

## Operating Systems: Hidden Software

### Reading:

Read this text and find the answers to these questions:

1 -What difference is there between applications software and operating systems?  
.....

2- Why is the supervisor program the most important operating system program?  
.....

3 What is the difference between resident and non-resident programs?  
.....

4-What are the main functions of an operating system?  
.....

When a brand new computer comes off the factory assembly line, it can do nothing. The hardware needs software to make it work. Are we talking about applications software such as word processing or spreadsheet software? Partly. But an applications software package does not communicate directly with the hardware. Between the applications software and the hardware is a software interface - an operating system. An operating system is a set of programs that lies between applications software and the computer hardware.

The most important program in the operating system, the program that manages the operating system, is the supervisor program, most of which remains in memory and is thus referred to as resident. The supervisor controls the entire operating system and loads into memory other operating system programs (called nonresident) from disk storage only as needed.

An operating system has three main functions: manage the computer's resources, such as the central processing unit, memory, disk drives, and printers, establish a user interface, and execute and provide services for applications software. Keep in mind, however, that much of the work of an operating system is hidden from the user. In particular, the first listed function, managing the computer's resources, is taken care of without the user being aware of the details.

Furthermore, all input and output operations, although invoked by an applications program, are actually carried out by the operating system.

**Exercise :** Complete the gaps in this summary of the text on operating systems using these linking words and phrases: *although because but in addition such as therefore*

The user is aware of the effects of different applications programs

.....  
operating systems are invisible to most users. They lie between applications programs, ..... word processing, and the hardware. The supervisor program is the most important. It remains in memory, ..... it is referred to as resident. Others are called non-resident ..... they are loaded into memory only when needed. Operating systems manage the computer's resources, ..... the central processing unit ..... , they establish a user interface, and execute and provide services for applications software. .... Input and output operations invoked by applications programs, they are carried out by the operating system.

### ***ing* form (1) as a noun; after prepositions**

**We can use the *-ing* form of the verb as a noun. It can be the subject, object, or complement of a sentence. For example:**

- 1- Managing the computer's resources is an important function of the operating system.
- 2 The operating system starts running the user interface as soon as the PC is switched on.
- 3 Another function of the operating system is executing and providing services for applications software.

**The *-ing* form is also used after prepositions. This includes *to* when it is a preposition and not part of the infinitive. For example:**

- 4- *Without* the user *being* aware of the details, the operating system manages the computer's resources.
- 5- We begin *by focusing* on the interaction between a user and a PC operating system.
- 6- We look forward to *having* cheaper and faster computers.

**Exercise :**

Rewrite each of these sentences like this:

**Example:**

An important function of the operating system is to manage the computer's resources.

*Managing the computer's resources is an important function of the operating system.*

1- One task of the supervisor program is to load into memory nonresident programs as required.

.....

2 -The role of the operating system is to communicate directly with the hardware.

.....

3 -One of the key functions of the operating system is to establish a user interface.

.....

4 -The task in most cases is to facilitate interaction between a single user and a PC.

.....

5- One of the most important functions of a computer is to process large amounts of data quickly.

.....

Exercise :

**Complete these sentences with the correct form of the verb: infinitive or *-ing* form.**

- 1- Don't switch off without (close down) your PC.
- 2- I want to (upgrade) my computer.
- 3- He can't get used to (log on) with a password.
- 4- You can find information on the Internet by (use) a search engine.
- 5- He objected to (pay) expensive telephone calls for Internet access.
- 6- He tried to (hack into) the system without (know) the password.
- 7- You needn't learn how to (program) in HTML before (design) web pages.
- 8- I look forward to (input) data by voice instead of (use) a keyboard.

Lecture ( 4 )

Some useful adjectives:

**Choose the best adjective.**

1. Oh dear. I pressed the \_\_\_\_\_ button.  
a. incorrect      b. wrong      c. false
2. I can't use my mobile phone. The battery's \_\_\_\_\_.

**a. over    b. flat    c. exhausted**

3. The battery isn't completely flat, but its very \_\_\_\_\_.

**a. down    b. short    c. low**

4. My video camera is very \_\_\_\_\_.

**a. easy to use    b. uncomplicated    c. obvious**

5. My new computer has a very \_\_\_\_\_ processor.

**a. quick    b. high speed    c. fast**

6. The X19 notebook computer features a very \_\_\_\_\_ design.

**a. compact    b. little    c. small**

7. Keeping files on paper is \_\_\_\_\_ solution.

**a. an old-tech    b. a past-tech    c. a low-tech**

8. Keeping files on a computer database is a \_\_\_\_\_ solution.

**a. new-tech    b. now-tech    c. high-tech**

9. My new PDA is the \_\_\_\_\_ model.

**a. latest    b. newest    c. most modern**

10. In our office, we've set up a \_\_\_\_\_ network.

**a. wire-free    b. no wires    c. wireless**

11. A call from New York to Tokyo is \_\_\_\_\_ distance.

**a. far    b. long    c. faraway**

12. I don't think this printer is \_\_\_\_\_ with my computer.

**a. compatible    b. connectable    c. suitable**

13. My laptop is only 3 centimetres \_\_\_\_\_.

**a. thick    b. tall    c. wide**

14-The screen on my laptop isn't very \_\_\_\_\_.

**a. light    b. white    c. bright**

15. In three or four years, my new computer will probably be \_\_\_\_\_.

**a. old fashioned    b. behind the times    c. obsolete**

16. When you connect this to your computer, it will work immediately. It's \_\_\_\_\_.

**a. plug and go    b. plug and play    c. plug and use**

## Data storage

Complete the following , use the terms from 1- 10 :

1- burn      2-capacity      3-card      4- drawer  
5-eject      6-free      7-space      8-hard drive      stick

1. The data and applications on your computer are stored on the \_\_\_\_\_
2. To run this application you need at least 50MB of \_\_\_\_\_ on your hard drive.
3. My computer's hard drive has a \_\_\_\_\_ of 120GB.
4. Do you like this CD? I can \_\_\_\_\_ you a copy if you want.
5. The opposite of "Insert the DVD" is "\_\_\_\_\_ the DVD".
6. I can't eject the CD. I think the \_\_\_\_\_'s stuck.
7. Digital cameras usually store pictures on a memory \_\_\_\_\_ or a memory .....

Exercise : ***Which do you think is the best solution for each problem?***

***(More than one solution is possible for some of problems )***

### Problems

1. I want to make a copy of a music CD.
2. I want to store some files. I may need to update them in the future.
3. I want to back up data from my computer. I want to update it every day.
4. My computer's having problems with reading and writing CDs.
5. I want to add 100MB of extra storage to my computer.
6. I want to send a copy of a small file to a friend. He has an old computer.
7. My computer's running slowly.

### Solutions

- a. You need an **external hard drive**.
- b. Use a **CD-R**.
- c. Try a **USB flash drive**.
- d. Perhaps you need a new internal CD drive.
- e. Put them on a **CD-RW**.
- f. Perhaps you need to **defragment** the hard drive.
- g. You could put it on a **floppy disk**

## Lecture ( 5)

Reading :

### Electronic payments

#### (A. EPOS and EFTPOS)

**Read and cross out the incorrect word.**

EPOS (electronic point of sale) terminals are **cash / money** registers found in retail **openings / outlets** such as shops and restaurants. They are connected to a **central / centre** computer, and data about **objects / goods** and services sold is entered into the terminals via keyboards, barcode readers, **touch / finger** screens etc. They are useful for stock management, and can produce itemised bills and **receipts / recipes**. EFTPOS (electronic funds transfer point of sale) can also transfer **cash / funds** directly from the customer's bank account via a **debit / paying** card. They are now more common than EPOS terminals.

#### B. Word partnerships

**Match the words.**

**Example : cash register**

- |            |   |                 |
|------------|---|-----------------|
| 1. cash    | ◀ | a. and services |
| 2. central |   | b. card         |
| 3. debit   |   | c. computer     |
| 4. funds   |   | d. of sale      |
| 5. goods   |   | e. outlet       |
| 6. point   |   | f. register     |
| 7. retail  |   | g. screen       |
| 8. touch   |   | h. transfer     |

Assignment : Write about your computer:

1. What kind of computer do you have?
2. Do you know the technical specifications of your computer?
3. Would you like to upgrade your computer? If so, what kind of computer would you like to get?
4. Which peripherals do you use most often? Why?
5. Do you use computer networks? If so, how do you connect to the networks you use?

## Software: the basics

1. Turn on your computer. It will usually take a few minutes to \_\_\_\_\_.  
**a.** boot itself      **b.** boot up      **c.** get booted
2. Windows XP, Macintosh OSX and Linux are \_\_\_\_\_.  
**a.** operating systems      **b.** operating tools      **c.** operators
3. On my computer, I have a picture of my cat as the \_\_\_\_\_.  
**a.** desktop background      **b.** desktop picture      **c.** desktop scene
4. Microsoft Word, Adobe Acrobat and CorelDraw are programs or \_\_\_\_\_.  
**a.** applicators      **b.** appliers      **c.** applications
5. To open Microsoft Word, click on the \_\_\_\_\_.  
**a.** picture      **b.** symbol      **c.** icon
6. I keep all my digital photos in a \_\_\_\_\_ called "Photos".  
**a.** folder      **b.** packet      **c.** box
7. Is it possible to open Microsoft Excel \_\_\_\_\_ in Word?  
**a.** texts      **b.** files      **c.** pages
8. In Microsoft Word, to start typing a new letter, open a new \_\_\_\_\_.  
**a.** document      **b.** page      **c.** paper
9. When you \_\_\_\_\_ a document, it's sent to the recycle bin.  
**a.** destroy      **b.** erase      **c.** delete
10. Deleted documents stay in the recycle bin until you \_\_\_\_\_ it.  
**a.** wash      **b.** empty      **c.** clean
11. In Windows, the icon is just a \_\_\_\_\_ to the application. If you delete the icon, the application will still be on your computer.  
**a.** connector      **b.** shortcut      **c.** link
12. If the computer crashes, you can try pressing the \_\_\_\_\_ button.  
**a.** restart      **b.** recommence      **c.** replay
13. When I've finished using my computer, I always \_\_\_\_\_.  
**a.** close it down      **b.** shut it down      **c.** shut it off
14. If I leave my computer on without using it, after a while it goes into \_\_\_\_\_ mode.  
**a.** stand down      **b.** waiting      **c.** standby

B. Insert the missing words. Use the following terms :

Close      drag and drop      free up      installed      launch  
Password      renamed      running      save      search  
start menu      uninstalling      user      window

1. I couldn't open the document you emailed me. I don't have Microsoft Word \_\_\_\_\_ on my computer.
2. Click on that icon to \_\_\_\_\_ Internet Explorer.
3. I \_\_\_\_\_ an important document, and now I can't find it.
4. If your computer is \_\_\_\_\_ several applications at the same time, it's more likely to crash. It's better to \_\_\_\_\_ the applications you're not using.
5. You can access all the applications on your computer from the \_\_\_\_\_.
6. You can view two Word documents on the screen at the same time. You just open a new \_\_\_\_\_.
7. It's easy to move files into a folder. You can just \_\_\_\_\_.
8. I asked the computer to \_\_\_\_\_ for files with "English" in the name, but it didn't \_\_\_\_\_ any.
9. This is a shared computer. Each \_\_\_\_\_ has their own \_\_\_\_\_.
10. You can \_\_\_\_\_ space on your hard drive by \_\_\_\_\_ applications you never use.
11. If you \_\_\_\_\_ your photos as JPEGs instead of TIFFs, you'll use a lot less memory.

Lecture ( 6)

## Using software: useful verbs

**Match the words on the left with the words on the right**

- |                                |                         |
|--------------------------------|-------------------------|
| 1. <b>arrange</b> the          | a. Microsoft Word file  |
| 2. <b>cut</b> and <b>paste</b> | b. a new window         |
| 3. <b>install</b>              | c. photo. It's too big. |

- |                                |                         |
|--------------------------------|-------------------------|
| 4. <b>open</b> the document in | d. an application       |
| 5. <b>resize</b> the           | e. some text            |
| 6. <b>save</b> it as           | f. icons on the desktop |

2-

- |                          |                             |
|--------------------------|-----------------------------|
| 1. <b>copy</b> the       | a- for a lost file          |
| 2. <b>customize</b> your | b. a program                |
| 3. <b>launch</b>         | c. "search" function        |
| 4. <b>search</b>         | d. text into a new document |
| 5. <b>send</b> the file  | e. to a different folder    |
| 6. <b>use</b> the        | f. desk top                 |

3-

- |                                   |                    |
|-----------------------------------|--------------------|
| 1. accidentally <b>deleted</b> an | a. menu            |
| 2. <b>exit</b>                    | b. important file  |
| 3. <b>click</b> on that button    | c. an application  |
| 4. <b>pull down</b> a             | d. as a web page   |
| 5. <b>replace</b> the existing    | e. on the task bar |
| 6. <b>view</b>                    | f. file            |

## Assignment

### Choose the correct preposition :

1. The operating system **in / on** my computer doesn't support the latest version **of / from** this application.
3. My computer says it hasn't got enough memory **for / to** run this program .
5. I think there's a bug **in / inside** this software.
6. There doesn't seem to be an icon for the program **in / on** the desktop.
7. I can't use this program. It's all **in / with** French.
8. I can't get the driver for my new printer **to / at** work.
9. I haven't got a media player **in / on** my computer .
10. You can download one for free **to / from** the internet .
11. Perhaps you could get an older version – or buy a new computer .

12. Have you checked to see if there are any updates available **in / on** the internet .
13. Why don't you close **off / down** all those other applications you've got open .
14. How about compressing them **with / by** WinZip .
15. Go **to / on** the "start" menu, and click **at / on** "All Programs.

## Lecture 7

### The internet: the basics

**A. Read the following , Choose the best word from each pair in grey type.**

#### **What's the difference between the Web and the internet?**

Some people think that the internet and the Web are the same thing, but in fact they are different. The internet (often called simply "the net") is a global 1 **network / net** of interconnected computers. These computers communicate with each other 2 **over / through** existing telecommunications networks – principally, the telephone system. The World Wide Web (usually known as just "the Web") is the billions of web pages that are stored on large computers called web 3 **servers / services**.

To 4 **see / access** the web, you need a computer and a modem. You then connect over your telephone line to an internet service 5 **port / provider** (ISP), which sends your request to view a particular web page to the correct web server.

Websites are not the only service available on the internet. It is also used for many other functions, including sending and receiving email, and connecting to newsgroups and 6 **discussion / talking** groups. You could say that the internet is a system of roads, and web pages and emails are types of traffic that travel on those roads.

#### **Assignment:**

##### **C. Choose the best words.**

1. ADSL\* is more commonly known as \_\_\_\_\_.  
a. long band            b. broadband            c. wideband
2. Broadband internet connection is much faster than \_\_\_\_\_.  
a. dial-in            b. dial-through            c. dial-up

3. Before you can connect to the internet for the first time, you have to \_\_\_\_\_ an account with an ISP.  
**a. set**                      **b. set up**                      **c. set in**
4. Each time you want to connect to your ISP's system, you have to enter a log-in name and a \_\_\_\_\_.  
**a. security word**                      **b. safe word**                      **c. password**
5. You can set your computer to \_\_\_\_\_ your log-in details, so you don't have to type them in each time.  
**a. store**                      **b. remember**                      **c. recall**
6. With a broadband connection, you usually have to pay a \_\_\_\_\_.  
**a. fixed monthly price**                      **b. fixed monthly fee**                      **c. fixed monthly cost**
7. With dial-up, you can usually choose a \_\_\_\_\_ tariff.  
**a. pay-as-you-go**                      **b. pay-what-you-want**                      **c. pay-if-you-like**
8. Some broadband contracts limit the amount of \_\_\_\_\_ you can have each month.  
**a. pages**                      **b. traffic**                      **c. use**
9. Looking at web pages can be called "navigating the Web" but is more commonly called \_\_\_\_\_.  
**a. "surfing the net"**                      **b. "skiing the net"**                      **c. "swimming the net"**
10. You can often find the answer to a question by \_\_\_\_\_ on the internet.  
*a. looking at it*                      *b. looking for it*                      *c. looking it up*
11. When your computer is not connected to the internet, it is \_\_\_\_\_.  
**a. out of line**                      **b. offline**                      **c. off the line**
12. Internet banking is also called \_\_\_\_\_.  
**a. online banking**                      **b. on the line banking**                      **c. inline banking**
13. An unexpected disconnection from the internet is called a \_\_\_\_\_.  
**a. lost connection**                      **b. missed connection**                      **c. dropped connection**
14. A file which is copied from the internet onto your computer is called \_\_\_\_\_.  
**a. an upload**                      **b. a download**                      **c. a load**
15. Downloading files from the internet can \_\_\_\_\_ your computer with a virus.  
**a. infect**                      **b. contaminate**                      **c. dirty**

**The term \*ADSL stands for asymmetric digital subscriber line, but the full term is almost never used.**

**URL stands for Uniform Resource Locator, but the full term is almost never used.**

**ISP stands for Internet Service Provider .**

## I. Complete the sentences using the words in the list.

### **Server, Internet, URL, web, website**

1. \_\_\_\_\_ is a worldwide network of computers, linked mostly by telephone lines.
2. \_\_\_\_\_ is the worldwide collection of text pages, digital photographs, music files, videos, and animations you can access over the Internet.
3. \_\_\_\_\_ is the page address you see in the long bar at the top of your Web browser.
4. A website is simply a collection of interlinked documents, usually stored in the same directory on a publicly accessible computer known as a \_\_\_\_\_.

## **Lecture( 8)**

### **Some terminologies and definition**

- 1- **Web cam** is a camera connected to the internet.
- 2- To send an SMS message is **a text** .
- 3- **Processor** is a computer's "brain".
- 4- **A fan** prevents a computer from overheating.
- 5- **A wireless** is a connection without wires.
- 6- **Socket** is the place where you put a plug.
- 7- Processor speeds are measured by **Megahertz**
- 8- The strip on the back of a credit or debit card is **magnetic**.
- 9- **Microphone** is the device which You speak into .
- 10- Printers, scanners, webcams etc. are **peripherals** .
- 11- **Mainframe** is a very large computer which never moves.
- 12- **Net work** is two or more computers connected together.
- 14- The mouse moves on **a mat** .
- 15- **Dial up** is the slowest form of internet connection.
- 16- **software** is programs which tell the computer what to do
- 17- **Firewall** is software which prevents unauthorized access to your computer over the internet.

### arithmetic operator symbols

<b>Symbol</b>	<b>Verb</b>	<b>Noun</b>	<b>Everyday language</b>
<b>+</b>	add	addition	"five plus three equals eight"
<b>-</b>	subtract	subtraction	"five minus three equals two"
<b>*</b>	multiply	multiplication	"five multiplied by three equals fifteen" "five times three equals fifteen."
<b>/</b>	divide	division	"fifteen divided by three equals five"
<b>^</b>	raise to the power of		"ten to the power of five is 100,000"

## Punctuation and symbols

1. full stop	.
2. comma	,
3. exclamation mark	!
4. question mark	?
5. single quotes	'Hello'
6. double quotes	"Hello"
7. dollar sign	\$
8. percentage sign	%
9. ampersand	&
10. asterisk	*
11. hash	#
12. brackets	( )
13. left bracket	(
14. square brackets	[ ]
15. underscore	_
16. hyphen	-
17. plus sign	+
18. equals sign	=
19. colon	:
20. semicolon	;
21. "at" sign	@
22. forward slash	/
23. backward slash	\
24. arrow	

## Lecture ( 9 )

### Conjunctions

A **conjunction** is a linking word such as **and**, **or**, **but**. Conjunctions are used to connect words or sentences.

Examples:

a cat **and** its kittens

a builder **and** his tools

a doctor **and** a nurse

slow **but** steady

sweet **or** sour?

a male **or** a female?

A horse, a zebra **or** a donkey?

Paul has a dog, a parrot **and** a cat.

The words **before**, **after**, **as**, **when**, **while**, **until**, **since**, are also conjunctions. They tell when something happens, so they are called **conjunctions of time**.

Examples:

- 1-Maggie could play the piano **before** she was five.
- 2- I always brush my teeth **after** I've had my breakfast
- 3- **After** he began exercising regularly, Jerry became healthier
- 4- You have grown taller **since** I saw you last
- 5-Look both ways **before** you cross the street.
- 6-Joe listened to music **while** he was doing his homework.
- 7-Miss Lee was smiling **as** she walked into the class.
- 8-Wait here **until** I come back.
- 9-Don't leave **until** you've finished your work.
- 10-Tran saw an accident **while** he was walking home.
- 11-Take all your belongings with you **when** you leave the plane.
- 12-Joe first met his wife **when** he was studying in London.
- 13-Tom and Joe have been friends **since** childhood

## Exercise 1

**Complete these sentences with and, but or or.**

- 1 I asked for some bread \_\_\_\_\_ butter.
- 2 Mr. \_\_\_\_\_ Mrs. Chen have three children.
- 3 Maggie is a good singer \_\_\_\_\_ a poor dancer.
- 4 We wish you a Merry Christmas \_\_\_\_\_ a Happy New Year.
- 5 Is their new baby a boy \_\_\_\_\_ a girl?
- 6 The dictionary has 1000 words \_\_\_\_\_ 200 drawings.
- 7 Sue is taller than Nat \_\_\_\_\_ shorter than Mike.
- 8 Are you going by train \_\_\_\_\_ by bus?

## Exercise 2

**Choose the correct conjunctions of time from the box to complete these sentences.**

When      while      as      before      since      until

- 1- Jack always brushes his teeth \_\_\_\_\_ he has eaten a meal.
- 2- It started to rain \_\_\_\_\_ the children were playing in the garden.
- 3 -Let's go home \_\_\_\_\_ it gets dark.
- 4- Give this letter to Anne \_\_\_\_\_ you see her.
- 5- She has known Jack \_\_\_\_\_ he was a child.
- 6- The party began at 8:00 P.M. and lasted \_\_\_\_\_ midnight.
- 7- Alice looked unhappy \_\_\_\_\_ she walked in.

## Determiners

**Determiners** are words such as **this, those, my, their, which**. They are special adjectives that are used before nouns.

## The Articles

The words **a, an** and **the** belong to this group of words called **determiners**. The words **a** and **an** are called **indefinite articles**. You can use them with singular nouns to talk about any single person or thing.

Examples:

- 1-This is **a** picture of **an** elephant.
- 2-Rudy is reading **a** book.
- 3-Mom bought me **a** new dress today.
- 4-You will need **an** umbrella when you go out.
- 5-She eats **an** apple **a** day

The article **an** is usually used before words beginning with **vowels**. The article **a** is used before words beginning with **consonants**.

The word **the** is called the **definite article**. Use **the** before a noun when you are talking about a certain person or thing.

**Examples:**

- 1-**The** telephone is ringing
- 2-Where's **the** cat? I think she is under **the** bed.
- 3- **The** ice is melting.
- 4-Granny is sitting in **the** garden.
- 5-**The** street is very busy today.
- 6-**The** sky is getting dark

You also use **the** before a noun when there is only **one**. For example:  
the sun            the moon            the sky            the front door of my house

## Interrogative Determiners

Use the words **what, which** and **whose** before nouns to ask about people or things. These words are called **interrogative determiners** or **interrogative adjectives**.

Examples:

- 1-**What** size do you wear?
- 2- **What** kind of bird is that?
- 3-**What** time is it?
- 4-**What** color is her hair?
- 5-**What** kind of clothes do you like to wear?
- 6-**Which** school do you go to?

- 7-**Which** doll is your favorite?
- 8-**Which** road leads to the zoo?
- 9-**Which** runner is the winner?
- 10-Do you know **which** girl won the prize?
- 11-**Whose** footprints are these?
- 12-**Whose** baby is this?
- 13-**Whose** dog was barking in the middle of the night?

## Possessive Determiners

The words **my, your, his, her, its, our, their** are called **possessive determiners** or **possessive adjectives**. Use these words before nouns to say who something belongs to.

Examples:

- 1-I lent Margaret **my** guitar.
- 2-The dentist asked **his** patient to open **her** mouth.
- 3-Is this **your** house?
- 4-Robert, **your** handwriting is difficult to read.
- 5-Michael is showing **his** tortoise to **his** friends.
- 6-My sister lost **her** way in the city.
- 7-The lion is chasing **its** prey.

## Exercise 1

Fill in the blanks with **a, an or the**.

- 1 \_\_\_\_\_ owl 7 \_\_\_\_\_ moon
- 2 \_\_\_\_\_ rocket 8 \_\_\_\_\_ Missouri River
- 3 \_\_\_\_\_ apron 9 \_\_\_\_\_ mango
- 4 \_\_\_\_\_ sun 10 \_\_\_\_\_ animal
- 5 \_\_\_\_\_ page 11 \_\_\_\_\_ eagle
- 6 \_\_\_\_\_ computer 12 \_\_\_\_\_ baby

## Exercise 2

Write **a, an or the** in the blanks to complete the sentences.

- 1 There is \_\_\_\_\_ rainbow in \_\_\_\_\_ sky.
- 2 Who is \_\_\_\_\_ man outside \_\_\_\_\_ gate?
- 3 \_\_\_\_\_ doctor gave Jane \_\_\_\_\_ injection.
- 4 Paul opened \_\_\_\_\_ door to let \_\_\_\_\_ dog in.
- 5 Mark is \_\_\_\_\_ only child in \_\_\_\_\_ family.
- 6 What's \_\_\_\_\_ largest animal in \_\_\_\_\_ world?
- 7 There's \_\_\_\_\_ nest in \_\_\_\_\_ tree.
- 8 Sue is writing \_\_\_\_\_ letter to her grandfather.

- 9 Jack has \_\_\_\_\_ brother and \_\_\_\_\_ sister.  
10 We reached \_\_\_\_\_ top of \_\_\_\_\_ hill in two hours

## Exercise 3

**Choose the correct possessive adjectives from the box to fill in the blanks.**

my    his            your            her    its        our        their

- 1 Is this Jane's dog? Yes, this is \_\_\_\_\_ dog.  
2 The dog is chasing \_\_\_\_\_ own tail.  
3 Peter, is \_\_\_\_\_ father at home?  
4 Rudy is showing \_\_\_\_\_ stamps to Ali.  
5 I am going to \_\_\_\_\_ aunt's house this evening.  
6 We always keep \_\_\_\_\_ classroom clean.  
7 Children, have you all finished \_\_\_\_\_ homework?  
8 The children are proud of \_\_\_\_\_ school.

### Exercise

**Choose the correct interrogative adjectives from the box to fill in the blanks.**

what            which            whose

- 1 \_\_\_\_\_ kind of animal is that?  
2 \_\_\_\_\_ runner is the winner?  
3 \_\_\_\_\_ is the matter?  
4 \_\_\_\_\_ desk is this?  
5 \_\_\_\_\_ hand phone is ringing?  
6 \_\_\_\_\_ is your name?  
7 \_\_\_\_\_ twin is taller?  
8 \_\_\_\_\_ hand is holding the pebble?

### Lecture ( 10)

Reading :

Email comprehension

Dear Jenny

As requested, I'm attaching the a/w files again. The technical problems you've been experiencing may be due to your email provider. I have to say, I've never heard of Whoopydudu.com. You might be better off switching to one of the big names, such as Gmail or Yahoo.

Regarding file formats, TIFFs should be OK. If necessary, your designer will be able to reformat them very easily, but in my experience most designers have no problem working with TIFFs.

As the file sizes are quite large, and I understand that Angela only has a dial-up connection, I've sent her low-res versions to look at. I hope that will be OK. They should be clear enough.

I'm just about to go on holiday, so if you need me to send these files on disk, please let me know by Friday afternoon. I probably won't get the

opportunity to check my email while I'm away, but if anything arises that won't keep, my assistant Trevor may be able to deal with it.

Best regards

Tony

**A. Are these statements true or false?**

1. Tony thinks Jenny should change her email provider.
2. The designer will need to reformat the files.
3. Angela doesn't have broadband.
4. Tony is sending resized versions of the a/w files to Angela.
5. These versions will look the same as the original versions.
6. Tony is going on holiday on Friday morning.
  
7. Trevor may be able to help with any problems that come up while Tony is away.
8. The style is neutral – neither formal nor informal.

**B. Find words or expressions in the email which mean the same as the phrases below:**

1. as you asked \_\_\_\_\_
2. famous companies \_\_\_\_\_
3. change the type of file \_\_\_\_\_
4. I think, but I may be wrong \_\_\_\_\_
5. Low image resolution \_\_\_\_\_
6. on Friday afternoon or before .....
7. comes up \_\_\_\_\_
8. that's urgent \_\_\_\_\_

**Booking a hotel online**

**Choose the best words.**

You can often make a hotel reservation **by /over** the internet, but you may have to pay a deposit. The deposit will usually be returned **to / for** you if you cancel your reservation a week or more **in / with** advance. You will usually receive notification **about / of** the booking **by / from** email. When you check **in / into** the hotel, your details will probably already be **on / inside** the hotel system. When you check **out / out of**, you will usually be given a receipt.

# A list of vocabulary items related to information and communication technology

## **Application**

Applications software (also called end-user programs) include database programs, word processors, spreadsheets, and multimedia programs.

## **Blog**

Also called *weblog*. A website that displays in chronological order the postings by one or more individuals and usually has links to comments on specific postings.

## **Boot**

To start (a computer) by loading an operating system from a disk.

## **CPU**

Abbreviation of Central Processing Unit. This is the brains of the computer. This unit directs the computer's activities. Every instruction given by the operator must first pass through the CPU before it can be carried out.

## **Database**

A collection of data arranged for ease and speed of search and retrieval. Also called *data bank*.

## **Desktop**

It's a metaphor to denote file systems on the computer's home screen. The background image of a display screen, on which windows, icons, and other graphical items appear.

## **Hard drive**

A hardware device that reads data stored on hard disks. It is also called *hard disk drive*.

## **Download**

The process of transferring software/information from a server to a computer (the opposite is *upload*)

## **FAQ**

Frequently Asked Questions. A list of questions and answers that are often asked by beginners to help them use a computer, an application or a website.

## **File**

An aggregation of data on a storage device, identified by a name.

## **Firewall**

An application used to keep unauthorized users from accessing parts of a network or computer.

## **Folder**

A virtual container in a computer's file system, in which files and other folders may be stored. The files and subfolders in a folder are usually related.

## **Format**

To prepare a mass storage medium for initial use, erasing any existing data in the process.

## **HTML**

Abbreviation of **Hypertext Markup Language**. A computer language containing a set of tags and rules used in developing hypertext documents to be presented on web browsers, allowing incorporation of text, graphics, sound, video and hyperlinks.

## **Internet**

Millions of computer networks that communicate together

## **Keyboard**

A set of keys that allows you to type and enter information on the computer.

## **LAN**

**Local Area Network**, as contrasted with a **WAN**, or *Wide Area Network*. An interconnection of computers that are in relatively close proximity to each other, such as within a building.

## **Monitor**

A device similar to a television set used as to give a graphical display of the output from a computer

## **Modem**

A device that encodes digital computer signals into analog/analogue telephone signals and vice versa and allows computers to communicate over a phone line.

## **Mouse**

An input device that is moved over a pad or other flat surface to produce a corresponding movement of a pointer on a graphical display.

## **RAM**

Random Access Memory. Computer memory that dynamically stores and retrieve program and data values during operation.

## **ROM**

A computer memory chip that stores values but does not allow updates, in which the values are nonvolatile in that they are retained even when the computer is unpowered.

## **Server**

A computer or a program which provides services to other programs or users.

**URL**

A Uniform Resource Locator: the address of a web page, ftp site, audio stream or other Internet resource

**Virus**

A program which can covertly transmit itself between computers via networks (especially the Internet) or removable storage such as CDs, USB drives, floppy disks, etc., often causing damage to systems and data.

**WAN**

Wide Area Network, as contrasted with a LAN, or Local Area Network. Used to describe a computer network that covers a large geographic area, which can refer to several buildings in a city, or several cities. Can refer to a group of LANs connected by dedicated long-distance links.

**Website**

A set of interconnected web pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

**WWW**

World Wide Web. Collectively, all of the web pages on the Internet which hyperlink to each other and to other kinds of documents and media.