

# Basic English for

# Information Technology



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## Prólogo

*Basic English for Information Technology* es un cuaderno elaborado para alumnos que estudian inglés aplicado a la informática. Está pensado y diseñado para el Ciclo Formativo de Grado Medio de Sistemas Microinformáticos y Redes (SMR) así como para otros Ciclos de Grado Medio relacionados con las Tecnologías de la Información y Comunicación en los que se imparte inglés técnico. Además, puede utilizarse en Secundaria para impartir la asignatura de informática siguiendo la metodología CLIL (Content Language Integrated Learning).

En los últimos años, el inglés se ha implementado en muchos ciclos formativos técnicos con el objetivo de que los alumnos aprendan y perfeccionen el idioma para poder usarlo en sus futuros puestos de trabajo. Consideramos que al tratarse de estudios pertenecientes a una rama técnica, es necesario que el alumno adquiriera conocimientos de inglés específico. Sin embargo, el profesorado de idiomas encargado de impartirlo no es siempre experto en la materia, lo cual dificulta el poder proporcionar al alumno contenidos específicos en el idioma extranjero. Esto, unido a otros factores como las pocas horas dedicadas al inglés o el perfil real del alumnado, hacen que el proceso de enseñanza y aprendizaje de lenguas extranjeras sea más complicado.

El objetivo de *Basic English for Information Technology* es suplir todas las carencias citadas anteriormente. Queremos proporcionar al alumno un material específico adaptado a su nivel con el cual poder aprender inglés básico enfocado a la informática. Queremos también facilitar al profesor un material sencillo, básico y específico que se adapte a las circunstancias educativas de hoy en día.

El libro contiene 9 unidades, 3 por trimestre. Cada unidad cuenta con actividades para practicar las cuatro destrezas del inglés (comprensión oral, comprensión escrita, expresión oral y expresión escrita) además de gramática y vocabulario. El alumno tendrá también la oportunidad de hacer actividades de refuerzo incluidas al final del libro así como de consultar un glosario elaborado a partir las palabras más importantes de cada unidad. El libro viene acompañado de CD para las prácticas de audio.

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# 1 Computers

**Vocabulary:** Uses of computers. Studying IT  
**Reading:** Computers in everyday life

**Grammar:** Present simple. Adverbs of frequency  
**Listening:** School routines

**Speaking:** Meeting new people  
**Writing:** Personal use of computers

## Vocabulary

### Uses of computers



**Work in pairs. Ask your partner the following questions:**



- How often do you use computers?
- What do you use computers for?
- Do you study IT? Do you like it? Why? Why not?

**1** Look at the pictures. What do we use computers for? Write some uses.

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**2** Complete the following definitions:

type texts - surf the internet - store data -  
 send emails - visit websites - create blogs

- a) I usually \_\_\_\_\_ when I need information about a topic.
- b) I \_\_\_\_\_ when I am tired of handwriting.
- c) I \_\_\_\_\_ to my friends every day.
- d) You can \_\_\_\_\_ about what you like and people can read them.
- e) Type www to \_\_\_\_\_.
- f) If you \_\_\_\_\_, they will be safe.

**3** Write true sentences about you using the following expressions.

- a) Play computer games  
*I play computer games every day. My favourite one is The Sims.*
- b) Listen to music  


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- c) Watch videos and films  


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- d) Read newspapers  


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- e) Chat with friends  


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Studying Information Technology

Tim studies IT. This is his timetable. Discuss the following aspects with your partner:



- What subjects does Tim study?
- When does he usually start / finish classes?
- What do you think is the most difficult subject? Why? And the easiest one?

MY TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday
08:30-9:25	Networks	English	Computer Maintenance	Professional Training	Networks
09:25-10:20	Networks	Operating Systems	Computer Maintenance	Operating Systems	Networks
10:20-11:00	Networks	Operating Systems	Computer Maintenance	Operating Systems	Office Software
BREAK					
11:30-12:20	Office Software	Computer Maintenance	Networks	Office Software	Office Software
12:20-13:10	Office Software	Computer Maintenance	Networks	Office Software	Computer Maintenance
13:10-14:00	English	Professional Training		Office Software	Computer Maintenance

Prepositions

I have English **on** Monday.  
We don't have class **on** Saturdays.

I always go to school **in** the morning.  
They play football **in** the afternoon.

She starts school **at** half past nine.  
I usually study **at** night.

I go to school **from** Monday **to** Friday.  
We study Networks **from** 11:30 **to** 12:20.

4 Complete the definitions with the correct subjects.

- \_\_\_\_\_ : You study a foreign language. It is necessary to understand specific words and communicate with foreign customers.
- \_\_\_\_\_ : You learn things about the world of work: rights, payments, CV.
- \_\_\_\_\_ : You learn about programs such as Word, Excel or Power Point.
- \_\_\_\_\_ : It is important to know what interconnects computers in a limited area such as school, home or office building.
- \_\_\_\_\_ : You study the software programs that enable the computer hardware to communicate and operate with the computer software.
- \_\_\_\_\_ : It is the habit of keeping computers in a good state of repair.

5 Is your timetable similar to this one? Answer the questions about your timetable.

- What time do you usually start and finish?  
\_\_\_\_\_
- What's your best day? And the worst? Why?  
\_\_\_\_\_
- What are your favourite and least favourite subjects? Why?  
\_\_\_\_\_



How will your timetable be next year? Search the Internet or ask one of your teachers to find out the name of the subjects.

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1 Read the following texts.



## Computers in everyday life

Nowadays computers, and especially the Internet, have become an essential part of our lives. Almost every single person owns or uses a computer to watch films, play games, or send email in their free time and many people find them really helpful for their jobs.



**Kathy**

My time is precious so I use a tablet to help me organize my day. In the office I have a computer where I keep a record of my patient appointments and store medical records. Both devices are synchronized with the PC that I have at home.

I often use computers. I prepare exams with a word processor and I calculate the marks with a spreadsheet program. I also use presentation programs to write explanations and show them in class.

**Steve**



**Sophie**

I am unemployed but I have to look after my little twins so I need to stay at home most of the time. Twice a week I order goods online and they are delivered to my door. When I want to control my finances I connect to my bank computer system.

I work from home, so I don't need to travel to the office. I use my PC to make detailed drawings and send them to my clients. I never see them because we communicate via phone calls or emails.

**Matthew**



**Janet**

When someone wants to borrow a book, I scan the bar code and the device tells the computer system all the information about it. It can also send reminder letters to members who have to return books.

### Reading comprehension

2 Read the texts again. What are their jobs?

- a) Kathy \_\_\_\_\_
- b) Steve \_\_\_\_\_
- c) Sophie \_\_\_\_\_
- d) Matthew \_\_\_\_\_
- e) Janet \_\_\_\_\_

3 Write the name of the correct person.

- a) \_\_\_\_\_ uses office software to work.
- b) \_\_\_\_\_ checks her accounts.
- c) \_\_\_\_\_ and \_\_\_\_\_ work at home.
- d) \_\_\_\_\_ has created a data base.
- e) \_\_\_\_\_ doesn't usually go to the supermarket.
- f) \_\_\_\_\_ uses a barcode reader.

### Vocabulary

4 Find words in the texts with these meanings.

- a) To keep information in a computer.  
\_\_\_\_\_
- b) A computer program that stores data in tables and analyses it by using formulas.  
\_\_\_\_\_
- c) To be out of work.  
\_\_\_\_\_
- d) To ask for a product to a shop.  
\_\_\_\_\_
- e) A machine used for a specific task. A gadget.  
\_\_\_\_\_

Work in pairs.



Make a list of other jobs where computers are used. Explain what they are used for.



# 1 Computers

## Grammar

### Present simple

#### Present simple (Affirmative / Negative / Interrogative)

- We **use** the computer every day.
- Our English teacher **uses** the computer in class.
- You **don't have** a laptop at home.
- He **doesn't have** a printer at work.
- Do** they **send** emails to their friends?
- Does** he **send** text messages to her girlfriend?

### Adverbs of frequency

#### Adverbs of frequency

- My brother **often** downloads music.
- She **always** uses skype to talk to her friends.
- My father **usually** reads magazines about technology.
- I **hardly ever** read blogs.
- We **sometimes** take photos with our digital camera.
- My friend Paco **never** prints documents.

1 Complete the rules with examples from the tables above.

#### Present simple

- We use the Present Simple to...
  - describe habits and routines
  - actions that are happening now
  - describe feelings
- We form the present simple of I/you/they/we in affirmative with the verb and in negative with \_\_\_\_\_ and the verb.  
Example: \_\_\_\_\_
- The present simple is different with he/she/it. We use \_\_\_\_\_ with the verb.  
Example: \_\_\_\_\_

#### Adverbs of frequency

- Always, never, sometimes or often are used with the \_\_\_\_\_ tense.
- Order the adverbs according to their frequency:
 

+++++	_____
++++	_____
+++	_____
++	_____
+	_____
-	_____

2 Complete the sentences with the correct form of the verbs in brackets. Use the present simple.

- We \_\_\_\_\_ (use) a laptop in class.
- David \_\_\_\_\_ (read) books in a reader device.
- My sister \_\_\_\_\_ (not scan) documents.
- They \_\_\_\_\_ (type) information into a computer.
- My friend Sarah \_\_\_\_\_ (not take) pictures.

3 Write the sentences in the correct order.

- never / plays / computer / he / games  
\_\_\_\_\_
- sometimes / Will / funny / makes / videos  
\_\_\_\_\_
- uses / the / Meredith / webcam / always  
\_\_\_\_\_
- download / I / usually / music  
\_\_\_\_\_
- print / hardly ever / photos / I  
\_\_\_\_\_
- their / mails / send / they / often / to / friends  
\_\_\_\_\_

4 Look at this table comparing the activities of different people. Complete the column about you.

	Brad	Miss Parker	You	My friends and I	Tom
Play computer games	Always	Never		Sometimes	Often
Use the scanner	Sometimes	Always		Usually	Never
Make backup copies	Usually	Often		Never	Sometimes
Spend money on technology	Never	Sometimes		Always	Hardly ever
Listen to music	Hardly ever	Usually		Often	Always

5 Write sentences using the present simple and adverbs of frequency about these people.

Brad *always plays computer games.*

Brad \_\_\_\_\_

Brad \_\_\_\_\_

Miss Parker \_\_\_\_\_

Miss Parker \_\_\_\_\_

Miss Parker \_\_\_\_\_

My friends and I \_\_\_\_\_

My friends and I \_\_\_\_\_

My friends and I \_\_\_\_\_

Tom \_\_\_\_\_

Tom \_\_\_\_\_

Tom \_\_\_\_\_

Work in pairs. Describe the image. What does Rose do every day?



Use present simple in affirmative and negative form. Then make questions about the picture to your classmates.



School routines



1 Listen to Lisa talking about her daily routine in a Spanish vocational school. Then, choose the correct answer a, b or c.



1. How does Lisa go to school?

- a. She goes by car.
- b. She takes the bus and the underground.
- c. She walks with her friends.

2. What kind of things does Lisa take to school?

- a. Books, notebooks and a computer
- b. Pens, notebooks and a computer
- c. Books, pens and a computer

3. Why does Lisa use her own laptop in class?

- a. Because they haven't got computers in the classroom.
- b. Because the computers in the classroom are too old and slow.
- c. Because she only likes working on her laptop.

4. Which school subject does Lisa NOT mention?

- a. Web applications
- b. Office software
- c. Network services

5. Where does Lisa usually have lunch?

- a. at home
- b. in a restaurant
- c. in the school cafeteria

6. What time does Lisa finish school?

- a. at about 8:15 pm
- b. at about 8:30 pm
- c. at about 8:45 pm

7. The differences between the course in Spain and in England are...

- a. the subjects and the training period
- b. the timetable and the subjects
- c. the timetable and the training period

2 Imagine you are interviewing Lisa. Write five questions to ask her about her classes in England.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Work in pairs. Talk with a partner and describe your life as a student.



- How do you go to school?
- Describe your school. What facilities does it have? What studies does it offer?
- Where do you have lunch?
- What do you do during the break?
- What do you do after school?
- Do you have any friends? Describe them.



Find out about learning IT in Great Britain.

- Are there vocational training courses?
- Do they study the same subjects?
- Would you like to study there?
- What do you think are the main differences between Spain and Britain?

## Meeting new people

1 Read the following dialogue and listen to it. Look at the expressions in bold and translate them into your language.



**Amanda** Hello, my name's Amanda. What's your name?  
**Mario** Hi, I'm Mario. **Nice to meet you.**  
**Amanda** Nice to meet you too. Is it your first day here?  
**Mario** Yes, it is! I'm a foreign student.  
**Amanda** Really? Where are you from?  
**Mario** I'm from Spain. And you?  
**Amanda** I was born in Boston but I live in Brighton.  
**Mario** What do you study?  
**Amanda** I study a vocational training course in Computer Science.  
**What about you?**  
**Mario** I study a vocational training course in Commerce. I'm in first year. **What year are you in?**  
**Amanda** I'm in first year too.  
**Mario** Are you going to the welcome party tonight?  
**Amanda** No, I can't. I have to work.  
**Mario** What do you do?  
**Amanda** I work for a small IT business. I assembly Pcs.  
**Mario** Oh, that's great! I have to go now. See you soon!  
**Amanda** Ok, bye-bye!



2 Now it is your turn. Work in pairs and role-play a similar situation.



### Student A



**Step 1.** Introduce yourself to your partner. Ask him/her at least ten questions about him/her. Then answer your partner's questions.

**Step 2.** Introduce your partner to the rest of the class.

! Remember to add an -s to the third person singular. **He works in a shopping centre.**

Where do you live?

I live in a village called Aldaia.



### Student B



**Step 1.** Introduce yourself to your partner and answer his/her questions. Then ask him/her at least ten questions about him/her.

**Step 2.** Introduce your partner to the rest of the class.

! Remember to add an -s to the third person singular. **He works in a shopping centre.**

How do you come to class?

I usually take the underground.

Personal use of computers

1 Read this text about Lindsey and Lee Yun.



**Lindsey** is 19 years old and lives in Nottingham, England. She studies Psychology at Nottingham University. She likes going out with her friends and reading romantic novels. There is one thing Lindsey hates. She hates computers. She doesn't like technology and she doesn't like working with electronic devices. Most of her friends have ebooks, iPads and iPhones but she prefers her traditional mobile phone and a real book.

However, Lindsey uses computers every day because her boyfriend lives in Thailand and she needs her laptop to communicate with him. She downloads free programs to call him and she sometimes uses the webcam.

**Lee Yun**, her boyfriend, is a DJ. He loves computers and uses them a lot. He creates his own songs with a digital music mixer and then transfers them to his PC. He usually uploads the new songs to the web to share them with other people.

In his free time Lee Yun enjoys downloading his favourite music onto his iPod. He also watches videos online.



2 Read the text and answer the following questions:

a) What does Lindsey like?

\_\_\_\_\_

\_\_\_\_\_

b) What does Lindsey hate? Why?

\_\_\_\_\_

\_\_\_\_\_

c) Are Lindsey and Lee Yun different? Give examples.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) What does Lee Yun use computers for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 Find these elements in the text and underline them:

- a) Three examples of present simple affirmative
- b) One example of present simple negative
- c) Three adverbs of frequency

Writing task

Write a composition about your experience with computers.

**Paragraph 1: Studying IT**

- Why do you study IT?

**Paragraph 2: Personal use of computers**

- How often do you use them? What for?

**Paragraph 3: Importance of computers**

- Are computers important in everyday life? Why?

- Could you live without computers?