

2 Grammar Practice

Present Simple

Affirmative	Negative	Interrogative	Short Answers
I learn	I don't learn	Do I learn ... ?	Yes, I do. / No, I don't.
You learn	You don't learn	Do you learn ... ?	Yes, she does. / No, she doesn't.
He learns	He doesn't learn	Does he learn ... ?	Use
She learns	She doesn't learn	Does she learn ... ?	to talk about general facts and habits
It learns	It doesn't learn	Does it learn ... ?	
We learn	We don't learn	Do we learn ... ?	
You learn	You don't learn	Do you learn ... ?	
They learn	They don't learn	Do they learn ... ?	
Time Expressions			
every morning / day, once / twice a month / year, on Mondays			
Adverbs of Frequency			
always, often, frequently, regularly, usually, sometimes, rarely, never			

Watch Out!

like – likes
watch – watches
go – goes
try – tries

Note: ✓ He doesn't like
x NOT: He doesn't likes

1 Complete the sentences with the verbs in brackets. Use the Present Simple affirmative.

- I (drink) coffee every morning.
- Mr Hartfeld (work) for a computer company.
- The web designers usually (stay) late.
- Sue never (finish) her work on time.
- We (meet) with the head of our department once a week.
- The managing director often (fly) to London for conferences.

2 Circle the correct answer.

- I **rarely** / **sometimes** eat at the cafeteria because I don't like the food there.
- Ms Darcy starts work at 9.00 **usually** / **every morning**.
- Dan works here **once a week** / **twice a week** – on Mondays and on Wednesdays.
- Amelia says this is an excellent app. She **often** / **never** uses it.
- I **always** / **usually** just have a sandwich or salad for lunch in my office, but I **sometimes** / **never** go out for lunch. I like the restaurant opposite our office.

3 Write the words in the correct order to form sentences. Use the Present Simple affirmative.

- always / at 9.00 / start / I / my workday
.....
- software / every day / the / test / they
.....
- the hard drive / always / you / to the motherboard / connect
.....
- often / films / she / download
.....
- turn off / in the evening / they / the computers
.....

4 Write the sentences in the negative.

- The network administrators work all night.
.....
- We repair old laptops.
.....
- Mr Campbell works for REM Electronics.
.....
- This company produces desktop motherboards.
.....
- I buy lunch at the cafeteria.
.....
- She drives her car to work.
.....



5 Complete the sentences with the verbs below. Use the Present Simple affirmative or negative.

not work • talk • use • not drink • have

- I tea. I prefer coffee.
- We usually meetings in the conference room on the second floor.
- Rachel for us anymore. She left her job three months ago.
- Betty on the phone all day. She's a helpdesk technician.
- You a USB port to plug in an external hard drive.

6 Complete the questions with do or does.

- you want a cold drink?
- Keith work in the repair department?
- people usually turn off their PCs at night?
- When the helpdesk open in the morning?
- What hardware we need for the trade exhibition?
- Where the web designer sit?

7 Match the questions in Exercise 6 to the answers below.

- No, he doesn't.
- On the 2nd floor, room 205.
- A laptop and a power supply.
- No, thank you.
- Yes, they do.
- At 10.00.

8 Write a question for each answer. Pay attention to the words in bold.

- ?

Yes. You connect the heat sink to the motherboard.

- ?

Ms Gill buys **hardware** from our company.

- ?

He works **in the IT department**.

- ?

No. We don't work on Saturday.

- ?

I finish work **at 4.00**.

9 Complete the sentences with the verbs in brackets. Use the correct form of the Present Simple.

- Where the programmers (sit) in the building?
- you (need) a new sound card?
- They (not repair) computers in this department.
- Katie and I (design) websites for our clients.
- The fan (stop) the computer from getting hot.
- Mr Tate (not recommend) that expensive laptop.
- What software your company (sell)?

Imperative

Go straight.

Don't leave your bag here.

Use

to give a direct order

Let's

Let's meet at 2 pm.

Use

to make a suggestion

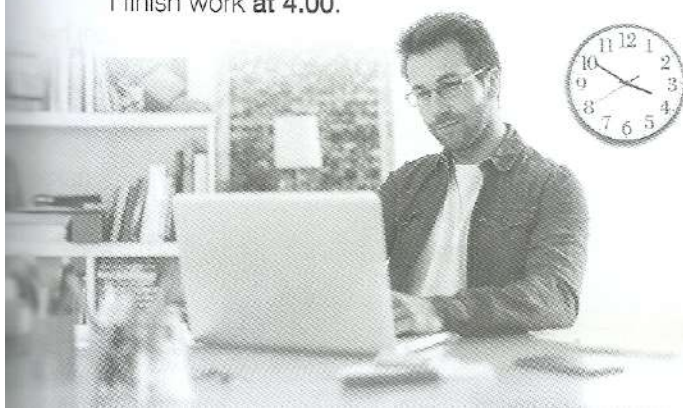
10 Complete the sentences with the verbs below. Use the correct form of the imperative.

not assemble • offer • remove • not use
insert • not enter

- the plug from the power supply.
- this keyboard. It isn't working.
- visitors a drink.
- the sound card into its slot.
- the room right now.
- the computer until you've got all the parts.

11 Make suggestions for the following situations. Use Let's.

- You and your friends are hungry.
Let's have lunch in the cafeteria.
- The meeting is on the second floor and there are many people in the lift.
.....
- You and some other employees want to know the name of the programmer.
.....
- Your computers aren't working well.
.....
- You started work at 8.30 and it's 6.30 now.
.....



2

Vocabulary and Functional Language

1 Circle the correct answer.

1. A **USB port** / **processor** allows devices to be connected to each other.
2. The **heat sink** / **motherboard** connects all the different parts of the computer.
3. The **processor** / **DVD drive** performs the instructions of a computer program.
4. If the computer gets hot, you should check the **RAM chip** / **heat sink and fan**.
5. Has your computer got a **hard drive** / **sound card**? I can't hear the music.

2 Find eight adjectives in the wordsearch. Then use the adjectives to complete the mini-dialogues.

v	p	a	d	i	j	f	y	n	w	s
s	d	b	a	s	i	c	u	a	t	p
q	u	i	c	k	h	k	s	r	x	n
u	d	c	s	w	c	f	e	r	m	z
h	j	y	t	b	h	m	f	o	s	k
t	l	a	r	g	e	q	u	w	r	w
s	n	z	r	n	a	r	l	o	u	d
h	e	a	v	y	p	g	s	j	k	t

1. **A:** How much does that computer cost?
B: £500.
A: That's not !
2. **A:** Which course are you interested in?
B: I'd like to take a course in Photoshop.
3. **A:** Is that a new laptop?
B: Yes. My old one is too I can't carry it to class.
4. **A:** How long will it take to repair the computer?
B: It's not a serious problem, so it'll be
5. **A:** Are you going to open up the computer?
B: Yes, because the old fan makes a noise.
6. **A:** Do you use all the apps on your phone?
B: Yes, I find them very
7. **A:** Where do you work?
B: In the office building at the corner of Maple and Brook Streets.
8. **A:** Can you put the computer here?
B: No, it won't fit. The space is too

3 Match A to B. Pay attention to the words in bold.

A

1. This laptop is very **light**.
2. Our web designs are **expensive**,
3. My old computer is **useless**,
4. Our data entry operator is **slow**,
5. This component is too **wide**.
6. It's **quiet** in the office today,
7. You need all these **little** parts,
8. The technology we use is very **advanced**,

B

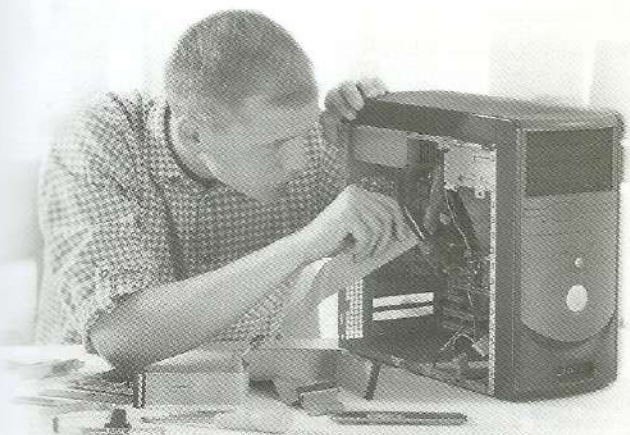
- a. It can't go into the motherboard.
- b. You can carry it to school.
- c. but he's a good worker.
- d. because the technicians are at a computer exhibition.
- e. so I want to buy a new one.
- f. so you'll get the most sophisticated hardware.
- g. but we've got many happy customers.
- h. so be careful not to lose them.

4 Circle the correct answer to form phrases.

1. Turn on a
a. mouse
b. TV
c. keyboard
2. Insert a
a. tablet
b. smartphone
c. sound card
3. Plug in a
a. DVD drive
b. computer
c. hard drive
4. Disconnect the
a. monitor from the computer
b. processor from the computer
c. fan from the computer
5. Attach
a. the heat sink to the motherboard
b. software to the laptop
c. a processor to the keyboard
6. Remove a
a. keyboard from the computer
b. monitor from a computer
c. hard drive from a computer

5 The words in bold are in the wrong sentences. Write them next to the correct sentences.

- Will you please **unscrew** the computer before you leave?
- You need to **turn off** the sound card into place.
- You must **unplug** the monitor to the computer.
- In order to remove the motherboard, you must **connect it**.
- Detach** the computer before you put in any hardware.
- Do I need to **screw** the fan from the heatsink in order to clean it?



6 Circle TWO words connected to the word in bold.

case: side panel ■ socket ■ front panel
power supply: switch ■ cable ■ heat sink

7 Complete the sentences with the words below.

clips ♦ cable ♦ slot ♦ socket ♦ switch

- You must insert the sound card into this
- Use this to turn on the computer.
- The hold the heat sink in its place.
- You can plug the lamp into this
- The isn't long enough to connect the computer to the TV.

8 Look at the sign below. Then complete the sentences with ordinal numbers.

●	floor 9	Smartphone Accessories
⬆	floor 8	BEI Retail Computers
⬆	floor 7	A&P Electronics
⬆	floor 6	MIG Mobile Phones
⬆	floor 5	Ace Web Designers
⬆	floor 4	Laptop Repairs
⬆	floor 3	REM Technology
⬆	floor 2	Software Solutions
⬆	floor 1	T&T Education Software

- The electronics company is on the floor.
- Go to the floor for REM Technology.
- You can find web designers on the floor.
- To buy a new computer, go to the floor.
- On the floor, they solve software problems.
- Are you looking for a new phone? Go to the floor.
- You can get your laptop fixed on the floor.
- You need computer programs for your school. Go to the floor.

Say It!

Complete the mini-dialogues with the sentences below. There is one extra.

How can I help? ♦ Good. Now put the panel back on the computer.

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

- A: Check the new sound card is working.
 B: Yes, it is.
 A:
- A:
 B: For Word documents and PowerPoint.
- A:
 B: Can you help me install a new sound card in my computer?
- A: How much is it?
 B:
 It's only £280.