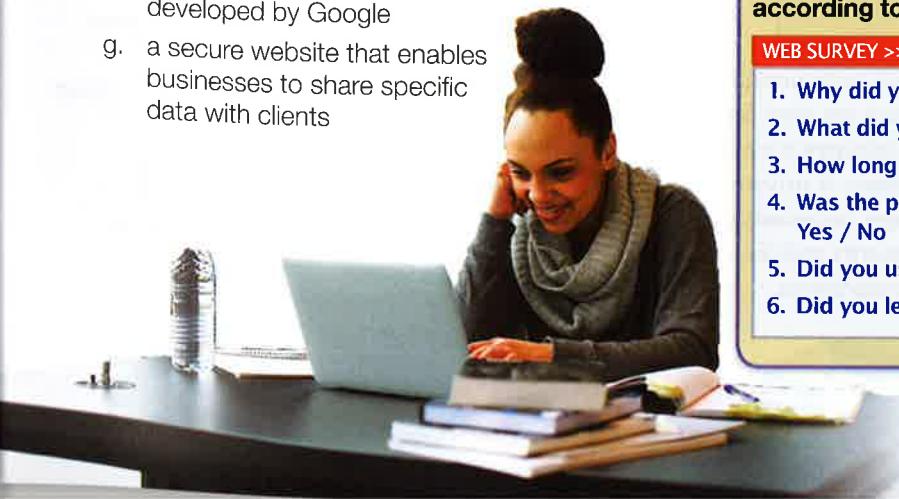
5 Listen and repeat the words in colour. Then match the words in A to their meanings in B.

### A

- brand
- mask
- customer portal
- G suite
- incorporate
- seamlessly
- website traffic

### B

- to include something
- continuously, without any interruptions or problems
- a type of product usually sold under a special name
- to keep something from being known
- the number of visits a website receives
- a collection of Internet services developed by Google
- a secure website that enables businesses to share specific data with clients



6 Listen and repeat the words and phrases in colour. Then match the questions in A to the answers in B.

### A

- What is the domain name of your company?
- Why is positive social proof important for business owners?
- Is this software compliant with the latest standards?
- What does web hosting mean?
- What is SEO (search engine optimisation)?

### B

- It's a service that allows you to publish your website online.
- Yes. It meets the specifications that are needed.
- It helps convince customers to purchase their product.
- It's a process of improving search engine rankings.
- www.targetforme.com

7 Listen and repeat the words and phrases in colour. Then use them to complete the mini-dialogues.

feedback ♦ trust logo ♦ payment gateway ♦ PCI worth ♦ credible ♦ social share buttons ♦ increase

- A: Is it <sup>1</sup>.... improving our website?  
B: Yes, it will <sup>2</sup>.... your sales.
- A: How can I give <sup>3</sup>.... about a company?  
B: Use the <sup>4</sup>.... – Facebook, Twitter and Pinterest.
- A: I want to know if this website is safe. Where do I look?  
B: Here's their <sup>5</sup>.... . This tells us that the company is <sup>6</sup>.... .
- A: If the <sup>7</sup>.... is secure, why does the website need to be <sup>8</sup>.... compliant?  
B: To ensure that there is a safe environment for processing, storing or transmitting credit card information.

## Your Turn

Listen to a market researcher and an e-customer talking about the e-customer's website experience. Copy and complete the survey form according to the e-customer's answers.

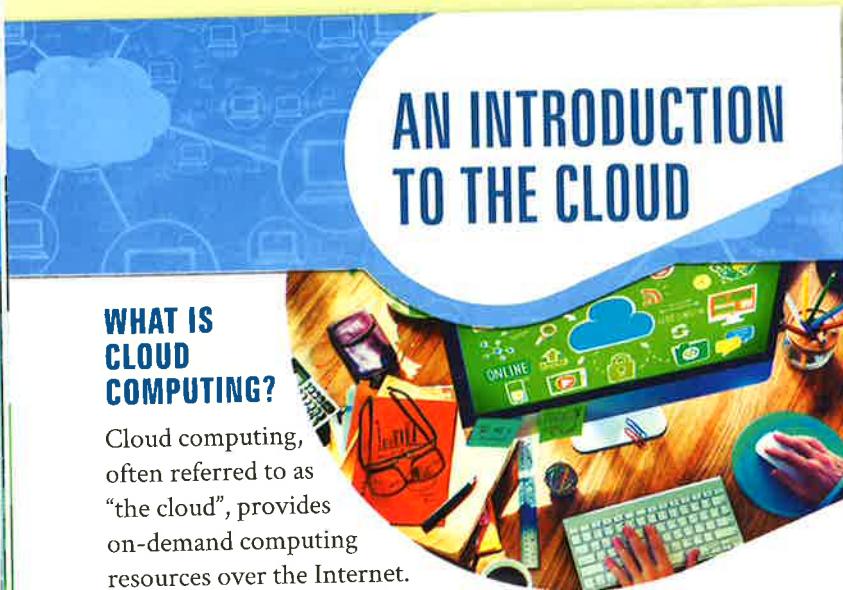
WEB SURVEY >>

- Why did you choose our site?
- What did you purchase?
- How long did you browse the site?
- Was the payment process safe and easy to use? Yes / No
- Did you use our free helpline? Yes / No
- Did you leave feedback? Yes / No

# Cloud Computing

> Getting Started: Vocabulary (page 133)

1 Read the Internet article. Then complete the sentences on the right.



**AN INTRODUCTION TO THE CLOUD**

### WHAT IS CLOUD COMPUTING?

Cloud computing, often referred to as "the cloud", provides on-demand computing resources over the Internet. In other words, storing and accessing information and programs on the Internet instead of on your computer's hard drive.

#### ADVANTAGES:

- Elasticity – scale up or down quickly and easily according to your needs
- Pay only for what is used
- Self-service access available for all the IT resources needed
- System managed by the service provider

#### DISADVANTAGES:

- Dependency on service providers
- Dependency on reliable Internet connection
- Potential security risks

## CLOUD COMPUTING LEXICON

**SaaS:** Software as a Service provides the user with cloud-based applications which a third-party owns and operates. Payment can be per usage, by subscribing or even free.

**PaaS:** Platform as a Service provides infrastructure on which software developers can develop new applications.

**IaaS:** Infrastructure as a Service delivers computer infrastructure as a service. This includes servers, software, data-centre space and network equipment.

## PUBLIC VERSUS PRIVATE CLOUD

A public cloud is owned and operated by a third-party provider which gives services to multi-users. Public clouds are ideal for small and medium-sized businesses. Since the infrastructure cost is shared by a number of users, the service is cheap. A private cloud is infrastructure operated solely for a single organisation. It provides an increased level of control and security and the ability to customise storage and networking components. Therefore, it is suitable for large businesses.

- 1 When cloud computing, you use programs on .... , not on .... .
- 2 When cloud computing, customers use and pay for resources according to .... .
- 3 When cloud computing, the user depends on .... , as well as on .... .
- 4 Users of SaaS get .... , but users of PaaS can create their own .... on infrastructure which is provided.
- 5 Using a public cloud is not expensive because the .... .
- 6 Using a private cloud is more secure because the service is provided to .... .

2 A small business owner (A) and an IT consultant (B) are discussing cloud computing. Listen to the dialogue and fill in the missing words.

- A: Why should we switch to using <sup>1</sup>.... for our business?
- B: Well, **you can get rapid access to innovative business applications** and programs.
- A: Would it cost the business more <sup>2</sup>.... ?
- B: No, **you only pay for the server resources you use.**
- A: **What is the maximum free storage space I'm allowed?**
- B: This depends on the <sup>3</sup>.... you decide to use. **Many of them offer no storage limit.**
- A: Can I change the amount of space according to my <sup>4</sup>.... ?
- B: Yes, **you can scale up and down as your business demands.**
- A: Are there any other <sup>5</sup>.... to having a cloud account?
- B: Yes, **it frees up data storage space on your servers and increases your available bandwidth.**
- A: Should we choose a public or <sup>6</sup>.... cloud solution?
- B: **The public cloud is much more affordable, but you do get an additional level of security with a private cloud.**

**3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

**4** Read the dialogue in Exercise 2 again. Which of the following advantages to cloud computing are mentioned by the IT consultant?

1. The business can get new software quickly.
2. The costs only include services used by the business.
3. You don't have to worry about viruses affecting your software.
4. Storage space is flexible.
5. Servers are operated by the suppliers.
6. A private cloud is more secure than a public cloud.

## Working with Words

**5** Match A to B to form words or phrases.

Then listen and repeat.

A	B
1. self-	a. user
2. third-	b. service
3. on-	c. per usage
4. payment	d. party
5. multi-	e. demand

**6** Copy and complete the sentences below with the words and phrases from Exercise 5.

1. You don't pay a monthly fee. It's a .... system.
2. .... means that a lot of people are connected to a system.
3. There are no workers to assist you. It's .... .
4. The two companies called in a .... to help them with an important decision.
5. It's a good company. They provide .... service 24 hours a day.

**7** Listen and repeat the words in colour. Then decide which sentences are logical.

1. One of the **advantages** of working with wireless equipment is that you are free to move around.
2. If you **manage** a business, you are responsible for it.
3. All companies want to **decrease** the number of clients visiting their website.
4. A business' **needs** are the things that are required to operate it.
5. In computer networks, **bandwidth** is the amount of data that can be carried from one point to another at a specific time.
6. When you **scale down** the size of something, it becomes bigger.

**8** Listen and repeat the words in colour. Then choose the correct answer.

1. If you find an **ideal** solution, it is **perfect** / **useless**.
2. Computer **security** prevents **authorised** / **unauthorised** users from entering the system.
3. **Dependency** on something means you **can** / **can't** do without it.
4. If a decision is **solely** yours, someone **else** / **no one else** can decide.
5. A **risk** is a situation that **doesn't** / **might** involve danger.
6. If you find software that is **suitable** for your business, you **should** / **shouldn't** consider buying it.
7. If an item is **affordable**, you **have got** / **haven't got** the budget to buy it.
8. You **scale up** something when you want to **reduce** / **enlarge** the size of it.

**9** Copy and complete the sentences. Use the words in bold to help you.

1. If something is **affordable**, you .... pay for it.
2. When something is **ideal** for you, you don't need to look for anything .... .
3. When you put your money at **risk**, you might .... it.
4. A **self-service** restaurant hasn't got any .... .
5. If you **decrease** the number of your employees, you won't have as .... as you had before.
6. **Payment per usage** means you don't pay a .... fee.

### Your Turn

**Student A:** You are the owner of a medium-sized business. You are asking a representative of a cloud computing company some questions. Use the topics on page 90 to ask the questions. Then decide whether to use a private or a public cloud.

**Student B:** You are a representative of a cloud computing company. Answer the client's questions. Use the information on page 99.



# 18

## Online Safety

► Getting Started: Vocabulary (page 134)

**1** Read the online advice page. Then decide which tips on the right are mentioned in the article. ►

### How to Stay Safe Online

BLOGS ADVICE CONTACT

With more and more people completing transactions online, digital safety has become an important factor. Today, more than ever, you must take precautions to ensure your personal information is safe from hackers and thieves.

**1** **PASSWORD PROTECTION:**

- Never share your passwords with anyone or include them in e-mails.
- Password protect all sensitive files on your computer.
- Use a sentence that is at least 12 characters long to create a strong password.

**2** **SOCIAL MEDIA:**

- Protect against identity theft. Don't make your personal information public.
- Adjust your privacy settings to limit who can see your profile. If you don't want to risk everyone seeing your photos, don't post them online at all.
- Don't make your holiday plans and live photos public. Thieves will know when your house is empty.

**3** **E-MAIL:**

- DON'T open, click on a link or reply to an e-mail if you don't know who sent it to you.
- Use filters to block unwanted e-mails such as:
  - Phishing – fake or fraudulent e-mails to trick users into sharing their personal information like credit card details, user names and passwords.
  - Bulk e-mails – e-mails sent to millions of people. They may contain links or downloads with viruses or spyware which can corrupt your computer.

**4** **SAFETY FOR CHILDREN:**

- Use parental control options to block undesirable websites, videos and content.
- Monitor your children's use of social media and browsing.
- Instruct young children and teens about online safety. Teach them not to 'make friends' with everyone. People may hide behind a false identity.



### Tips:

- Don't give your passwords to other people.
- Use a different password for each account.
- Use privacy control. Only let certain people view your personal details.
- Report spam to your e-mail client.
- Use filters to reduce spam.
- Check your children's use of the Internet and social media.

**2** Two colleagues are discussing Internet security. Choose the correct answer. Then listen to the dialogue and check your answers. ►

- A: Hi, Katie. My daughter was surfing the web last night and I noticed some undesirable content that I didn't want her to see. I need to block certain <sup>1</sup> e-mails / websites. Do you know how I can do this?
- B: It's easy, Wendy. You can set up your PC to monitor what your children are viewing. It will also keep them away from certain games and sites. You can even set limits on how much time they spend online.
- A: You mean I can actually <sup>2</sup> limit / decide what sites the browser finds?
- B: Sure. Almost all browsers and social media websites have Parental Controls or Privacy Settings.
- A: Where do I find the Parental Controls on Google? How do I <sup>3</sup> set / do them?
- B: In your browser, go to Search Settings on the right-hand side of the screen. Under "SafeSearch filters", check the box next to "Turn on SafeSearch". Then at the bottom of the page, click "Save".
- A: How does this help?
- B: When someone does a search in their browser, this filters the search results and eliminates undesirable videos and websites.
- A: Is it completely <sup>4</sup> safe / sure?
- B: It's not 100% accurate. However, it helps protect children from most of the <sup>5</sup> relevant / inappropriate search results.

3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

4 Read the dialogue in Exercise 2 again. Then match A to B to form sentences.

A

1. Wendy
2. Katie
3. A SafeSearch filter
4. Many social media sites



B

- a. may not eliminate all inappropriate material.
- b. didn't know that parents can limit online access.
- c. have got parental controls.
- d. recommends filtering search results.

## Working with Vocabulary

5 Match A to B to make expressions. Then listen and repeat the expressions. (1)

A

1. identity
2. parental
3. make
4. privacy
5. password

B

- a. settings
- b. public
- c. protect
- d. theft
- e. control

6 Copy and complete the sentences below with the expressions from Exercise 5.

1. Think twice before you .... your private information .... .
2. Using .... , you can adjust what different people see on your Facebook page.
3. .... is a very serious crime.
4. .... your account with a combination of letters, numbers and symbols.
5. Fathers and mothers should think about putting .... onto the family PC.

7 Listen and repeat the words in colour. Then choose the correct answer. (1)

1. A **hacker** / **profile** contains a person's personal information.
2. Using another person's credit card without permission is **fraudulent** / **undesirable**.
3. It's important to **ensure** / **hide** your children are safe on social networking sites.
4. A firewall can **trick** / **block** unauthorised users from accessing a network.
5. Do you think parents should **post** / **monitor** their children's access to the Internet?
6. Viruses can **corrupt** / **risk** the information on your computer files.

8 Listen and repeat the words in colour. Which pairs of sentences have got a similar meaning? (1)

1. a. You should delete an e-mail that seems **suspicious**.  
b. If you don't know the source of an e-mail, throw it out.
2. a. **Phishing** messages look like they come from a reputable company.  
b. Reputable companies send messages as a way of getting more customers.
3. a. **Adware** collects information about users' Internet activities.  
b. Adware analyses which websites a user visits.
4. a. **Thieves** can use your credit card details to purchase products from websites.  
b. Most people use their credit cards to purchase online today.
5. a. Companies often send out **bulk e-mails**.  
b. To get to all their clients, companies send out thousands of e-mails at the same time.

9 Match A to B to form sentences.

A

1. You could meet undesirable people
2. A hacker can change
3. Fake e-mails can trick users into
4. Learn how to hide your online identity
5. You can post a helpful reply
6. You risk losing your privacy

B

- a. giving away vital information.
- b. on social networking sites.
- c. when you share too much personal information.
- d. on this forum.
- e. and be anonymous on the web.
- f. information on your computer system.

## Your Turn

Listen to the conversation between a bank employee and a client. Copy and complete the chart. Then tick (✓) the correct columns. (1)

Who ... ?	Client	Bank Employee
1. reported the scam		
2. was suspicious because of the logo		
3. knew about the phishing		
4. wanted to prevent this from happening again		
5. will adjust the filters		

# Protecting Your Business

> Getting Started: Vocabulary (page 134)

- 1 Read the e-mail. Then choose the correct answers to the questions on the right according to the text. ☺

To: IT Managers  
From: Sam Brown: Network Administrator  
Subject: Company Cyber Security Meeting

Following last week's cyber attack attempts, we all need to reassess security to protect our business. Please read the agenda points below before our meeting. It is essential that ALL managers attend.

1. **Establish better network security:** Buy new antivirus software with 'real-time' protection to make sure we are better protected against viruses, spyware and other malicious codes. Check which new vendors regularly provide patches and updates to their software.

2. **Secure our network:** Check the firewall and encrypting information. Make sure the WiFi is secure and hidden. To safeguard from unauthorised access, implement password protection on the router.

3. **Establish stronger security policy for all employees:** Consider implementing multi-factor authentication for employees to gain entry to sensitive data. Administrative privileges should be limited to IT managers only. Make sure all employees are aware of the penalties if they violate the business' cyber security rules.

4. **Research new backup system:** Install a more innovative program to perform daily backup which also includes an effective recovery solution. An alternative backup for storing copies off-site or on the cloud is also essential.

5. **Redesign policy on payments:** Check our authentication system with the bank and credit card companies before we open our e-commerce site. It is imperative we use the most trusted validation tools and anti-fraud services.

## Tip!

Multi-factor authentication combines two or more independent credentials: something the user knows, such as a password or a secret question; something the user has got, such as a bank card; and biometric verification.

1. Sam Brown is insisting that ....
  - a. IT managers participate in the meeting
  - b. all employees read the agenda
2. Sam Brown believes that the company needs to ....
  - a. update its antivirus software
  - b. replace its antivirus software
3. The company has got cyber security rules ....
  - a. which allow employees to see all data
  - b. which employees mustn't violate
4. The company would like a backup program which ....
  - a. provides a way to recover data
  - b. stores data on the cloud
5. The company is planning to ....
  - a. sell products online
  - b. redesign their products

- 2 An IT security advisor (A) is giving security advice to a business owner (B). Number sections A-C in the correct order to form a dialogue. Then listen to the dialogue and check your answers. ☺

- A B: Yes. How else can we make sure our network is completely secure?  
A: You should consider installing a VPN – a virtual private network. It offers a much better level of security.  
B: How does that work?  
A: It works as a private network, even though you are using a public network.
- 
- B A: Hi, Mathew. What seems to be the problem?  
B: Well Jack, last month we had a serious security breach even though we had installed new anti-virus software.  
A: When did you last download an update?  
B: Oh! I'm not sure.  
A: You need to check for software updates at least once a month.
- 
- C B: OK, I'll get the IT staff to check that.  
A: Is there anything else that you're concerned about?  
B: Yes, some employees have complained that sometimes they can't access all the programs they need.  
A: It sounds like we need to reassess the firewall settings. I'll adjust the settings for you. Have you got any other questions?

- 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

- 4** Read the dialogue in Exercise 2 again. Then decide whether the sentences are true, false or the text doesn't say.

1. Mathew's company has got new anti-virus software.
2. Mathew updated his new anti-virus software last month.
3. Employees now get increased access to more programs.
4. Adjusting the firewall settings will prevent the employees from accessing programs.
5. Jack recommends reducing risk by using a private network.

## Working with Vocabulary

- 5** Listen and repeat the words in colour. Then replace the words in bold with the words in colour.

safeguarded ◆ gain entry to ◆ establish agenda ◆ attempted

1. We weren't able to **get into** the factory.
2. The manager wanted to **create** a new department.
3. Hackers **tried** to get into the bank's network.
4. Before the meeting, we received the **list of the topics to discuss**.
5. Make sure your computer is **protected** from malware.

- 6** Listen and repeat the words in colour. Then match A to B to form sentences.

A

1. A **cyber attack** on a government
2. **E-commerce** is a business transaction
3. If we **encrypt** all the customer data,
4. **Malicious code** is used to
5. Special data **recovery** software
6. **Tools** are a set of basic accessories
7. A **VPN (Virtual Private Network)** is a private network

B

- a. for software developers.
- b. can help you find deleted files.
- c. damage data, files and computing systems.
- d. over the Internet.
- e. built over a public infrastructure.
- f. it will be protected.
- g. can cause chaos.



- 7** Listen and repeat the words in colour. Then use them to complete the dialogues.

1. real-time protection ◆ aware of multi-factor authentication

A: Is your network secure?

B: Yes, I am <sup>1</sup> .... the problem, so I've got some good <sup>2</sup> ....

A: Have you considered using <sup>3</sup> .... ?

B: Yes, I have, but I've decided not to do that at the moment.

2. penalty ◆ reassess ◆ breach ◆ sensitive

A: We had a data <sup>4</sup> .... last week, so our company is very <sup>5</sup> .... about security. I can't give you my password.

B: What's the <sup>6</sup> .... for doing this?

A: The manager will <sup>7</sup> .... my contract and I could find myself without a job.

- 8** Choose the correct answer.

1. This is *sensitive* / *trusted* information, so please don't discuss it with anyone.
2. Releasing this information is considered a *security tool* / *breach*.
3. You need to *safeguard* / *attempt* your network against unauthorised entry.
4. What is the *penalty* / *agenda* for coming late to work?
5. Hackers were able to *gain entry to* / *establish* the accounting system.

### Your Turn

**Student A:** You are a security administrator. Ask your security advisor to help you solve some problems. Use the chart on page 91 to tell him / her your problems and record the solutions.

**Student B:** You are an IT security advisor. Provide solutions for your client using the information on page 99.



# 19

## Applying for a Job

› Getting Started: Vocabulary (page 135)

- 1 **Read the job advert.** Then decide if the sentences below are true or false.  
Copy the phrases that gave you the answers into your notebook. ↗

**A growing manufacturing company is looking for a  
SYSTEM ADMINISTRATOR ASSISTANT  
to be responsible for installation, configuration  
and support of all business computer systems.**

**Responsibilities include:**

- \* installing, updating and maintaining servers and operating systems
- \* configuring hardware and peripherals
- \* performing daily backup operations
- \* creating and updating user accounts
- \* providing technical support to staff

**Job requirements:**

- \* computer science certificate
- \* minimum three years' previous experience
- \* excellent problem-solving skills
- \* system administration certification in Linux and Microsoft
- \* ability to work under pressure
- \* ability to work overtime
- \* excellent people skills

Send CV to [jobs@manunet.com](mailto:jobs@manunet.com)

The system administrator assistant ... .

1. will purchase peripherals for the company
2. will make sure all the company data is backed up
3. will be responsible for troubleshooting
4. needs to have a university degree in computer science
5. needs to have training from specific vendors
6. does not need work experience
7. will only work conventional hours
8. will need to interact with colleagues



- 2 **The Human Resources Director (A) is interviewing a candidate (B) for the job of system administrator assistant. Listen to the dialogue and choose the correct answers. ↗**

A: Good afternoon. I'm Harry Brink, the director of Human Resources.

B: 1. Nice / Pleased to meet you, Mr Brink. I'm Caroline Rand.

A: 2. Have a seat / Come in, Caroline. I've got a few questions for you. **Can you tell me about your educational background?**

B: I've got a vocational diploma in computing and information technology and I've just completed a course from MITOPEN Courseware in 3. operating systems engineering / programming.

A: **What is your experience installing and configuring operating systems?**

B: I gave technical support to 4. staff / customers at Grants for two years. After that, I became the assistant IT administrator.

A: **Why did you leave?**

B: They moved their offices to another 5. city / country and I couldn't move at that time.

A: So, **why do you think you are a good candidate for this job?**

B: Well, I'm hard-working, responsible, willing to work in a team and I know how 6. important / essential it is to keep up with fast-growing technologies.

A: Well, thank you for coming to meet me. **I'll be in touch.**

B: Thank you. **It was nice meeting you.**

**3** Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

**4** Read the dialogue in Exercise 2 again. Then copy and complete the sentences.

1. Harry Brink is .... .
2. Caroline has got a vocational diploma in .... .
3. Before Caroline left Grants, she worked as .... .
4. Caroline wasn't able to continue working at Grants because .... .
5. Caroline describes herself as .... .

## Working with Vocabulary

**5** Listen and repeat the words and phrases in colour. Then use them to complete the sentences.

vocational training ♦ people skills  
certification ♦ secondary school ♦ team  
educational background ♦ experience  
fast-growing technologies ♦ overtime  
under pressure

1. Some people prefer working alone, not in a .... .
2. What is your .... ? Did you study at university?
3. We gave the job to Patricia Rose because she had a lot of .... in handling customer complaints.
4. I'm working late. I'll have to do some .... .
5. Mr Ross makes sure to get updates and information on .... .
6. It isn't easy to work .... , especially when you're a new employee.
7. You will give technical support to our customers, so you need patience and good .... .
8. I've got .... as a Network System Technician from the Electronics Technicians Association.
9. I finished .... when I was 18. Then I did .... in electronics.

### Tip!

The words below belong to the same word family. How do you say these words in your language?

employment ♦ employer ♦ employee  
interview ♦ interviewer ♦ interviewee

**6** Listen and repeat. Then write four pairs of words with opposite meanings in your notebook.

outgoing ♦ insecure ♦ hard-working  
organised ♦ relaxed ♦ lazy ♦ responsible  
confident ♦ shy ♦ highly skilled ♦ nervous  
knowledgeable

**7** Choose the correct answer.

1. Amanda is *hard-working / confident*. She's at the office from 7 am to 7 pm every day.
2. It's my first day at this job. I'm so *lazy / nervous*!
3. Is Dan *responsible / knowledgeable*? Does he always finish his projects on time?
4. Tim is an excellent software tester. He's very *organised / relaxed*.
5. Chloe isn't a good marketing representative. She's too quiet and *outgoing / shy*.
6. You can't offer such a low salary to a *nervous / highly skilled* candidate.
7. Lisa is showing me how to search for statistics. She's very *knowledgeable / insecure* about the Internet.

### Your Turn

Listen to a radio presentation on interviewing tips. Which tips does the presenter mention?

1. the importance of arriving on time
2. how to dress for an interview
3. how to greet the interviewer
4. how to answer questions
5. what documents to bring
6. organising your documents
7. which questions to ask the interviewer
8. the importance of smiling



# Interviewing

> Getting Started: Vocabulary (page 135)

## 1 Read the interview form. Then answer the questions below.

### INTERVIEW FORM

Name:	Caroline Rand	Telephone:	056837492
Address:	45 East New Union Rd, Bradford	E-mail:	CRand@qnet.uk
Education:	<input checked="" type="checkbox"/> secondary school <input type="checkbox"/> university <input checked="" type="checkbox"/> vocational computing and information technology, operating systems engineering		
Skills:	knowledge in Windows and Linux operating systems, HTML, C++		
Languages:	English (native), German (intermediate)		
Work experience:	Computer support technician - 2 years Grants Company LTD. Assistant IT administrator - 6 months Grants Company LTD.		
Interviewer:	Harry Brink	Date:	10th August
Suitability for position:	hardworking, knowledgeable about subject, diligent, fast learner		
Schedule a second interview:	<input checked="" type="checkbox"/> Yes	No	
Starting Salary:	£18,000		

1. In which city does Caroline live?
2. Did she study at university?
3. What computer languages does she know?
4. What languages does she speak?
5. How many interviews at the company has she had so far?

## 2 Harry Brink (A) is interviewing Caroline Rand (B) a second time. Listen to the dialogue and fill in the missing words.

A: Hello, Caroline. It's nice to see you again. Please <sup>1</sup>.... .  
B: Thank you. I'm glad to be here.  
A: As I told you on the phone, we'd like to offer you the job, but I want to go over a few <sup>2</sup>.... .  
B: Sure.  
A: This job will require working at least three evenings a week. How do you feel about that?  
B: It's <sup>3</sup>.... . I can be flexible about my time.  
A: Good to know. Have you got any questions for me?  
B: I'd like to ask, what salary can I expect?  
A: Well, the starting salary is £18,000 per annum and you'll work a 40-hour week. There may be overtime if we have serious technical problems.  
B: That seems fair. What about holiday time?  
A: You get 22 days annual holiday leave and 10 days of paid sick leave. You also get <sup>4</sup>.... insurance and retirement benefits.  
B: I'd like to ask you about opportunities for advancement. Do you send employees on courses?  
A: We expect our staff to keep up-to-date on changes in the field, so we encourage our staff to take certain courses.  
B: It sounds like a perfect job for me.  
A: Good. So will you be able to start on <sup>5</sup>.... at 9.00?  
B: Yes, that will be fine. I'm looking forward to it. Thank you, Mr Brink.

## 3 Practise the dialogue in Exercise 2 with a partner. Pay attention to the sentences in colour.

- 4** Read the dialogue in Exercise 2 again. Then match A to B.

A	B
1. £18,000	a. holiday time
2. 40	b. number of hours per week
3. 22 days	c. starting time on first day
4. 10 days	d. salary per year
5. 9.00	e. paid sick leave

**Tip!**

In English, we say you go **for** a job interview.

## Working with Vocabulary

- 5** Listen and repeat the words in colour. Then use them to complete the sentences.

**temporary** **permanent**

- I'm looking for a .... job. I want to work in the same place for a few years.
- This job is probably for three months. It's only a .... job.

**retirement benefits** **starting salary**

- The .... is €9 per hour.
- What are the .... at your new job?

**hire** **retire** **fire**

- I really want this job. I hope they'll .... me.
- Mr Anderson has worked in the IT department for 40 years. He's going to .... next week.
- I'm worried the company will .... me for sleeping at my desk.

**shifts** **schedule** **recruit**

- Does your company .... many students?
- The desktop support technicians provide 24/7 support, so they work in 12-hour .... .
- Every Friday, the staff get their .... of hours for the following week.

- 6** Listen and repeat the words and phrases in colour. Which sentences are true for you?

- I'm very **ambitious**. I want a good career.
- I'm not very **flexible** about hours. I can only work for certain hours.
- I'm very **industrious**. I work hard and get a lot done.
- I'm a **fast learner**. I don't need a lot of explanations.
- I'm not very **good at multi-tasking**. I can't do more than one thing at a time.

- 7** Listen and repeat the words in colour. Then match the words in A to their definitions in B.

**A**

- sensitive**
- diligent**
- easy-going**
- creative**
- energetic**

**B**

- a. has got original ideas
- b. pleasant and relaxed
- c. hard-working
- d. active, dynamic
- e. is aware of other people's feelings and behaviour

- 8** Read the sentences and choose the correct answer.

- Are you flexible about your hours?
  - No, I don't want to work shifts.
  - No, I don't want a temporary job.
- Tom is very ambitious.
  - He's also a fast learner!
  - He's not interested in a career.
- Two support technicians were fired.
  - Were they too flexible?
  - Were they temporary workers?
- My starting salary is low.
  - Well, at least there aren't any retirement benefits.
  - Well, at least the work isn't hard and the hours are easy.
- It's great they hired Melanie as a web designer.
  - Yes, she's really creative.
  - Yes, she's sensitive.

## Your Turn

**Student A:** You are the head of IT and are interviewing a candidate for a job as a software tester. Ask questions to complete the interview form on page 91. Then discuss work hours, salary and benefits.

**Student B:** You are applying for a job as a software tester. Answer the interviewer's questions. Use the personal information on page 99. Then ask questions about work hours, salary and benefits to complete the chart.



# 20

## Preparing a CV

› Getting Started: Vocabulary (page 136)

- 1 Read the tips for preparing a CV. Then answer the people's questions below. ↗

### Tips for writing a CV

- Do not write a CV by hand – use a computer.
- Make sure that your headings are clear.
- Use the spell-check on your computer.
- The headings you should include are: Personal details, Education, Work experience, Languages, Skills and References.
- **Personal details:** Include name, home address, date of birth, phone number and e-mail address. Other details you can include are your gender and nationality.
- **Education:** Include all relevant courses. State where you studied. Always start with the most recent place you studied.
- **Work experience:** Write your most recent place of work first. Give an accurate job description. You can also include any part-time work that you have done.
- **Languages:** Mention any foreign languages you speak.
- **Skills:** List computer skills or any other skills that are relevant to the job.
- **References:** Ask two people if they would be prepared to give you references – one should be from a place where you studied and the other should be from a place where you worked.

Janet

1. How many headings should I include in my CV?

Alice

2. Is it a good idea to mention part-time work I've done?

Diane

3. I speak French, but knowledge of foreign languages doesn't appear in the job requirements. Should I mention being fluent in French?

Bruce

4. Should I include my hobbies and sports?

Adam

5. Who should I get to write a reference for me?

- 2 Match the information below to the correct heading on the CV.

1. 2012-2013: Network Administrator, Davidson's Electronics.
2. dana3@gmail.com
3. Date of Birth: 26th August, 1992.
4. 2010: Certificate in Network Administration – Computer Training School.
5. Installing, configuring and administering network technologies.

**Tip!**

A CV is also called a résumé.

## Working with Vocabulary

### 3 Listen and repeat the words in colour. Then read the sentences and choose the correct answer.

1. What are your **career objectives**?
  - a. I hope to be a web designer.
  - b. I hope to finish school next year.
2. What is your **date of birth**?
  - a. It was last week – 20th May.
  - b. 20th May, 1993.
3. Are you **fluent** in any other languages?
  - a. Yes – in German and Russian.
  - b. I've taken a beginner's course in French.
4. What is your **current job**?
  - a. I've taken a course in information technology.
  - b. I work as a computer programmer for AAI Computer Games.
5. What **computer skills** have you got?
  - a. I've got a good knowledge of hardware and software applications.
  - b. I bought a new computer last month.
6. Have you got any **references**?
  - a. I am very outgoing.
  - b. Yes, they are listed on my CV.
7. What **personal details** do you need?
  - a. Include any programming courses you've taken.
  - b. Include your address and phone number.
8. What is your **job description**?
  - a. I provide technical assistance to customers by phone.
  - b. I work on Mondays and Fridays.

### 4 Listen and repeat. Then copy and complete the chart with the words or phrases.

graduate ◆ married ◆ single ◆ gender ◆ male  
certificate ◆ divorced ◆ Bachelor's degree  
female ◆ formal training ◆ marital status

Personal Details	Education
------------------	-----------

### 5 Copy and complete the sentences with words from Exercises 3 or 4.

1. Miguel isn't married. I don't know if he's .... or .... .
2. I can perform computer repairs but I have never had any .... in computers.
3. When I graduated from university, I received a .... .
4. Your gender, marital status and nationality are .... .
5. Solving technical problems is my main responsibility in my .... .
6. You must be .... in English in order to apply for a job as a software tester here.

## Your Turn

Jason is being interviewed for a job. Listen to the interviewer and Jason discussing his CV. Choose the correct answer. 

1. Jason has worked in the IT department of Rightprice Supermarkets for .... .
  - a. two years
  - b. four years
2. Jason provides support to .... .
  - a. the company's customers
  - b. the company's workers
3. Jason has got experience in .... .
  - a. installing software
  - b. programming software
4. Jason's qualifications include a .... .
  - a. Bachelor's degree in computer sciences
  - b. Computer Technician Certification
5. Jason wants to work .... .
  - a. part-time
  - b. full-time



# Writing a CV

1 Read the covering letter and the CV.  
Then choose the correct answer below. 

From: Rebecca Webber  
To: pgrander@jobs.mizo.net  
Subject: IT support

Dear Ms Grander,

I'm writing in reference to the position of IT support as advertised on Job4U.uknet.uk. Please find my CV attached.

If you require further information, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely,  
Rebecca Webber

## CURRICULUM VITAE

### Personal details:

Name: Rebecca Webber  
Date of birth: 16th June, 1995  
Telephone number: 01738 367683  
E-mail address: ReWeb@ynet.uk

### Education:

2013-2014: Cyber Security courses, Coursara  
2012-2013: Business Technology Management courses, Coursara  
2010-2012: Computer Management Certification, two years, Institute of Technology

### Work experience:

2014-present: IT Business Support, Preston Trades  
Responsibilities: troubleshooting via telephone, e-mail, and remote support tools to diagnose technical issues, assisting in maintaining operating systems, applications, networks, servers and peripherals

Languages: English (native), German (advanced)

Skills: MS Office, HTML, JavaScript

References: Samuel Robins

Head of IT, Preston Trades

23 Centre Ave

Manchester

01748 498633

1. What is the purpose of a covering letter?
  - a. to give basic information about a person
  - b. to say what job a person is applying for
  - c. to recommend a place of work
2. What is the purpose of a CV?
  - a. to say why a person wants a job
  - b. to give a job description
  - c. to give information about a person's qualifications for a job
3. What is NOT one of Rebecca's responsibilities at Preston Trades?
  - a. identifying technical issues
  - b. maintaining servers
  - c. support for mobile phones

### Tip!

It is common today to send a covering letter and CV by e-mail.

**2 Answer the questions according to the CV and covering letter in Exercise 1.**

1. Who is Rebecca sending the CV to?
2. Where did she see the advert?
3. When was Rebecca born?
4. Where did she study?
5. Is Rebecca working now?
6. How many languages does she speak?

**3 Look at the CV in Exercise 1 again. What two things are missing from the CV? Use the tips for writing a CV on page 80 to help you.**

**Tip!**

When writing a covering letter, write *To Whom It May Concern* when you don't know the name of the person you are writing to.

### Your Turn

Imagine you are applying for one of the jobs in the adverts below. Write your CV and covering letter in the Workbook, pages 106 and 107.

The website has a dark header with 'JOB Listings' in orange and white, and navigation links: Home, About us, Job search (highlighted), Contact us, Help, and Login.

**A IT Operations Specialist**  
for international engineering firm  
Must have at least 3 years' experience in maintaining corporate applications, Linux servers, LAN, WAN and Security. Shift work at weekends.  
**Contact:** JeffC@DBS.com

**B Web Developer**  
required for online marketing firm  
Creating and managing sites, including familiarity with MySQL and PHP.  
**Contact:** support@MARCfirm.uk

**C Helpdesk Support**  
required for local university  
Part-time job. Must have knowledge of MS Windows and good people skills.  
**Contact:** ITJobs@net.ac.uk

**D IT Operations Support**  
needed for local government  
Provide technical support for servers and applications. Great benefits.  
**Contact:** govjobs@gov.uk

**E Web Designer**  
for Sports Town  
Experience in B2C websites. Expert in HTML, CSS, JavaScript and knowledge of browser workings.  
**Contact:** DanC@sportstown.net

# Pairwork: Student A

1

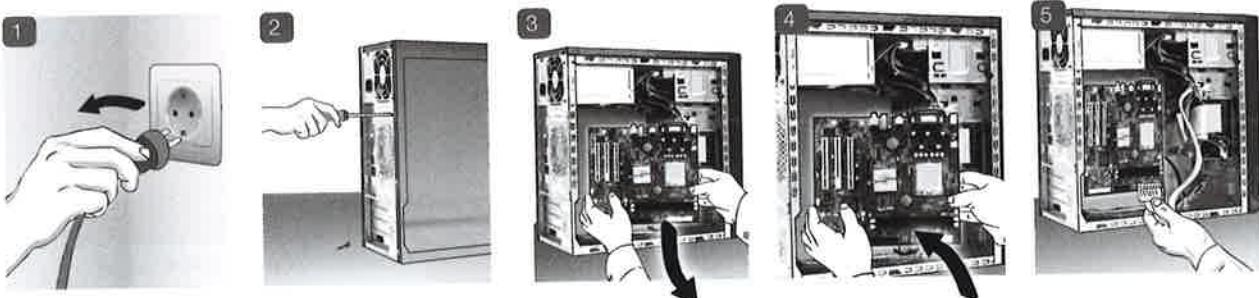
From page 7



2

From page 11

- 1 You need help removing an old hard drive and installing a new one. Ask your partner for help.
- 2 Help your partner to remove an old motherboard and install a new one. Follow the diagrams below to give instructions.



3

From page 15

## Inventory Questions

- Types of printers? How many?
- Enough microphones and headsets?
- More webcams needed?
- No wireless keyboards? Why?
- So many mouses? Why?

4

From page 19

**Summer Offers** 

**TOP-OF-THE-RANGE X56 LAPTOP**

500 GB

**CHARACTERISTICS:**  
Slimline  
Powerful and superfast

**REVIEWS:** 

**PRICE:** €699

**PRACTICAL STUDYTOP LAPTOP**

300 GB

**CHARACTERISTICS:**  
Compact, reliable and economical  
High-resolution, wide screen

**REVIEWS:** 

**PRICE:** €535

5

From page 23

**Thursday**

Job Location: Simpson's + Co

Directions: Go past train station - their office building is on the right.

Problem: Computers running slowly

Job: Check for viruses. Reinstall anti-virus system.

**Friday**

Job Location: .....

Directions: .....

Problem: ..... on computer network

Job: Recover information from ..... onto computer system.

Notes: Mrs Carter .....

## Pairwork: Student A

6

From page 27

**Student A:** Greet the caller and give the name of the company.



**Student B:** Reply and ask to speak to Jerry Gold.



**Student A:** Try to put the call through. Then say Jerry Gold is unavailable and give a reason:  
out on-site or on the other line or at lunch



**Student B:** Ask Student A if you can leave a message.



**Student A:** Say yes and take the message.

Message for Jerry Gold:

---

---

---

7

From page 31

### CUSTOMER INFORMATION

**Name of Company:** Magic Electrics

**Customer Number:** ME357

**Name of Contact Person:** Jake Ronalds

**Invoice Number:** 007865

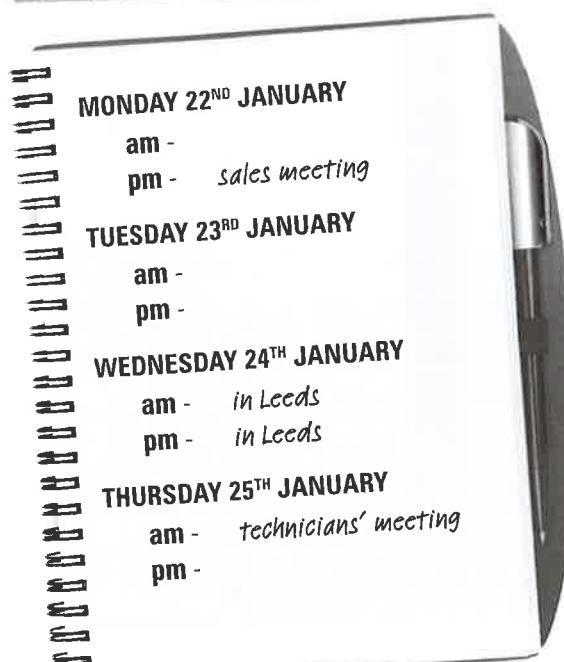
**Product:** Intel Pentium processor

**Under Warranty Until:** one year after delivery date

**Customer's Complaint:** Yesterday we received a processor with defects. The cooling system doesn't work.

8

From page 35



**9**

From page 39

**Problem 1:** You want to create more space on your smartphone. You don't know how to do it.

**Problem 2:** The sound on your smartphone isn't working. You can't hear your phone ringing.

**Problem 3:** You want to install the latest version of an app because the old one has stopped working.

**11**

From page 47

**Student A:** Find out from the customer what his / her software needs are.



**Student B:** Explain to the software vendor what you need the software to do for your company.



**Student A:** Find out if the buyer needs the software for a long time.



**Student B:** Explain your future plans. Ask about a demonstration.



**Student A:** Tell the client about the free demo and explain to him / her how to get it.



**Student B:** Ask the software vendor about support and maintenance.



**Student A:** Explain the assistance your company gives.



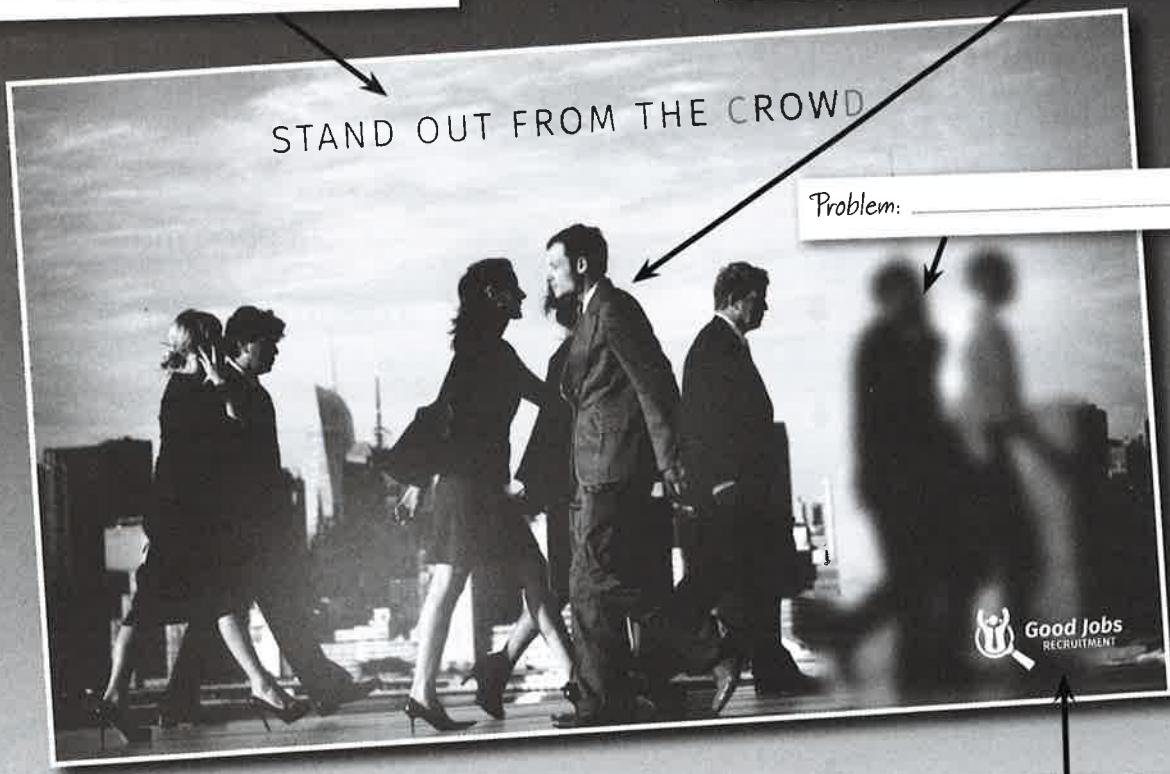
**Student B:** Thank the software vendor for his / her help.

## Client's instructions

The image needs some editing.  
I need to see advert before Friday.

Problem: \_\_\_\_\_

Problem: \_\_\_\_\_



Problem: \_\_\_\_\_

Problem: \_\_\_\_\_

13

From page 55

CLIENT FILE					
Account number	Customer (Company)	Contact person	Address	Telephone	Date of last invoice
B 349	Baxter & Co		25 Mill Street	7632916	24/9/16
	Davis Computers	Pat Marsh	16 Kelly Lane		31/7/16
J 905	Jobs for All	Fred Calvin [Manager]		6644991	3/3/17
L 617		Tom Sands	4 Compo Village	4545456	
	Trinity Hospital		Medical City		16/4/17

New client  
**MICROCOMP**  
 Tel: 7634231  
 Contact: Pete Murray [owner]  
 Address: 26 Market Place  
 Acc #: M 667  
 Date of last invoice: 28/10/17

New client  
**St. Helen's Girls School**  
 Tel: 2327875  
 Contact: Kate Downs [Headmistress]  
 Address: 12 Oxley Street  
 Acc #: S 345  
 Date of last invoice: 03/10/17

14

From page 59

## Work Order Form

Name of client: **ESSEM Electronics**

Address:

Telephone number: **01711 453 2194**

Number of floors:

**1**LAN WAN 

### EQUIPMENT REQUIRED:

Number of workstations: **30**Number of routers: **1**Number of hubs: Length of cables: Date and time for installation:

## Pairwork: Student A

15

From page 63

**Student B:** Greet the client on the phone and introduce yourself.

Ask the client what he / she needs.



**Student A:** Tell the technician you are having difficulties installing the Linux operating system.



**Student B:** Reassure the client and ask where he / she tried to download the system.



**Student A:** Answer the technician and tell him what you've done so far.



**Student B:** Find out how much free space the client has got.



**Student A:** Answer the technician about the free space on your drive.



**Student B:** Ask the client what bit version his / her computer is.



**Student A:** Answer the technician and explain what version your computer is.



**Student B:** Explain how to re-start the computer from the BIOS.



**Student A:** Tell the technician the installation was successful.

Thank him / her for his / her help.

16

From page 67

**Question 1:** You've just bought a virtual reality game called Gamer and you want to know which accessories are necessary to play that game.

**Question 2:** You need to know the minimum requirements to fast stream in HD for the game.

**Question 3:** You aren't sure if you have the right version of Windows for the game to run.

17

From page 71

- the reason for using cloud computing
- the cost
- storage space
- additional advantages
- public or private

18

From page 75

Your problems	Possible solutions
1. viruses	
2. recovering data	
3. unauthorised access	
4. secure network	
5. accessing programs	

19

From page 79

INTERVIEW FORM		Job Information
Name:		
Address:		
Telephone:		
E-mail:		
Education:	<input type="checkbox"/> secondary school <input type="checkbox"/> university <input type="checkbox"/> vocational .....	
Skills:	.....	
Languages:	.....	
Work experience:	..... .....	
Personality:	..... .....	
Interviewer:	Date:	Position:
Second interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# Pairwork: Student B

1

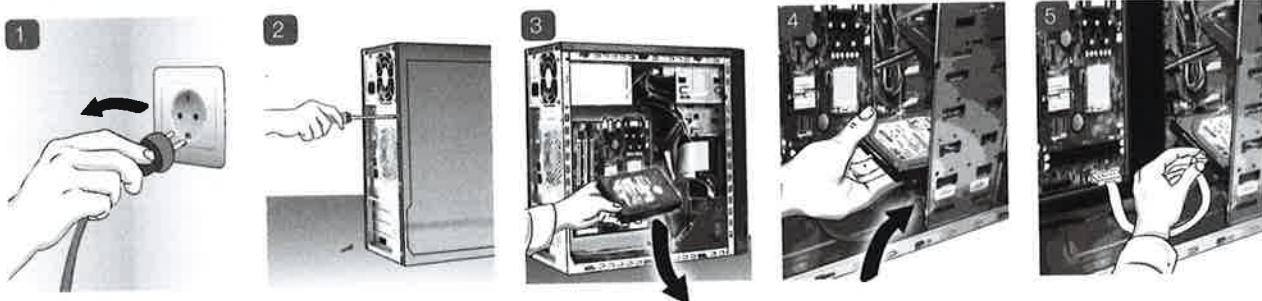
From page 7



2

From page 11

- 1 Help your partner to remove an old hard drive and install a new one. Follow the diagrams below to give instructions.



- 2 You need help removing an old motherboard and installing a new one. Ask your partner for help.

3

From page 15

## Notes from inventory

- Printers: Quick Jet - 26  
PhotoSmart - 11
- Standard Microphones - 15 - enough
- Headsets - 4 - need to order a box of 10
- Webcams - 7 - should be enough for this month
- Wireless keyboards - none, waiting for order from supplier
- Mouses: standard - 13 - enough  
wireless - 60 - overstocked, supplier sent double order

4

From page 19

**TOP-OF-THE-RANGE X56 LAPTOP**

..... GB

Characteristics:

Reviews:

Price: €

**PRACTICAL STUDYTOP LAPTOP**

..... GB

Characteristics:

Reviews:

Price: €

5

From page 23

**Thursday**

Job Location: .....

Directions: .....

Problem: Computers .....

Job: .....

Reinstall .....

**Friday**

Job Location: Post Office

Directions: It's opposite the library.

Problem: Lost information on computer network.

Job: Recover information from back-up system.

Reinstall data onto computer system.

Notes: Mrs Carter has got the password.

## Pairwork: Student B

6

From page 27

**Student A:** Greet the caller and give the name of the company.



**Student B:** Reply and ask to speak to Jerry Gold.



**Student A:** Try to put the call through. Then say Jerry Gold is unavailable and give a reason:  
out on-site or on the other line or at lunch



**Student B:** Ask Student A if you can leave a message.



**Student A:** Say yes and take the message.

7

From page 31

### CUSTOMER COMPLAINT FORM

Name of Company:

Customer Number:

Name of Contact Person:

Invoice Number:

Product:

Product Under Warranty:  Yes  No

Customer's Complaint:

### SOLUTIONS:

- correct the invoice and credit the customer
- offer a price reduction
- offer a discount for next order
- replace the item
- send a technician
- collect the item for repair
- offer compensation

## 8 From page 35



## 9 From page 39

**Problem 1:** open settings → tap storage → tap each option (apps, images, videos, audio files, etc.) → delete files you don't need

**Problem 2:** main menu → tap phone icon → type \*#7353 → read menu → tap 'speaker' → activate

**Problem 3:** go to app store → download latest version → tap icon → tap upload, wait → follow instructions on screen → activate

## 11 From page 47

**Student A:** Find out from the customer what his / her software needs are.



**Student B:** Explain to the software vendor what you need the software to do for your company.



**Student A:** Find out if the buyer needs the software for a long time.



**Student B:** Explain your future plans. Ask about a demonstration.



**Student A:** Tell the client about the free demo and explain to him / her how to get it.



**Student B:** Ask the software vendor about support and maintenance.



**Student A:** Explain the assistance your company gives.



**Student B:** Thank the software vendor for his / her help.

### TRANMORE'S SOFTWARE REQUIREMENTS

- Your company is an electrical repair shop.
- New software needs to
  - i) take payments
  - ii) track progress of each customer's job
  - iii) record and monitor changing stock levels
  - iv) maintain a customer database
- Want software for a minimum of 3 years
- Want to try a demo sample for 30 days
- In the future will need additional modules to expand into retail market
- Need 24/7 support helpline

## Photo editing solutions

Solution: \_\_\_\_\_

Solution: \_\_\_\_\_

STAND OUT FROM THE CROWD



Solution: \_\_\_\_\_

Solution: \_\_\_\_\_

13

From page 55

CLIENT FILE					
Account number	Customer (Company)	Contact person	Address	Telephone	Date of last invoice
B 349	Baxter & Co	Ellen Baxter	25 Mill Street	7632916	24/9/16
D 221	Davis Computers	Pat Marsh	16 Kelly Lane	2499155	31/7/16
J 905	Jobs for All	Fred Calvin [Manager]	33 George Blvd	6644991	3/3/17
L 617	The Laser House	Tom Sands	4 Compo Village	4545456	26/5/17
S 301	Trinity Hospital	Matron Bell	Medical City	6034455	16/4/17

14

From page 59

## Work Order Form

Name of client

17 Mayfair St, Sydenham

Address:

Telephone number:

Number of floors:

LAN  WAN 
**EQUIPMENT REQUIRED:**
Number of workstations:  Number of routers: Number of hubs:  Length of cables:  250 metresDate and time for installation:  16th February, 10.00 am

## Pairwork: Student B

15

From page 63

**Student B:** Greet the client on the phone and introduce yourself.

Ask the client what he / she needs.



**Student A:** Tell the technician you are having difficulties installing the Linux operating system.



**Student B:** Reassure the client and ask where he / she tried to download the system.



**Student A:** Answer the technician and tell him what you've done so far.



**Student B:** Find out how much free space the client has got.



**Student A:** Answer the technician about the free space on your drive.



**Student B:** Ask the client what bit version his / her computer is.



**Student A:** Answer the technician and explain what version your computer is.



**Student B:** Explain how to re-start the computer from the BIOS.

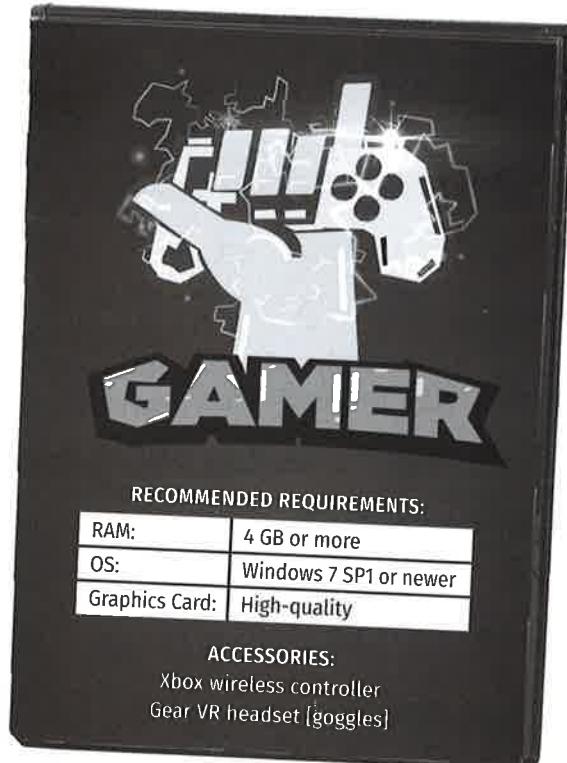


**Student A:** Tell the technician the installation was successful.

Thank him / her for his / her help.

16

From page 67



17

From page 71

- access to business applications
- payment per usage
- unlimited storage space
- elasticity
- advantages and disadvantages of public and private clouds: cost, security, control

18

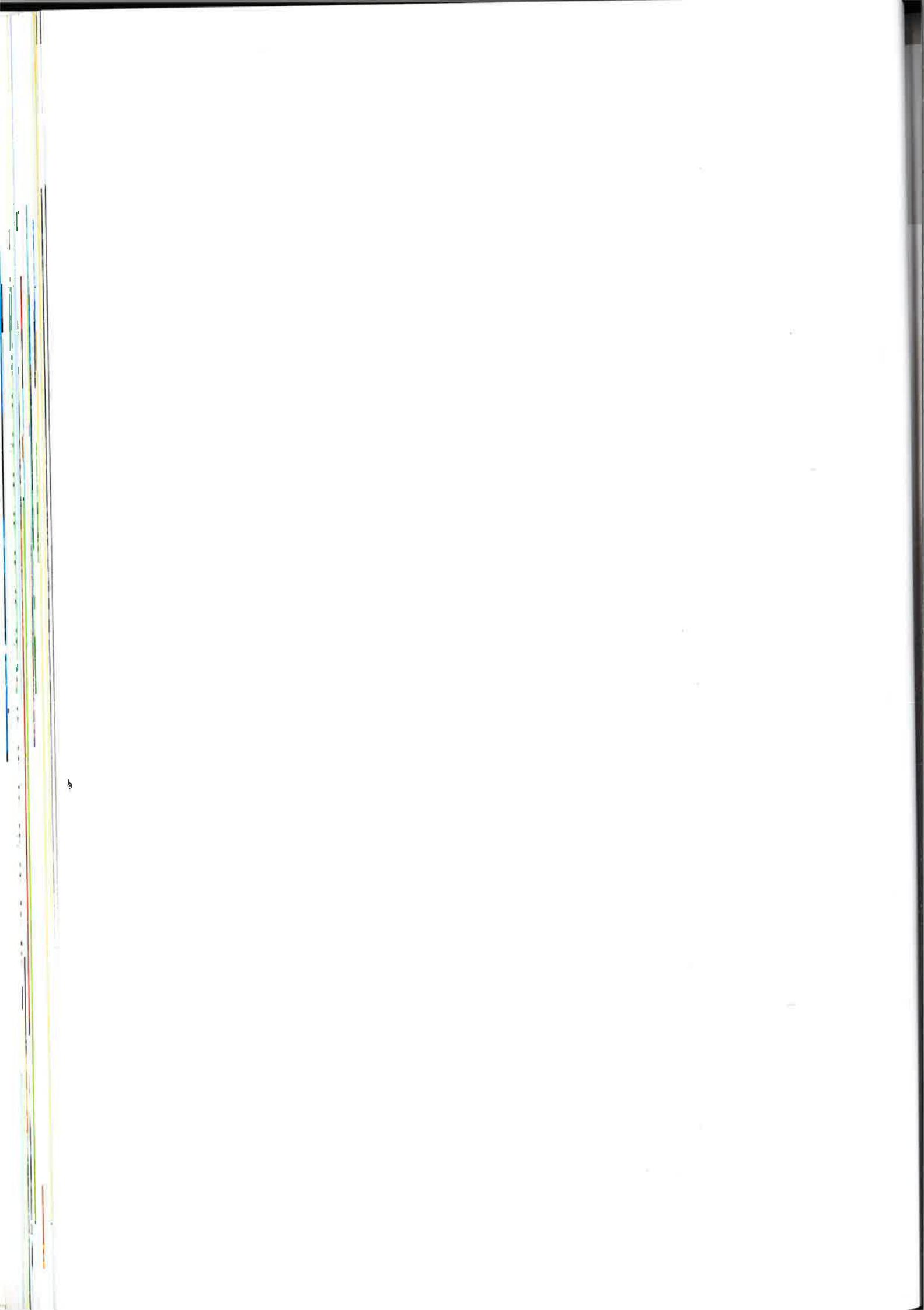
From page 75

Problems	Possible solutions
1. viruses	1. new anti-virus software, software updates
2. recovering data	2. backup
3. unauthorised access	3. password protection, multi-factor authentication
4. secure network	4. VPN network
5. accessing programs	5. firewall settings

19

From page 79

INTERVIEW FORM		Job Information	
Name:	Daniel Grey	Position:	Software tester
Address:	18 East Circle Drive, Westford	Hours:	
Telephone:	04-729-1156	Starting salary:	
E-mail:	dg24@jmail.com	Holiday leave:	
Education:	<input checked="" type="checkbox"/> secondary school <input type="checkbox"/> university <input checked="" type="checkbox"/> vocational Software testing certification		
Skills:	C++, Java		
Languages:	English (native), French (advanced level)		
Work experience:	2 years, Selby Video Games		
Personality:	hard-working, works well with other people, energetic, organised		



# Writing Guide

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# Writing Guide

## 1 A business card

- 1 Read the business card and answer the questions.



1. Whose business card is this?
2. What is her position?
3. What is her mobile phone number?
4. Where is her office?

- 2 Write a business card. Use the Writing Plan on page 86 of the Workbook.

## 1 An e-mail introducing a new employee

- 1 Read the introduction e-mail and answer the questions.

To: All Employees  
From: Laura Fields  
Subject: New Employee: Roy Barnes

Dear All,

As of today, we have got a new employee in the company. His name is Roy Barnes and he will be working as a support technician. He is 23 years old and he is from Yorkshire. His previous position was with an electronics company near Leeds.

I'm sure we all wish Roy good luck in his new position.

Best wishes,

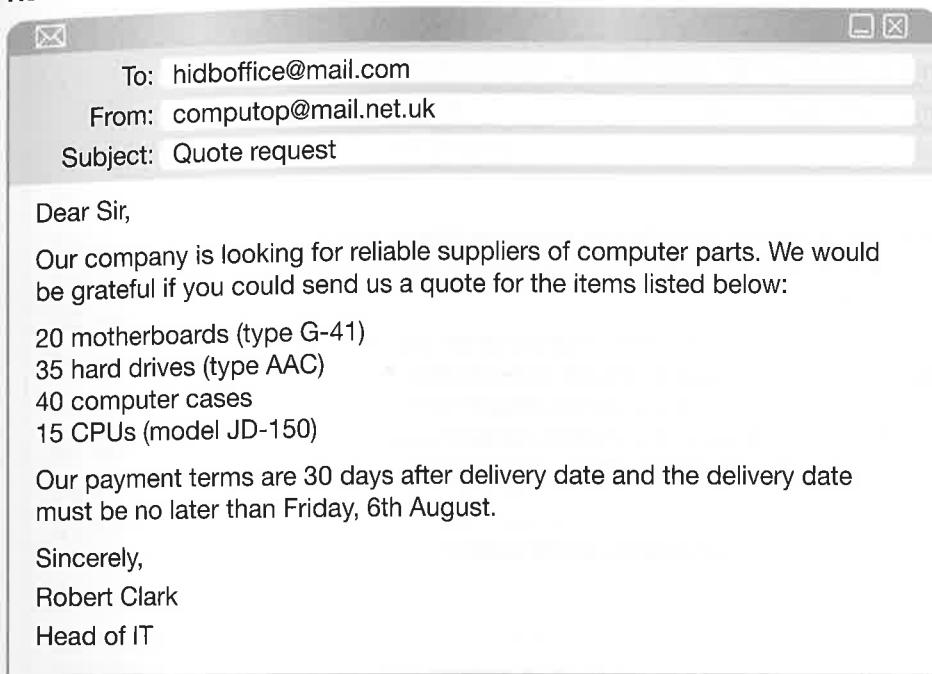
Laura Fields  
Human Resources Assistant

1. Who is the e-mail to?
2. What is Laura's position?
3. What is Roy's new position?
4. Where has Roy worked?

- 2 Write an e-mail introducing a new employee. Use the Writing Plan and the Useful Language on page 87 of the Workbook.

## 2 An e-mail requesting a quote

- 1** Read the e-mail requesting a quote and answer the questions.



1. What is Computop looking for?
2. Which sentence states the request?
3. What additional information does the writer include?
4. Who wrote the e-mail?

- 2** Write an e-mail requesting a quote for at least four items. Use the Writing Plan and the Useful Language on page 88 of the Workbook.

### 3

### An e-mail providing ordering instructions

- 1 Read the e-mail providing ordering instructions and answer the questions.

The screenshot shows an email window with the following details:

**To:** Paul\_warehousemanager@hi-tech.net.uk  
**From:** it\_department@hi-tech.net.uk  
**Subject:** March Inventory

Dear Paul,

We have just completed the IT department's March inventory. Please see the attached file with the exact quantities. As you can see, 12 of the monitors are obsolete so I haven't included them in the final total.

We're overstocked with microphones so we don't need to order any of these. We've run out of webcams for the helpdesk technicians. Please order another box of 20 of the IBIS model. At the moment, we are upgrading the graphics department and we haven't got enough stylus pens. So please order ten of the ProFine XS300 model. As usual, we are running low on black ink for the HD inkjet500 printers. You need to reorder a box of 30 urgently.

Would you please let me know when these items are delivered?

Many thanks,  
Daniella Ellis  
IT Manager

1 attachment IT inventory\_March.xls

1. What is the position of the person the e-mail is addressed to?
  2. Which item is no longer used?
  3. What are there too many of?
  4. Which item is needed immediately?
- 2 Write an e-mail providing ordering instructions. Use the Writing Plan and the Useful Language on page 89 of the Workbook.

## 4 A reply to a quote request

- 1 Read the e-mail replying to a quote request and answer the questions.

To: anna.olsen@quickphoto.mail.uk  
From: jevans@topcomp.net.uk  
Subject: Quote for Computer Supplies

Dear Ms Olsen,

Thank you for your recent request regarding prices for computer supplies. Our prices are as follows:

- 20 headsets – £300
- 30 Webcams – £480
- 10 gaming controllers – £180
- 40 flash drives – £200

As a new customer, we are offering you a 12.5% discount on these prices. As requested, the goods can be sent to your offices by express delivery. We accept the 30-day payment terms as outlined in your request for a quote.

The earliest delivery date possible is five days after you confirm your order.

We look forward to receiving your confirmation of the order and to doing business with you in the future.

Sincerely,

Jack Evans

1. What type of shop is providing the quote?
2. Which delivery has the customer requested?
3. What does the e-mail say about payment terms?
4. What is the earliest delivery date possible?

- 2 Write an e-mail replying to a quote request for computer supplies. Use the Writing Plan and the Useful Language on page 90 of the Workbook.

### 5

### An e-mail providing directions for a technician's visit

- 1 Read the e-mail giving directions and answer the questions.

To: Ms Green  
From: Peter Rollins  
Subject: Technician's visit – 11th October

Dear Ms Green,

I'd like to confirm your technician's visit at 9.00 on 11th October in our department store.

The store is situated on Rose Street. When you enter the store, you will see two lifts on your right. Our offices are on the fourth floor. Turn left when you get out of the lift. My office is at the end of the corridor, on your right.

I look forward to seeing you then.

Peter Rollins  
Shop Manager

1. When is the technician's visit?
2. Where is the store?
3. On which floor is Peter Rollins' office?
4. How do you get from the lift to his office?

- 2 Write an e-mail confirming a technician's visit and giving directions to the location. Use the Writing Plan and the Useful Language on page 91 of the Workbook.

### 6

### A message

- 1 Read the message below and answer the questions.

MESSAGE FOR: Neil Chester

Time: 11:25

From: Jack Sherman

Jack wanted to speak to you but you were unavailable. He didn't get the software he ordered. He would like you to call him as soon as possible. His number is 086347981.

Grace Hopkins

1. Who is the message for?
2. Who is the caller?
3. What is the problem?
4. What action should the person take?
5. Who wrote the message?

- 2 Write a message for a support technician. Use the Writing Plan and the Useful Language on page 92 of the Workbook.

## 7

**A letter of complaint****1 Read the letter of complaint and answer the questions.**

Creston Department Store,

Linton

3rd November, 2017

Dear Sir / Madam,

We ordered six barcode scanners and 20 headsets on 21st October. The invoice number is 33947. Unfortunately, the goods arrived later than agreed, we only received 16 headsets and one of the barcode scanners is damaged.

Please look into this matter as soon as possible.

I look forward to hearing from you soon.

Thank you,

Richard Evans

Office Manager

1. What did the department store order?
2. What is the invoice number?
3. What were the problems?
4. What does Mr Evans request?

**2 Write a letter of complaint. Use the Writing Plan and the Useful Language on page 93 of the Workbook.**

## 7

**A response to a letter of complaint****1 Read the response to a letter of complaint and answer the questions.**

Speedy Hardware Supplies

Building 2, Moreton Industrial Estate,

Moreton

7th November, 2017

Dear Mr Evans,

Thank you for your letter of 3rd November. We apologise for the inconvenience and are sending you the missing four headsets and a new barcode scanner to replace the damaged one.

We also regret the late arrival of the goods and are pleased to offer you a 10% discount on your next purchase from our company. We appreciate your business and look forward to providing you with the best service in the future.

Sincerely yours,

Lucy Peterson

Customer Service

Speedy Hardware Supplies

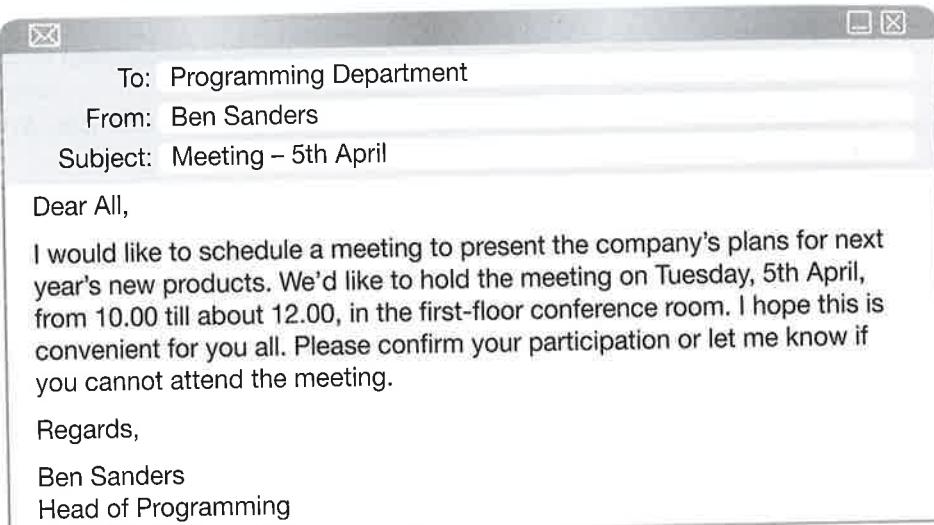
1. Who is the letter from?
2. Which letter does she refer to?
3. What has she done to deal with the problem?
4. What does she offer Mr Evans for future business?

**2 Write a response to a letter of complaint. Use the Writing Plan and the Useful Language on page 94 of the Workbook.**

### 8

### An e-mail requesting a meeting

- 1 Read the e-mail requesting a meeting and answer the questions.



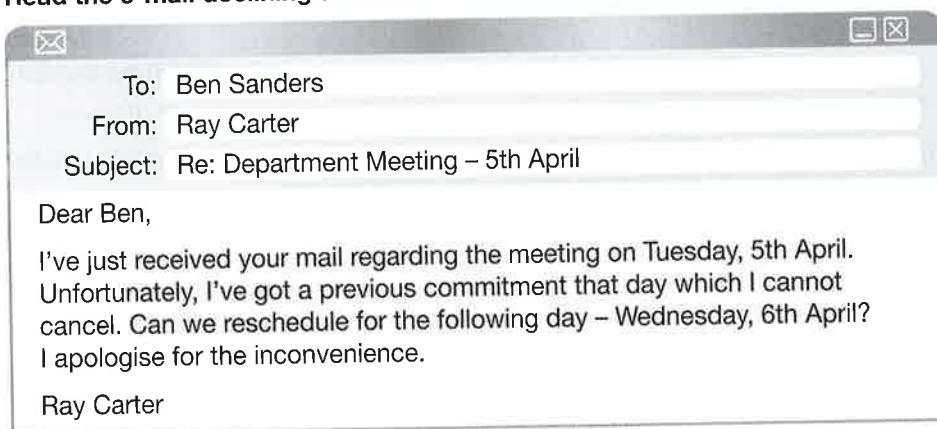
1. What is the topic of the meeting?
2. When is the meeting?
3. Where is it?
4. Do the employees of the programming department need to reply to the e-mail?

- 2 Write an e-mail requesting a meeting with the IT department. Use the Writing Plan and the Useful Language on page 95 of the Workbook.

### 8

### An e-mail declining an invitation to a meeting

- 1 Read the e-mail declining an invitation to a meeting and answer the questions.



1. Who is the e-mail from?
2. Why can't he attend the meeting?
3. When does he suggest rescheduling the meeting?
4. What does he apologise for?

- 2 Write an e-mail declining an invitation to attend a meeting. Use the Writing Plan and the Useful Language on page 96 of the Workbook.

## 9 A product description

**1 Read the promotional material and answer the questions.**



The new Maxi 343 is one of the best smartphones in the shops today. It includes all the regular features you expect to find in a smartphone, such as a camera, speakerphone, GPS monitoring system and office apps. The main advantage of the Maxi 343 is its long battery life – one of the most important things that phone users look for. In addition, unlike most other smartphones in the same range, the Maxi 343 is not at all expensive.

1. What is the name of the product?
2. What features has it got?
3. Which advantage of the product is mentioned?
4. How does its price compare to other smartphones?

**2 Write a product description for a smartphone you'd like to have. Use the Writing Plan and the Useful Language on page 97 of the Workbook.**

## 11 An e-mail recommending software

**1 Read the e-mail and answer the questions.**

To: lucy.anderson@lintonbro.mail.uk  
 From: evemcmill@softw.net.uk  
 Subject: Your request for information

Dear Ms Anderson,

Thank you for your e-mail regarding software for your accounts department. We are happy to offer our new program, SimpleAcc.

SimpleAcc is a new accounting program which makes accounting in small businesses much easier. It is user-friendly, has got a wide range of applications and its spreadsheets are very advanced. It contains all your accounting information, and allows you to check all your records and control your cash flow quickly and easily.

It is possible to buy the basic SimpleAcc program and purchase add-on modules later, according to the needs of your business. We have also got a 24-hour helpline which offers technical support.

For more information, please call me on 047 85456627.

I look forward to hearing from you,

Eve McMillan  
 Sales Department  
 Software World

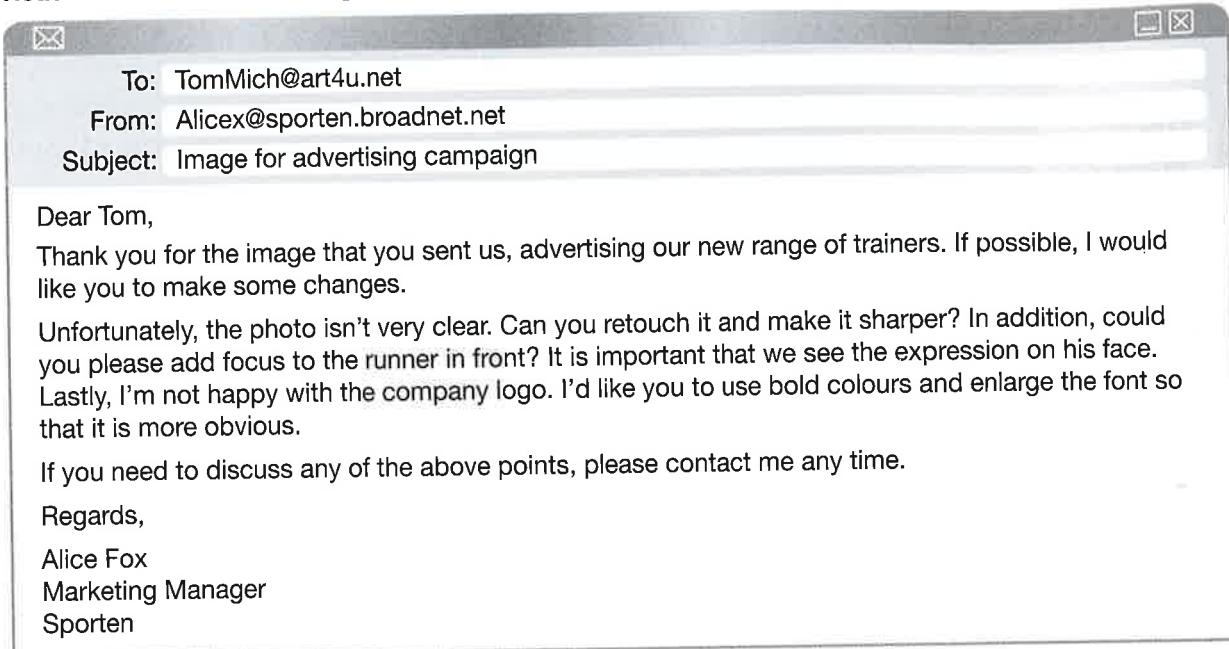
1. Who is the e-mail from?
2. Why is she sending the e-mail?
3. What is the name of the program she is offering?
4. What does the program do?
5. What support does she offer?

**2 Write an e-mail in response to a request for software. Use the Writing Plan and the Useful Language on page 98 of the Workbook.**

## 12

## An e-mail commenting on an image

- 1 Read the e-mail commenting on an advert image and answer the questions.

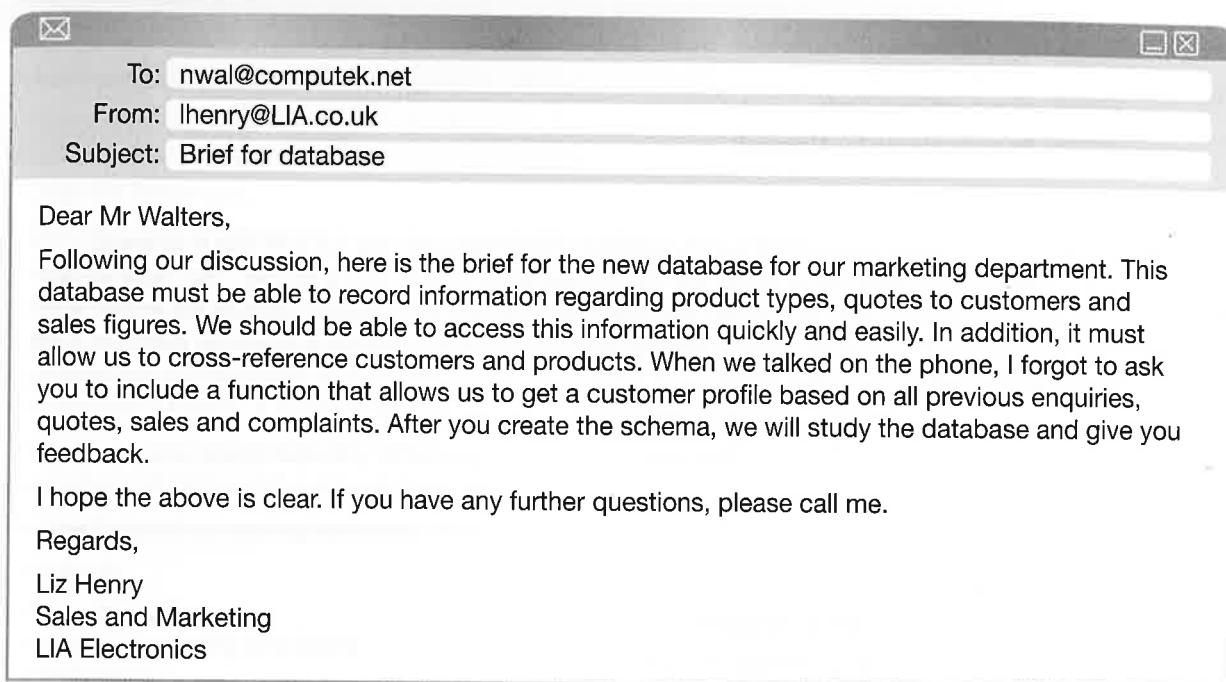


1. What is the image advertising?
  2. Why is Alice writing to Tom?
  3. What is Alice's general comment about the photo?
  4. Why isn't Alice happy with the logo?
- 2 Write an e-mail to a graphic artist commenting on an image for an advert. Use the Writing Plan and the Useful Language on page 99 of the Workbook.

## 13

**An e-mail containing requirements for a database**

- 1 Read the e-mail to a database designer containing requirements for a database and answer the questions.**



1. What kind of database does Liz want Mr Walters to build?
  2. What kind of information must it contain?
  3. What does Liz say about accessing information?
  4. What did Liz forget to ask Mr Walters when they discussed the database on the phone?
- 2 Write an e-mail to a database designer containing requirements for a new database for the customer relations department of your company. Use the Writing Plan and the Useful Language on page 100 of the Workbook.**

## 14

## An e-mail discussing network specifications

- 1 Read the e-mail with specifications for setting up a network and answer the questions.

To: alittlej@emr.net  
From: clivebar@itsol.com  
Subject: Specifications for Network

Dear Anne,

As discussed, here are my specifications for setting up our network. We have to use a wireless network because we would like to avoid the cost of installing cables in our offices. The network will serve 30-40 workstations and 10 printers and they are all within a 30-metre range of the router. It is essential that we have a reliable security system. Can you please send me a topology diagram, a list of the equipment needed and the cost?

Please contact me if you require more information.

Regards,  
Clive Barton

1. Why is Clive writing to Anne?
2. Why does Clive want a wireless network?
3. How many workstations and printers are there?
4. What does Clive request?

- 2 Write an e-mail with specifications for a small business network. Use the Writing Plan and the Useful Language on page 101 of the Workbook.

## 16

## A review of a computer game

- 1 Read the game review and answer the questions.

### Wizarding Empires

HOME REVIEWS SPECIALS ABOUT US

Wizarding Empires is an exciting, new first-person strategy game that you can play on your console. The player has to choose which of the main characters he or she will be in order to build the best empire. You need goggles and a motion hand-held controller to play. Wizarding Empires is full of exciting action and it is difficult to stop playing it! The only disadvantage of the game is its price – it is very expensive. In short, it is a great game and I really recommend it.

1. What is the name of the game?
2. What is the objective of the game?
3. What equipment do you need in order to play the game?
4. What is the disadvantage of the game?

- 2 Write a review for a computer game that you know. Use the Writing Plan and the Useful Language on page 102 of the Workbook.

## 17

**An e-mail giving specifications to a website host**

- 1 Read the e-mail giving specifications to a website host and answer the questions.**

To: jredwood@webmasters.co.uknet  
From: ricktom@kiddywear.net  
Subject: Website hosting

Dear Ms Redwood,

Our company is interested in creating a website and your website hosting services were recommended to us. I would be grateful if you could give me some additional information.

Our company markets children's clothes and we would like to create an online store. It is very important that you can guarantee a high SEO across multiple search engines. We'd also like to incorporate social media to increase brand promotion. In addition, can you include social proof comments? Finally, it is essential that our payment gateway be 100% secure.

We would also appreciate any other suggestions that you might have. Please can you send us your recommendations and quote as soon as possible?

I look forward to hearing from you.

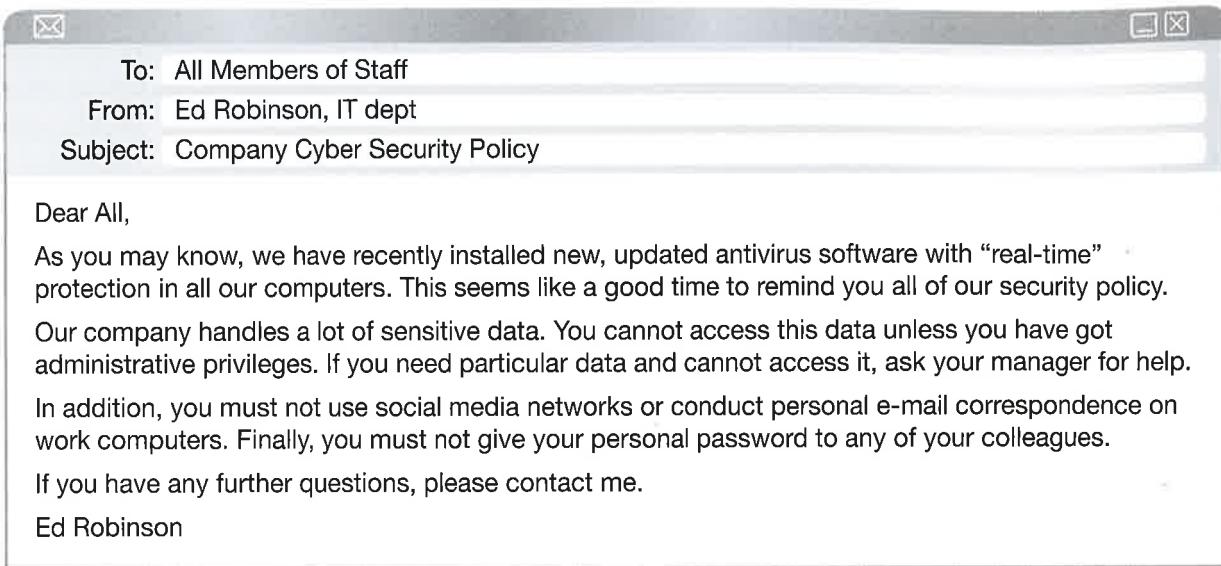
Regards,  
Richard Thomas  
Head of Marketing and Sales  
KiddyWear

1. Why is Richard writing to Ms Redwood?
  2. What does Richard's company sell?
  3. What type of website does Richard want?
  4. How does he want to ensure his website gets many visitors?
  5. What does he say regarding customer payment?
- 2 Write an e-mail giving information to a website host for a company that sells sportswear and wants to create a website. Use the Writing Plan and the Useful Language on page 103 of the Workbook.**

### 18

### A memo about company cyber security

- 1 Read the memo about company cyber security and answer the questions.



1. Who is Ed Robinson?
2. What is the purpose of the memo?
3. Who can access sensitive data?
4. What does he say about the use of social media?

- 2 Write a memo regarding company cyber security. Use the Writing Plan and the Useful Language on page 104 of the Workbook.

## 19

**An e-mail requesting information about a job**

- 1 Read the e-mail requesting job information and answer the questions.**

To: Ian Hunter, Smart Comp  
From: Ted Harris  
Subject: IT Support Technician

Dear Mr Hunter,

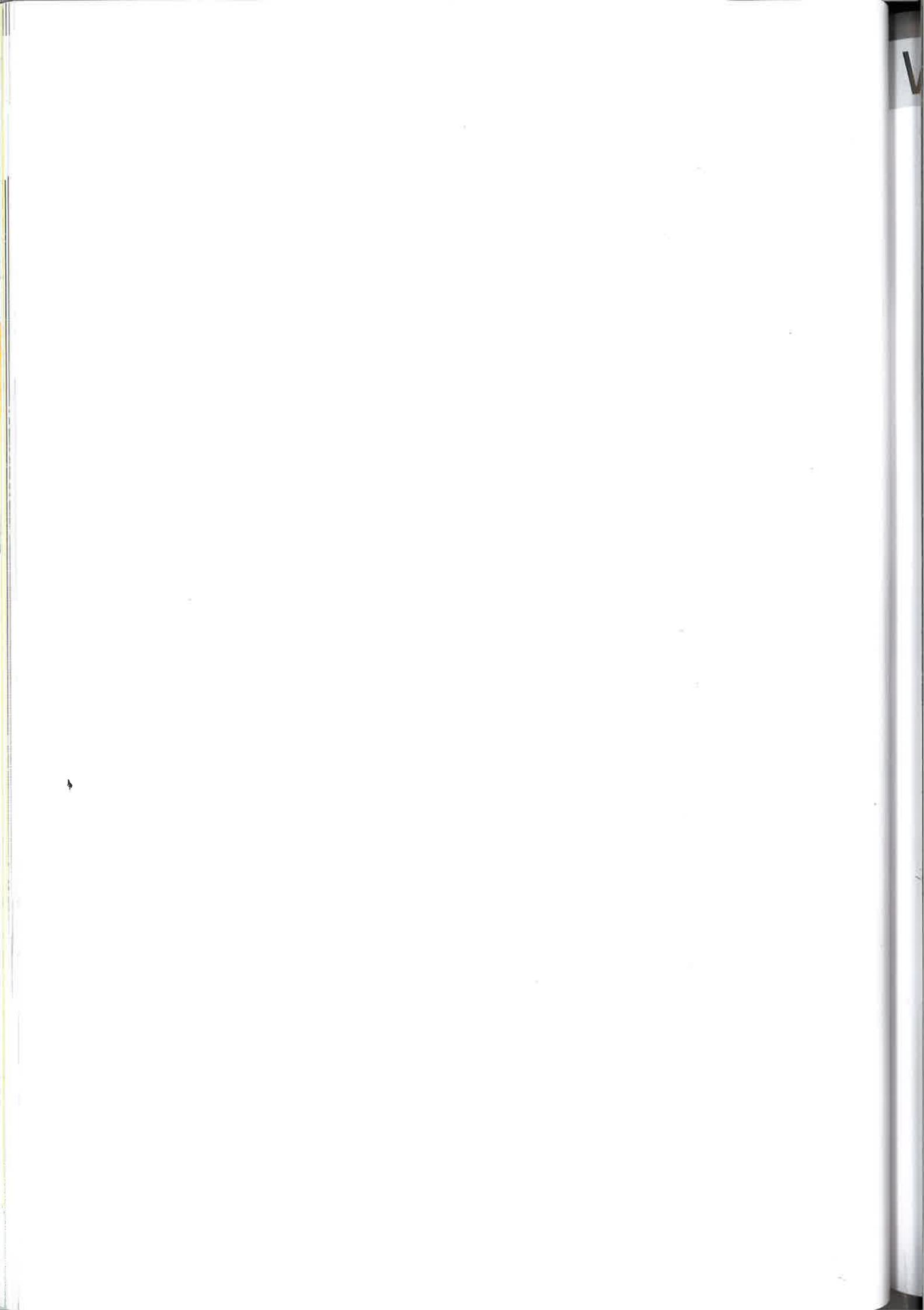
I am writing in response to the advertisement for an IT Support Technician on JobFinder.com. I am interested in applying for the position, but would like some further information. Does the job involve night shifts? Are you willing to consider applications from people who have got a Computer Technician Certification but not a university degree?

I look forward to hearing from you.

Yours sincerely,

Ted Harris

1. Where did Ted read about the job?
  2. Is Ted thinking about applying for the job?
  3. Is Ted worried about working unconventional hours?
  4. Has Ted got a university degree?
- 2 Write an e-mail requesting more information about a job. Use the Writing Plan and the Useful Language on page 105 of the Workbook.**



# Vocabulary Builder

1

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 4

### COMPUTERS AND DEVICES

apps	laptop	server
data	monitor	software
hardware	mouse	system unit
keyboard		

### BUSINESS SECTORS

banking	hospitality and leisure
business and retail	manufacturing
education	transport
health	

### NUMBERS

ten	eighty
twenty	ninety
thirty	one hundred
forty	five hundred
fifty	one thousand
sixty	one thousand five hundred
seventy	

> before page 6

### IT

assemble	install	test
check	maintain	troubleshoot
design	operate	upgrade
download	repair	upload
give	solve	
input	startup	

### JOBS

data entry operator	software tester
helpdesk technician	support technician
network administrator	web designer
programmer	

### Extra!

client	responsible	support
company	role	team
over the phone	skill	

**Remember:** Do all activities in your notebook.

## Vocabulary Builder

**2**

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 8

### PARTS OF A COMPUTER

DVD drive	processor (CPU)
fan	RAM chip
hard drive	sound card
heat sink	USB port
motherboard	

### ADJECTIVES

advanced	light	slow
basic	little	useful
cheap	loud	useless
expensive	narrow	wide
heavy	quick	
large	quiet	

> before page 10

### ORDINALS

first	fifth	ninth
second	sixth	tenth
third	seventh	
fourth	eighth	

### PARTS OF A COMPUTER

cable	side panel
case	slot
clip	socket
front panel	switch
power supply	

### VERBS

attach	insert	turn off
connect	plug in	turn on
detach	remove	unplug
disconnect	screw	unscrew

### Extra!

cache	I/O Adapter
desktop case	Network Attached Storage (NAS)
disc controller	optical drive
drive bay	tower case
expansion cards	

## 3

**Vocabulary Builder**

**Learn the vocabulary you need. Write the words in your language in your notebook.**

> **before page 12**

**KEYBOARD**

alt key	control key	numeric pad
arrow keys	delete key	return or enter key
backspace key	escape key	shift key
caps lock key	function keys	space bar
command key	modifier key	tab key

**PUNCTUATION SYMBOLS**

and symbol	colon	question mark
apostrophe	comma	quotation marks
asterisk	exclamation mark	semicolon
at symbol	full stop	slash
brackets	hyphen	underscore

**PREPOSITIONS / PREPOSITIONAL PHRASE**

above	between	on
behind	in the middle of	over
below	next to	under
beside		

> **before page 14**

**PERIPHERALS**

barcode scanner	printer	stylus pen
flash drive	projector	touch screen
gaming controller	remote control	USB charger
headset	scanner	webcam
microphone	speakers	

**ORDERING**

broken	overstocked	run low on
obsolete	reorder	run out of
order		

**Extra!**

joystick	page up
laser pointer	QWERTY
letter keys	short cut
memory stick	touchpad
page down	

## Vocabulary Builder

### 4

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

### > before page 16

#### ORDERING

delivery date	payment date	quality
give a discount	payments	quantity
goods	price	subtotal
invoice	price per unit	VAT
out of stock		

#### PAYMENTS

account	credit card
cash	postage and handling
charge it	shipping
cheque	

### > before page 18

#### ADJECTIVES

all-in-one	high-resolution	slimline
built-in	portable	sturdy
compact	powerful	superfast
complicated	practical	top-of-the-range
dependable	reliable	user-friendly
ergonomic	secure	wide screen
flexible	simple	

#### Extra!

accessible	sophisticated
compatible	spare parts
convenient	special offer
delivery fee	specialised
place an order	stocktaking
reduction	supply chain
shortage	warehouse

## 5

**Vocabulary Builder**

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 20

**TROUBLESHOOTING**

control panel	<i>no signal</i> message
loose connection	power button
mute box	volume control

**VERBS**

freeze	reinstall
log off	reopen
make sure	replace
press and hold	restart
reconnect	shut down

> before page 22

**TROUBLESHOOTING**

anti-virus software	lose
back up	password
follow instructions	recover

**PLACES AROUND TOWN**

airport	off-site
department store	on-site
entrance	post office
exit	reception
factory	shopping centre
ground floor	sports centre
library	stairs
lift	train station

**DIRECTIONS**

at the end of the corridor	opposite
go straight	turn left / right
on your left / right	

**Extra!**

assist	maintenance
at the traffic lights	manual
breakdown	performance
corrupt files	problem solving
cross the road	recovery
debugging	reset
diagnose	take the first left / right

### 6

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

### > before page 24

#### PHONE CALLS

as soon as possible	on the line
avoid	professional
be careful	put you through
caller	remind
contact	repeat
dial a number	ring back
engaged	speak up
extension number	state
no reply	wrong number

### > before page 26

#### ANSWERING CALLS AND TAKING MESSAGES

cut off	out of town
deal with	put you on hold
expecting	return your call
hang up	spell that
in a meeting	take a message
interrupt	take down
leave a message	transfer
line is busy	unavailable
on holiday	urgent
out of the office	

#### Extra!

bad connection	line is free
call back	offer assistance
calling on behalf of	speak a little more slowly
clearly	take a call
end a conversation	voicemail
get through	Would you mind
interference	

## 7

**Vocabulary Builder**

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 28

**DEPARTMENTS**

accounts department	IT maintenance department
customer relations department	sales and marketing department
human resources department	

**CUSTOMER SERVICE**

charge	hold the line
complaint	opening times
customer number	overcharge
damaged	quote
discuss it	satisfied
enquiry	shipping date
get back to you	

> before page 30

**COMPLAINTS**

assist	lost in the post
at our expense	make a claim
check my records	making a noise
compensation	missing a part
credited our account	refund (n)
defect	refuse
doesn't fit	return
error	suggest
faulty part	the wrong item
losing business	under warranty

**Extra!**

broken	financial director
customer satisfaction	inappropriate
disappointed	lose business
displeased	managing director
dissatisfaction	research and development department
feedback	treatment
file a lawsuit	

## 8

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

### > before page 32

#### ARRANGING A MEETING

attend the meeting	light refreshments
break	make arrangements
busy	pack
check your calendar	participants
confirm	previous commitment
convenient	schedule
equipment	sharp
free	take place
give a presentation	tied up
hold a meeting	video conference

### > before page 34

#### RESCHEDULING

alternative date	leave ... urgently
appointment	participate
arrange	postpone
cancel	reorganise
feel ill	reschedule
get lost	running late
got the dates mixed up	suit
held up in a traffic jam	switch

### > TIME

half past	quarter past	ten past
o'clock	quarter to	twenty to

### Extra!

absent	instead
adjourn	make it
boardroom	minutes
chairperson	punctual
conference call	verify
confirm	vote
delay	wrap up

## 9

**Vocabulary Builder**

Learn the vocabulary you need. Write the words in your language in your notebook.

► **before page 36**

**SMARTPHONE FEATURES**

battery life	lens
budget model	mapping software
child-safe	office apps
device	protective case
dust-resistant	remotely
feature	shatterproof
good value	speakerphone
GPS monitoring system	water-resistant
high-quality	zoom control

► **before page 38**

**SMARTPHONE APPS**

activate	low rates
allow	navigate
appear	packet data
breaking news	recipient
characters	settings
face-to-face	share
followers	tap
foreign language	translate
free	tweet
keep in touch	voice message
landline	

**Extra!**

airplane mode	reception
android	ringtone
charger	selfie mode
contacts	SIM card
display	speed dial
iOS	swipe
lock code	voice dialing
memory expansion	WiFi hotspot

## 10

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

### > before page 40

#### E-MAILING

attachment	malware
blind carbon copy (Bcc)	mark as read
carbon copy (Cc)	save draft
e-mail client	signature
embed	spam
filter (n)	starred
folder	subject
forward	view
HTML format	unknown sender
inbox	username
junk	

### > before page 42

#### INTERNET SEARCHING

advanced search	ranking
browser	research
cache	results
combine	search box
custom	search engine
history	site map
hit	source
hyperlink	term
keyword	URL
narrow your search	

#### Extra!

back arrow	list-unsubscribe
blacklist	POP (Post Office Protocol)
bookmark	refine
discussion group	search operators
domain name	search settings
e-mail bounces	search tools
e-mail server	sign in
filter (v)	worm

## 11

**Vocabulary Builder**

**Learn the vocabulary you need. Write the words in your language in your notebook.**

**> before page 44****BUSINESS SKILLS**

apply	layout
brochure	merge
chart	personal preference
clipboard	reminder
configure	sort
correspondence	spreadsheet
customise	table
display	track
enhance	workbook
event	

**> before page 46****SOFTWARE**

add-on	licensee
cash flow	module
cloud-based	payroll
copyright	shareware
database	subscription
efficiency	task
encode	third-party program
existing	trial version
fee	utilities
licence	vendor

**Extra!**

adaptive content	default program
alpha software	freeware
character encoding	pivot table
commercial software	public domain
custom slides	service pack
data analysis	visual presentation

Learn the vocabulary you need. Write the words in your language in your notebook.

**> before page 48**

### WINDOW

file tab  
menu bar  
quick access toolbar  
status bar  
title bar  
view buttons

### HOME MENU

copy and paste  
cut  
find and replace  
format painter

### PAGE LAYOUT

columns  
indent  
landscape  
page border  
portrait

### QUICK ACCESS TOOLBAR

redo  
undo

### INSERT

footer  
header  
page break  
screenshot

**> before page 50**

### IMAGE EDITING

adjust	emphasise
background	enlarge
blur	layers
brightness	resize
brush	retouch
contrast	rotate
crop	shadow
dim	sharpen
draft	zoom in
effects	zoom out

### Extra!

alignment	line spacing
colour palette	orientation
composition	page setup
compression	pixel
exposure	saturation
highlighting	spell / grammar checker
letterhead	tint

**13****Vocabulary Builder**

**Learn the vocabulary you need. Write the words in your language in your notebook.**

> **before page 52**

**SPREADSHEETS**

according to	clear	multiply
add	descending	purchase price
ascending	divide	subtract
autosum	fill	sum
average	format	worksheet
cell	group together	

**CHARTS AND GRAPHS**

bar chart	pie chart
flow chart	scatter chart
line graph	

> **before page 54**

**DATABASES**

balance	owner	schema
billing address	post code	service address
classification	query	store
criteria	record	tech rep
cross-reference	retail	title
field	retrieve	update
null		

**Extra!**

active cell	key
array	normalisation
cell reference	range
entity	value
function / formula bar	view
index	

# Vocabulary Builder

14

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 56

### BUILDING A NETWORK

backup system	packet
digital subscriber line (DSL)	range
Ethernet	remote access
fibre optics	router
high-speed	set up
internal	stream media
Internet Service Provider (ISP)	topology
investment	transmission
local area network (LAN)	workstation
locate	

> before page 58

### NETWORK EQUIPMENT

adaptors	reboot
authorised	shared resource
broadband	subnetwork
business grade	switch
firewall	traffic
gateway	transmission control protocol (TCP)
hub	unauthorised
incoming	wide area network (WAN)
Internet protocol (IP) address	wireless access point
outgoing	

### Extra!

bridge	network interface
data link	network interface card
hostname	port
media access control	range extender
multiplexer	repeater
network address translation (NAT)	transceiver

## 15

**Vocabulary Builder**

Learn the vocabulary you need. Write the words in your language in your notebook.

**> before page 60**

**OPERATING SYSTEMS**

budget	issue
bundled software	modify
command line	multi-task
commercially owned	open source
coordinate	programming language code
developer	proprietary
development	release
entire	stable
freely available	storage
Graphical User Interface (GUI)	

**> before page 62**

**INSTALLING AN OPERATING SYSTEM**

allocate	partition
BIOS (basic input / output system)	patch
bit	pre-installed
component	prerequisite
crash	requirement
distro	run
environment	screen resolution
infrastructure	segment
kernel	step-by-step

**Extra!**

batch processing	error detection
bootstrap loader	file-system manipulation
clustered systems	real-time systems
command interpreter	resource allocation
control program	system boot
distributed systems	system call

## 16

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

### > before page 64

#### VIDEO AND SOUND

360 degrees	infrared
audio clip	lithium-ion battery
beam	output
capability	pair (v)
charging cradle	playback
dongle	pocket-sized
dual	rechargeable
flat surface	tilt
handheld	virtual projection keyboard (VPK)
hands-free	voice activated

### > before page 66

#### GAMING

anti-spyware software	MMORPG
augmented reality	(massive multiplayer online role-playing games)
dispose of	motion
enrich	reputable
fake	reveal
first person shooter (FPS)	review
flight stick	scam
gadget	social networking site
gaming platform	virtual reality
goggles	wand
involve	

### Extra!

artificial intelligence	head-mounted display
compositing	image sensor
computer-generated simulation	mixer
distortion	pitch
enhance	stop motion
equalizer	Virtual Reality Modeling Language (VRML)
exposure	

## 17

**Vocabulary Builder**

**Learn the vocabulary you need. Write the words in your language in your notebook.**

► **before page 68**

**WEBSITE HOSTING**

brand	payment gateway
compliant	PCI
credible	seamlessly
customer portal	SEO (search engine optimisation)
domain	social proof
feedback	social share buttons
G suite	trust logo
incorporate	web hosting
increase	website traffic
mask (v)	worth

► **before page 70**

**CLOUD COMPUTING**

advantage	payment per usage
affordable	risk (n)
bandwidth	scale down
decrease	scale up
dependency	security
ideal	self-service
manage	solely
multi-users	suitable
needs	third-party
on-demand	

**Extra!**

apache	e-merchant
capacity	hybrid cloud
cloud storage	Secure Shell (SSH) encryption
dedicated server	Service Level Agreement (SLA)
deployment	sign up
digital wallet	virtual data centre

# Vocabulary Builder

18

## Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 72

### ONLINE SAFETY

adware	parental control
block	password protect
bulk e-mails	phishing
corrupt	post
ensure	privacy settings
fraudulent	profile
hacker	risk (v)
hide	suspicious
identity theft	thief (thieves)
make public	trick
monitor	undesirable

> before page 74

### CYBER SECURITY

agenda	multi-factor authentication
attempt	penalty
aware of	real-time protection
breach	reassess
cyber attack	recovery
e-commerce	safeguard
encrypt	sensitive
establish	tools
gain entry to	VPN (Virtual Private Network)
malicious code	

### Extra!

bot	decoy app
closed system	electronic footprint
cookie	imposter
cyber bullying	pharming
cyber grooming	Trojan horse
cyber stalking	whitelist

## 19

**Vocabulary Builder**

Learn the vocabulary you need. Write the words in your language in your notebook.

> before page 76

**JOB APPLICATIONS**

certification	people skills
educational background	secondary school
experience (n)	team
fast-growing technologies	under pressure
overtime	vocational training

**ADJECTIVES**

confident	nervous
hard-working	organised
highly skilled	outgoing
insecure	relaxed
knowledgeable	responsible
lazy	shy

> before page 78

**JOB CONDITIONS**

fire	retirement benefits
hire	schedule (n)
permanent	shift
recruit	starting salary
retire	temporary

**ADJECTIVES**

ambitious	fast learner
creative	flexible
diligent	good at multi-tasking
easy-going	industrious
energetic	sensitive

**Extra!**

advanced	maternity leave
application	native
articulate	night shift
basic	parental leave
health insurance	sabbatical
incentive	salary slip
intermediate	seasonal work
interviewee	sick leave
interviewer	team player

### 20

### Vocabulary Builder

Learn the vocabulary you need. Write the words in your language in your notebook.

#### > before page 80

##### WRITING A CV

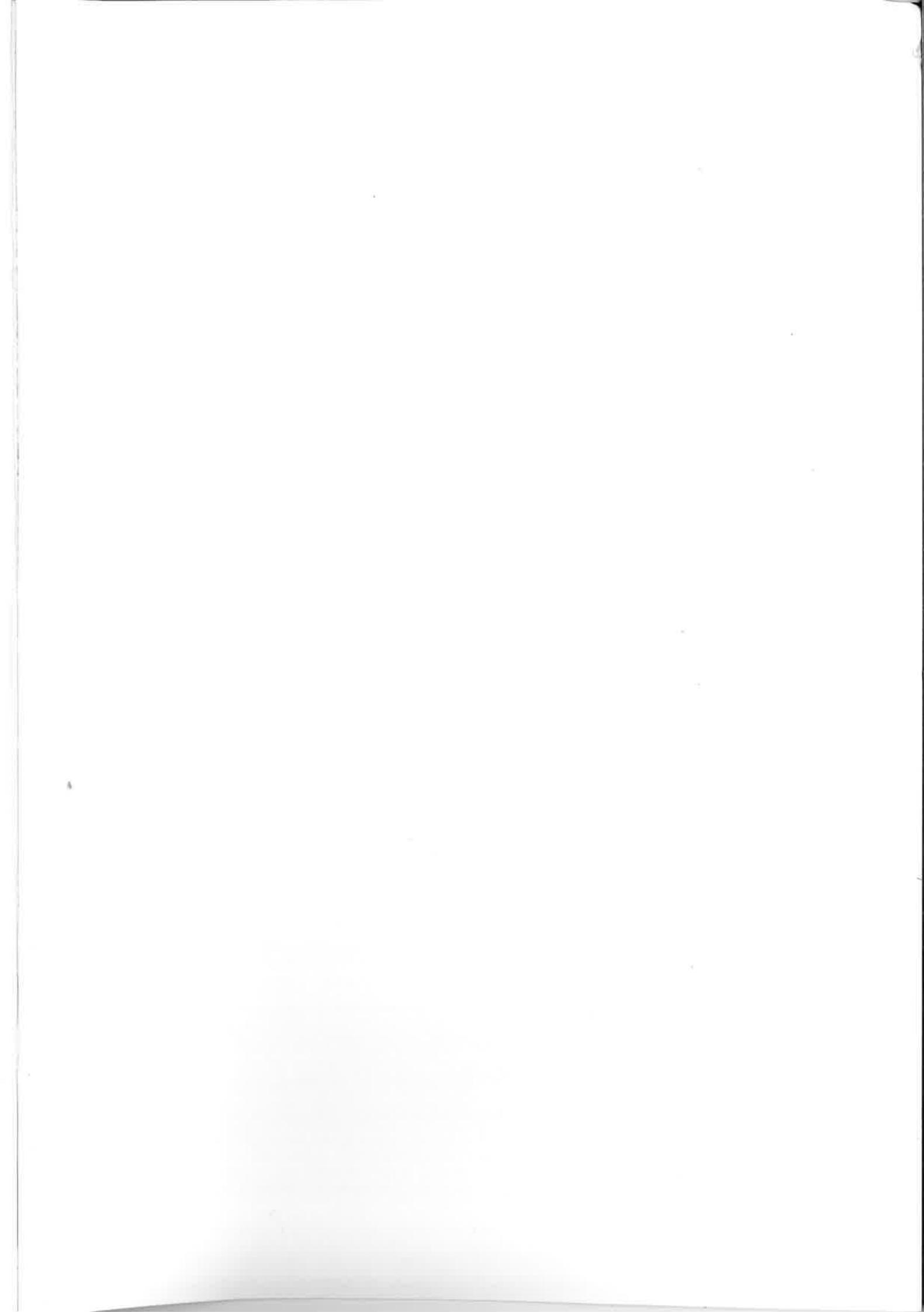
Bachelor's degree	formal training
career objectives	graduate (v)
certificate	job description
computer skills	personal details
current job	references
fluent	

##### PERSONAL DETAILS

date of birth	male
divorced	marital status
female	married
gender	single

#### Extra!

BSc (Bachelor of Science)	résumé
covering letter	separated
GCSE (General Certificate of Secondary Education)	spell-check
long-term	suitability
MA (Master of Arts)	widow
Master's degree	widower
MSc (Master of Science)	with honours
qualifications	



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