CAMBRIDGE Professional English

Infotech

English for computer users

Fourth Edition

Student's Book

Santiago Remacha Esteras

Fully updated with the latest advances in technology

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	SPEAKING	WRITING	LANGUAGE WORK	VOCABULARY
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	Describing your ideal computer system	Notes about your ideal computer system	Defining relative clauses	*Processor, chip, control unit, arithmetic logic unit*, etc. Units of memory: KB, MB, GB, etc.
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	Discussing assistive technology	An email summarizing the different assistive technologies available	Noun phrases	Devices for the disabled
	Discussing how to protect your data	An email explaining hard drive precautions	Precautions Word building	Types of magnetic storage, technical details of magnetic storage
	Choosing storage devices	A post on a forum discussion about format wars	Connectors 2	Types of optical storage, technical details of optical storage
	Describing flash drives	A text message to a friend explaining the difference between MP3 and MP4	Word building	Types of flash drive, technical details of flash memory
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	SPEAKING	WRITING	LANGUAGE WORK	VOCABULARY
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	Choosing graphics software	Describing graphics	The *-ing* form	Types of graphics, the toolbox
	A debate: e-publishing vs. paper publishing	A letter to a newspaper	Order of adjectives	Desktop publishing basics
	Discussing applications of multimedia	A blog entry about the use of multimedia	Conditional sentence	Multimedia components and features
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	Describing computer languages	Notes from a training course	Word building The infinitive	Programming, computer languages
	Discussing your experience with computers		The *-ed* form	Java applets
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	Explaining VoIP technology from a diagram Describing and discussing mobile phones	A summary of a discussion for a blog post	The passive	ICT systems, mobile phones
	Presenting a description of a network	A description of a network	Phrasal verbs	Types of network, network architecture, network topology
	Discussing your favourite games and game platforms Discussing the pros and cons of gaming	An essay: The pros and cons of gaming	Adverbs	Game platforms, game genres
	Discussing and comparing predictions	Captions for short texts Predictions	Future forms	Future trends in technology: nanotechnology, AI, biometrics, etc.

1 Computers today

Learning objectives

In this module, you will:

- talk and write about computer applications in everyday life.
- study the basic structure of a computer system.
- study the differences between certain types of computer.
- learn how to classify computer devices.
- learn about the structure and functions of the CPU.
- learn how to distinguish between RAM and ROM.
- learn about how memory is measured.
- learn and use relative pronouns.
- learn how to enquire about computers in a shop.
- learn how to understand the technical specs of different computers.

1 The digital age

A Match the captions (1–4) with the pictures (a–d).

1 In education, computers can make all the difference .....
2 Using a cashpoint, or ATM .....
3 The Internet in your pocket .....
4 Controlling air traffic .....

a 

b 

c 

d 

B How are computers used in the situations above? In pairs, discuss your ideas.

C Read the text and check your answers to B.

The digital age

We are now living in what some people call *the digital age*, meaning that computers have become an essential part of our lives. Young people who have grown up with PCs and mobile phones are often called *the digital generation*. Computers help students to **perform** mathematical **operations** and improve their maths skills. They are used to **access the Internet**, to **do** basic **research** and to communicate with other students around the world. Teachers use projectors and interactive whiteboards to **give presentations** and teach sciences, history or language courses. PCs are also used for administrative purposes – schools use word processors to **write letters**, and databases to **keep records** of students and teachers. A school website allows teachers to publish **exercises** for students to **complete** online.

Students can also enrol for courses via the website and parents can download official reports.

Mobiles let you **make** voice **calls**, **send texts**, email people and download logos, ringtones or games. With a built-in camera you can send pictures and make video calls in *face-to-face* mode. New smartphones combine a telephone with web access, video, a games console, an MP3 player, a personal digital assistant (PDA) and a GPS navigation system, all in one.

In banks, computers **store information** about the money held by each customer and enable staff to **access** large **databases** and to **carry out** financial **transactions** at high speed. They also control the cashpoints, or ATMs (automatic teller machines), which **dispense money** to customers by the use of a PIN-protected card. People use a Chip and PIN card to pay for goods and services. Instead of a signature to verify payments, customers **enter a** four-digit **personal identification number** (**PIN**), the same number used at cashpoints; this system makes transactions more secure. With online banking, clients can easily **pay bills** and **transfer money** from the comfort of their homes.

Airline pilots use computers to help them control the plane. For example, monitors **display data** about fuel consumption and weather conditions. In airport control towers, computers are used to manage radar systems and regulate air traffic. On the ground, airlines are connected to travel agencies by computer. Travel agents use computers to find out about the availability of flights, prices, times, stopovers and many other details.

D When you read a text, you will often see a new word that you don't recognize. I you can identify what type of word it is (noun, verb, adjective, etc.) it can help you guess the meaning.

Find the words (1–10) in the text above. Can you guess the meaning from context? Are they nouns, verbs, adjectives or adverbs? Write *n*, *v*, *adj* or *adv* next to each word.

1 perform (line 6) _____
2 word processor (line 13) _____
3 online (line 16) _____
4 download (line 18) _____
5 digital (line 25) _____
6 built-in (line 21) _____
7 store (line 27) _____
8 financial (line 29) _____
9 monitor (line 42) _____
10 data (line 42) _____

E Match the words in D (1–10) with the correct meanings (a–j).

a keep, save _____
b execute, do _____
c monetary _____
d screen _____
e integrated _____
f connected to the Internet _____
g collection of facts or figures _____
h describes information that is recorded or broadcast using computers _____
i program used for text manipulation _____
j copy files from a server to your PC or mobile _____

F In pairs, discuss these questions.

1 How are/were computers used in your school?
2 How do you think computers will be used in school in the future?

2 Language work: collocations 1

A Look at the HELP box and then match the verbs (1–5) with the nouns (a–e) to make collocations from the text on pages 2–3.

1	give	a	money
2	keep	b	a PIN
3	access	c	databases
4	enter	d	presentations
5	transfer	e	records

HELP box

Collocations 1

Verbs and nouns often go together in English to make set phrases, for example ***access the Internet***. These word combinations are called **collocations**, and they are very common. Learning collocations instead of individual words can help you remember which verb to use with which noun. Here are some examples from the text on pages 2–3: ***perform operations, do research, make calls, send texts, display data, write letters, store information, complete exercises, carry out transactions.***

B Use collocations from A and the HELP box to complete these sentences.

1 Thanks to Wi-Fi, it's now easy to _____ from cafés, hotels, parks and many other public places.
2 Online banking lets you _____ between your accounts easily and securely.
3 *Skype* is a technology that enables users to _____ over the Internet for free.
4 In many universities, students are encouraged to _____ using PowerPoint in order to make their talks more visually attractive.
5 The Web has revolutionized the way people _____ – with sites such as *Google* and *Wikipedia*, you can find the information you need in seconds.
6 *Cookies* allow a website to _____ on a user's machine and later retrieve it; when you visit the website again, it remembers your preferences.
7 With the latest mobile phones, you can _____ with multimedia attachments – pictures, audio, even video.

3 Computers at work

A Listen to four people talking about how they use computers at work. Write each speaker's job in the table.

electrical engineer secretary librarian composer

Speaker	Job	What they use computers for
1		
2		
3		
4		

B Listen again and write what each speaker uses their computer for.

4 The magic of computers

A You are going to read a text about some of the other things that com used for. Five sentences have been removed from the text. Choose which sentence (1–5) fits which gap in the text (a–e).

1 It is a calculating machine that speeds up financial calculations
2 we visit shops and offices which have been designed with the help of computers
3 you can even use your PC to relax with computer games
4 for example calculators, the car's electronic ignition, the timer in the microwave, or the programmer inside the VCR
5 as does making a flight reservation or bank transaction

The magic of computers

Computers and microchips have become part of our everyday lives: (a) _____ ; we pay bills prepared by computers; just picking up a telephone and dialling a number involves the use of a sophisticated computer system, (b) _____ .

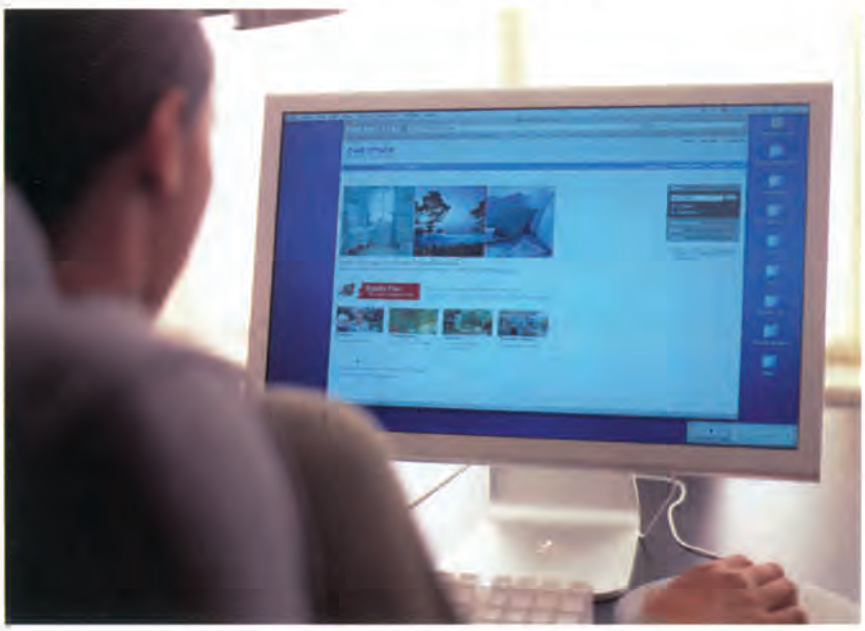
Every day we encounter computers that spring to life the instant they are switched on, (c) _____ , all of which use chip technology.

What makes your computer such a miraculous device? Each time you turn it on, it is a blank slate (*tabula rasa*) that, with appropriate hardware and software, is capable of doing anything you ask. (d) _____ ; it is an electronic filing cabinet which manages large collections of data, such as customers' lists, accounts, or inventories; it is a magical typewriter that allows you to type and print any kind of document – letters, memos or legal documents; it is a personal communicator that enables you to interact with other computers and with people around the world; if you like gadgets and electronic entertainment, (e) _____ .

Nowadays, it is almost impossible to imagine life without the magic of computers.

B Read the text again and answer these questions.

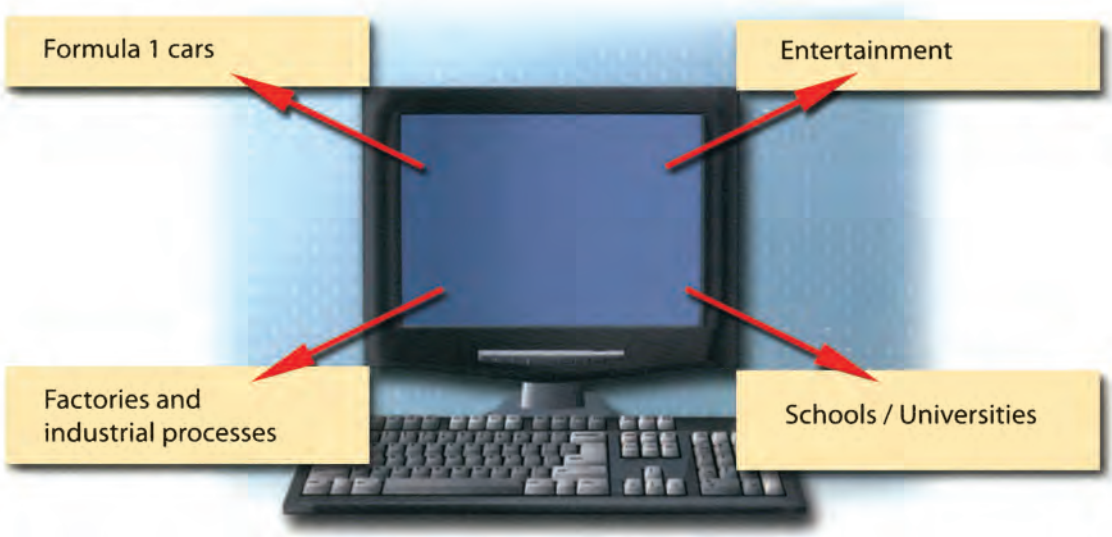
1 Apart from computers, what other devices use microchips?
2 Which two components allow computer systems to operate?
3 What types of document are prepared on computers?
4 Why is a computer called a *personal communicator*?



Computers have changed the way we live, work, play and communicate

5 Other applications

A **In small groups, choose one of the areas in the diagram be what you can do with computers in that area. Look at the *Useful language* box below to help you.**



Useful language

Formula 1 cars: *design and build the car, test virtual models, control electronic components, monitor engine speed, store (vital) information, display data, analyse and communicate data*

Entertainment: *download music, burn CDs, play games, take photos, edit photos, make video clips, watch movies on a DVD player, watch TV on the computer, listen to MP3s, listen to the radio via the Web*

Factories and industrial processes: *design products, do calculations, control industrial robots, control assembly lines, keep record of stocks (materials and equipment)*

School/University: *access the Internet, enrol online, search the Web, prepare exams, write documents, complete exercises online, do research, prepare presentations*

Computers are used to …

A PC can also be used for …

People use computers to …

B **Write a short presentation summarizing your discussion. Then ask one person from your group to give a summary of the group's ideas to the rest of the class.**

Infotech

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Student's Book Fourth Edition

Santiago Remacha Esteras

Now in its fourth edition, **Infotech** is a comprehensive course in the English of computing, used and trusted by students and teachers all over the world.

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With the support of clear explanations, no specialist knowledge of ICT is required, making this course ideal for anyone who needs to understand the English of computing for study or work.

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- Technical reading texts and realistic listening material keep learners up-to-date with recent developments in the fast-moving world of computing, from Windows Vista to Blu-ray
- A comprehensive glossary of computer terms and acronyms provides valuable support
- A modular structure enables teachers to focus on the most relevant topics and language for their students
- New interactive internet research tasks and an online workbook enable students to use their ICT skills as they learn

www.cambridge.org/elt/ict

Learning Links

We recommend for use with **Infotech** Fourth Edition:

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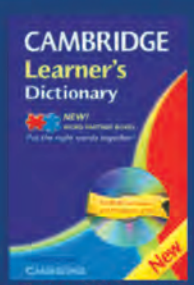

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