Oxford English for Information technology tasks:

ex 1.

1. toggle box/toggle boxes
2. guidelines
3. selected icon
4. explorer pane
5. divider
6. navigation pane

ex 2.

1. he has a lot of files in a folder, with appropriate labels
2. he wants to create subfolders to get things in order

ex 3.

1. d
2. a
3. b
4. c

ex 4.

1. move files to a subfolder
2. it has an indicator of a “plus sign”
3. “Hungary” and “Japan”
4. Drag-n-Drop operation
5. “Undo” function in a menu bar

ex 5.

1. f (If you press Print Screen you can make a copy of the screen)
2. h (If you press Ctrl+Alt+Delete in Windows XP it displays the Windows security dialog box)
3. b (If you added more memory it would speed up your computer)
4. e (If you installed a modem you would be able to connect to a telephone line)
5. g (If you used a better search engine you would find more relevant results)
6. c (If you forget to save regularly you may lose your data)
7. a (If you hold down the mouse button over an icon you can drag it across the screen)
8. d (If you used an LCD display you would have more space at your desk)

ex 6.

1. If you don’t virus-check floppies, you may lose your data
2. If there was a power cut while you were using your computer your most recent changes would be lost
3. If you install a faster processor, you can have a more productive workflow throughout several apps
4. If you forgot your password, there is no coming back
5. If you press the delete key, selected file goes to a trash bin
6. If you use a search engine, it would be much easier to translate words to english
7. If you double click on an icon, this file opens in an additional window
8. If you use power-saving options, your computer may lose in productivity

ex 7.

1. f
2. e
3. j
4. h
5. i
6. c
7. b
8. g
9. a
10. d

TechTalk tasks:

ex 1.

1. 1, 3, 5
2. 1, 5, 9
3. 6, 7, 8

ex 2.

pictures 8 and 1

ex 3.

**dis**comfort

**im**practical

**un**necessary

ex 4.

1. insufficient, improper
2. inadequate, unnatural, unnecessary
3. nonfatal
4. nonstop
5. unorganized, unsafe

ex 5.

1. I was carrying the box to my workbench when I tripped over a cable.
2. The bottle exploded while I was opening it. It cut my arm.
3. He was talking on his mobile phone and he didn’t pay attention to the road. He drove into a tree.
4. She tried to reach something on the top shelf when she knocked the bottle of acid over with her elbow. It spilled down on her arm.
5. He slipped and fell when he was repairing the roof. We had to call an ambulance.
6. A titanium part caught fire and caused serious damage.
7. We wanted to save time so we weren’t using the safety guards. It was a mistake. Jim was wearing a long-sleeved shirt and some of the fabric got caught up in the rollers.

ex 6.

1. There is a very high possibility of falling down from the ladder. It seems very unstable, and considering that the man is using a drill with both of his hands, he barely can balance on it. After a fall, he should pray that drill to stop working. At worst it can “go dancing” and do severe damage to his limbs.
2. It looks like this wooden pier in the picture is still under construction. Even though this photo may get many likes on instagram, but there is a very high possibility of getting drowned under the broken planks
3. That man is really encouraging. Either he is really going to commit cuicide, or he is just tired of looking for small branches for his campfire and decided to saw of a bigger one. Anyway sitting on a branch that you are sawing is a very bad idea. You will fall with it, and consequently break your arm, leg or even neck.