CONTENT
(ЗМІСТ)

MAN AND HIS WORK

Людина та її справа

responsible – відповідальний
irresponsible – безвідповідальний
conscientious – сумлінний
careless - недбалий
attentive - уважний
diligent - старанний
unconcerned , indifferent - байдужий
hard-working, industrious - працьовитий
lazy - лінивий
disciplined - дисциплінований
punctual - пунктуальний
sloppy - неакуратний
concentrated - сконцентрований
shirker - прогульник
unskilled - некваліфікований
masterly - віртуозний
incompetent - некомпетентний
dedicated - самовідданий
slacker - нероба
concerned - зацікавлений
inert - інертний
awkward – незграбний

COMPUTERS & INFORMATION TECHNOLOGY
Компютери та інформаційні технології

ability - здатність
accurate - точний
(to) affect - впливати
anti-virus software - антивірусне програмне забезпечення
application - застосування
(to) attain - досягати
available - доступний
backup - резервне копіювання
bit - біт
Bluetooth
boot, boot up - завантажувати
boot disk - завантажувальний диск
broadband connection - широкосмугове з'єднання
browser - браузер
to browse - переглядати
bug - помилка
byte - байт
cache - кеш
(to) carry out - здійснювати
CD-ROM - (compact disc read-only memory) - різновид компакт-дисків з даними, доступними тільки для читання
character - образ
computer - комп'ютер
compact disc (CD) - компакт-диск (CD)
computer desk - комп'ютерний стіл
computer case / system unit / case - комп'ютерний корпус / системний блок
computer cooling - охолодження комп'ютера
(photo)copier - ксерокс
CPU - Central Processing Unit - CPU - центральний процесор
(to) crack - зламати
cursor - курсор
dangerous - небезпечно
data - дані

debugging - налагодження

defense - захист

(to) design – створювати

(to) determine - визначати

dial up – набирати номер, додзвонитися

digital computer - цифровий комп'ютер

display - дисплей

DOS - Disk Operating System - дискова операційна система

downloading - завантаження

to download - завантажувати

driver - драйвер

e-book - електронна книга

e-business - електронний бізнес

electronic device - електронний пристрій

e-mail - електронна пошта

e-mail accounts - облікові записи електронної пошти

(to) enable - давати (кому-небудь) можливість або право (що-небудь зробити)

(to) enhance - збільшувати, підсилювати

fast modem - швидкий модем

file – файл

floppy disk - дискета

floppy drive - дисковод

folder (directory) - папка

font - шрифт

format - формат

graphics card - відеокарта

hard disk - жорсткий диск

hardware (central processing unit, monitor, keyboard, mouse, external speakers, scanner, printer, etc.)   - апаратне забезпечення (центральний процесор, монітор, клавіатура, мишка, зовнішні динаміки, сканер, принтер і т.д.)

hit - результативне звернення до пам'яті комп'ютера; релевантна видача (інформації)

home page - головна (домашня) сторінка

icon - знак, символ

informational server - інформаційний сервер

(to) intercept - перехоплювати

interface - інтерфейс

Internet - Інтернет

iPad - «айпе́д» - серія планшетних комп'ютерів від Apple Inc

Kb, Mb, Gb - kilobytes, megabytes, gigabytes - КБ, МБ, ГБ - кілобайти, мегабайти, гігабайти

keyboard - клавіатура

laptop - лептоп (портативний персональний комп'ютер, в корпусі якого об'єднані типові компоненти ПК, включаючи дисплей, клавіатуру і вказівний

пристрій (звичайно сенсорна панель або тачпад), а також акумуляторні батареї)

layman - аматор

login - вхід, логін

(to) log in - входити в систему

memory - пам'ять

menu - меню

message - повідомлення

monitor - монітор

motherboard - материнська плата

mouse - миша

mouse mat (BrE) / mousepad (AmE) - килимок для миші

MHz (Megahertz) - МГц (мегагерц)

modem - модем

(the) net - Інтернет

netiquette - мережевий етикет

network - мережа

notebook - ноутбук

obsolete - застарілий

operating system (OS) - операційна система (ОС)

overload - перевантаження

palmtop - Кишеньковий Персональний Комп'ютер (КПК), а також: ручний комп'ютер, надолонний комп'ютер, надолонник, палмтоп (комп'ютер, який вміщується на долоні)

parallel port - паралельний порт

PC card (Personal Computer Memory Card) - карта пам'яті

(to) perform - виконувати

peripheral - периферійний

personal computer - персональний комп'ютер

pixel - піксель

player - гравець

portal - портал

printer - принтер

program - програма

(to) provide - забезпечувати

provider - провайдер

query - запит

(to) receive - отримувати

reliable - надійний

(to) respond - відповідати

scale - масштаб

(to) scan - сканувати

scanner - сканер

search-program - пошукова програма

security - безпека

(to) send - відправляти

set of instructions - набір інструкцій

site - сайт

smartphone - смартфон

(to) solve - вирішувати

sound card / audio card - звукова карта

source - джерело

spam - спам

speakers - динаміки

spyware - шпигунське програмне забезпечення

storage - зберігання

(to) surf (the Internet) - «сидіти» в Інтернеті

system unit - системний блок

tablet - a tablet computer; a mobile computer consisting of a screen only, and controlled by touching the screen - планшет - планшетний комп'ютер, мобільний комп'ютер, що складається з екрану, і управляється дотиком до екрану

tool - інструмент

(to) type - друкувати

TFT - Thin Film Transistor, a type of high quality screen for notebook computers - тонкоплівковий транзистор, тип екрану високої якості для ноутбуків

(to) update - оновлювати

USB flash drive - флеш-накопичувач (сленг : « флешка»)

user - користувач

video card / video adapter / graphics-accelerator card / display adapter / graphics card - відеокарта / відео адаптер

videoconference - відеоконференція

virtual reality - віртуальна реальність

virus - вірус

voice message - голосове повідомлення

voltage - напруга

Wi-Fi (Wireless Fidelity) - бездротовий (радіо) зв'язок

window - «вікно»

Windows - операційна система

worm - (скорочення від англ. Write Once, Read Many, також зустрічаються розшифровки: Write One, Read Multiple, Write Once, Read Mostly) - носії інформації, що допускають одноразовий запис і багаторазове читання. До характерних представникам WORM відносять:CD-R (DVD-R) диски,CD-WORM , DVD-WORM.

WWW (World Wide Web) - всесвітнє павутиння, всесвітня мережа

zip - формат стиснення та архівації даних

СИМВОЛ	ПЕРЕКЛАД
`	acute, back quote, grave, grave accent, left quote, open quote гравіс, лапка
~	tilde тильда
!	exclamation mark, exclamation point, bang знак оклику
@	at or at symbol "собачка"
#	octothorpe, number, pound, sharp, hash решітка, дієз
$	dollar sign знак долара
%	percent процент
^	caret, circumflex знак вставки
&	ampersand, and амперсанд
*	asterisk, star зірочка, знак множення
(	open parenthesis ліва, відкрита кругла дужка
)	close parenthesis права, закрита кругла дужка
-	hyphen, minus, dash мінус, дефіс
_	underscore знак підкреслення
=	equals знак рівності
+	plus плюс
[	open or left square bracket ліва, відкрита квадратна дужка
]	close or right square bracket права, закрита квадратна дужка
{	open or left curly brace ліва, відкрита фігурна дужка
}	close or right curly brace права, закрита фігурна дужка
;	semicolon крапка з комою
:	colon двокрапка
'	apostrophe, single quote апостроф, лапка
"	quote, quotation mark подвійна лапка
,	comma кома
.	period, dot крапка
/	forward slash слеш, знак дробу
<	less than, angle brackets знак менше
>	greater than, angle brackets знак більше
?	question mark знак питання
\	backslash зворотний слеш
		pipe, vertical bar вертикальна риса
§	section параграф

CASHIER VOCABULARY
Лексика для касирів

accountant - бухгалтер

action code - код дії

adjustment a change - зміна ціни

age restricted items - товари, купівля яких обмежена віком (такі як: алкоголь, тютюн, фільми і відео, які не можуть бути придбані неповнолітніми)

associate   - співробітник

(to) bag - покласти придбані товари в сумку

bank card   - банківська карта

bar code - штрих-код

bill - чек

break - перерва

bulk   - прилавок

cash - готівка

cash advance - грошовий аванс

cash register system - касова система

change - здача

(to) change - розмінювати, міняти (гроші)

(to) charge - доручати

checkout - контроль; каса в магазині самообслуговування; підрахунок вартості зроблених покупок

clerk - клерк

coins - монети

company procedures - правила компанії

counterfeit   - підробка

coupon - талон

consumer - споживач

currency - валюта

customer - покупець

customer service - обслуговування клієнтів

damaged; defective - пошкоджений; дефективний

deactivate - дезактивувати

debit - дебет

denomination - варість

department store   - універмаг

discount - знижка

estimate - кошторис

(to) estimate - оцінювати

feed - завантажувати

gift certificate; gift card - подарунковий сертифікат

identification - посвідчення особи

initials - ініціали

inquiry - запит

key into - друкувати код на касовому апараті

log - журнал, в якому зберігається інформація про продані товари

manual - посібник- інструкція

merchandise - товар

on sale - розпродаж

peak time – час-пік

perk   - підробіток

personal check - іменний чек

POS system (Point of Sale system) - торговельна точка; підприємство роздрібної торгівлі; момент купівлі-продажу

price - ціна

price tag - цінник

(to) produce - виготовляти

promotion - заохочення, акція

prompt service - швидке обслуговування

punch in/out - відмічати час приходу на роботу/ відмічати час відходу з роботи

rain check - прохання або обіцянка прийняти запрошення іншим разом

receipt - розписка в отриманні; квитанція

reduce(d)   - знижка

refund - відшкодування

register tape – книга записів

retailer - роздрібний торговець

ring in - вводити код

safe - сейф

sale – продаж, торгівля

scan   - сканувати продукт

schedule - розклад

security device - пристрої безпеки

serial number - серійний номер

shelves - полиці для товарів

shift report – звіт в кінці зміни

sign in/sign off - відмітитися при вході та виході з роботи

supplies - продовольство

supplier - постачальник

tally - рахунок

tax exempt - звільнені від податків

terminal - термінал

till cash - касова готівка
(to) void - анулювати
wholesale - оптова торгівля
workstation - робоча зона

BANKING
Банківська справа

balance - баланс
bank charges - банківські витрати
branch - філія
checkbook   - чекова книжка
check - чек
credit - кредит
credit card - кредитна карта
current account - поточний рахунок
debit - дебет
deposit account - депозитний рахунок
interest rate - процентна ставка
loan   - позика
overdraft - дебетове сальдо; овердрафт; технічний кредит, перевищення кредиту (у банку) ; заборгованість банку
(to) pay - платити
paying-in slip - прибутковий ордер
standing order - постійне доручення
statement - виписка рахунку
(to) withdraw - вилучати (вклади)

MARKETING
Маркетинг

brand - марка, бренд
cash refund offer - пропозиція грошового відшкодування
chain store - мережа магазинів
consumer - споживач
convenience store - магазин
(to) cost -   коштувати
(to) develop - розвивати
development - розвиток
direct investment - прямі інвестиції
discount - знижка
distribution -розподілення
e-commerce - електронна комерція
end-user -кінцевий користувач
franchise - франшиза
image - імідж (концепція чи сприйняття фірми або продукту)

joint venture - спільне підприємство
label - етикетка
mail order - замовлення поштою
market leader - лідер ринку
market research - дослідження ринку
(to) mark up - підвищити; проставити (ціну)
packaging - упаковка
point of sale - точка продажу
product - продукт
product line - лінія продуктів
public relations - зв'язки з громадськістю
registered   - зареєстрований
retail - роздрібний
shopping centre - торговий центр
sponsor - спонсор
telephone marketing - телефонний маркетинг
total product - сукупний продукт
trade fair - торговий ярмарок
trademark - товарний знак
virtual marketing - віртуальниий маркетинг

MONEY
Гроші

A.T.M. - Automated Teller Machine (cash dispenser) - банкомат
banknote - банкнота
bill - рахунок
black market - чорний ринок
(to) borrow - запозичувати
budget - бюджет
cash - готівка
cash dispenser - банкомат
cashier - касир
coin - монета
currency - валюта
debt - борг
(to) donate - жертвувати

exchange rate - обмінний курс
fee -   плата
foreign exchange - іноземна валюта
hard currency - вільно конвертована валюта
(to) invest   - інвестувати
legal tender - законний платіжний засіб
(to) lend   - позичати
(to) loan   - позика
owe   - заборгувати
petty cash - підзвітна сума
refund   - відшкодування
(to) refund - відшкодовувати
soft currency - неконвертована валюта
(to) speculate - спекулювати
transaction - операція; справа; транзакція
 tip - чайові; невеликий (грошовий) подарунок

SELLING
Продаж

after-sales service - гарантійне обслуговування
buyer - покупець
client - клієнт
cold call - спроба нав'язати товари або послуги за телефоном; пропозиція
товарів або послуг за телефоном
customer - клієнт
deal - справа, угода
dealer - дилер
discount - знижка
(to) follow up - стежити
(to) guarantee - гарантувати
in bulk - оптом, без упаковки
lead   - керівництво, управління
objection - заперечення, незгода
(to) overcome -   подолати
product - продукт
prospect - перспектива
prospective customer - потенційний клієнт
representative - представник
salesperson - продавець
retail   - роздрібний
service - обслуговування
wholesale - оптова торгівля

1) Find the professions in the line.

Driverpostmannurseteacherdoctorlibrarianlawyerbodyguardeconomistvetprogram
merguidedentistfarmerhousewifepolicemanactorwriterdesignersportsmanpilotartist
minerclerkbusinesswomanfiremanmanagersecretaryworkerdirectorbankerbuilder

2) Put "+" (plus) in front of the job if you think that it is done by men, by women or by both.

№	Jobs	Primarily done by men	Primarily done by women	Done by both men and women
1.	Teacher			
2.	Doctor			
3.	Postman			
4.	Builder			
5.	Pilot			
6.	Butcher			
7.	Surgeon			
8.	Singer			
9.	Journalist			
10.	Firefighter			
11.	Vet			
12.	Dentist			
13.	Engineer			

3) There is a great variety of jobs. And some of them are very popular in our country. Now read and say which profession is described in each of the following examples.

a) This profession requires special education; the person should be kindhearted, careful, courageous, sensitive to the need of others; should be sympathetic to the pain of other people; should be very handy, devoted to this duty, selfless.
To my mind this is a profession of…
I think…
It seems to me…
b) This profession requires special education; the person should be king, generous, strict and just; should love children; should possess deep and broad knowledge of a subject; should be responsive, honest, tactful, reserved, patient and tolerant.
c) This trade requires special qualities; the person should be careful; should have quick reactions; should have vision and hearing; should know and observe the traffic rules; should be a good mechanic.
d) This profession requires special education and physical qualities; the person should be very well educated in physics, mathematics, astronomy; should be in a perfect state of health; should have good endurance and the ability to stand great strain and the state of weightlessness; should be courageous and daring.
e) This profession needs special qualities; ability to stand heights or depths, extremes of heat or cold, courage, curiosity, the sense of duty, the ability to risk, good health, devotion to one's idea, confidence in success.
f) This profession needs the following qualities; enterprise, the ability to foresee, to analyze and to risk; the ability to keep promises; the person should be disciplined, well behaved, communicative; should know foreign languages; to be a good psychologist.

4) Read and translate the text.
My Future Profession
Centuries ago there were only a few jobs: people were farmers, bakers, butchers or salesmen. Today there are thousands of different kinds of jobs, and new ones are constantly appearing. And the problem of choosing the future profession has always been very important and difficult matter because it determines our future life in many ways.

What I would like to become? This question puzzles me greatly. Every job has its difficulties and challenges. I think that nearly all the professions are very important in life. But to choose the right occupation is very difficult, because we must take into consideration many factors. We must consider our personal taste and our kind of mind. At the same time we must satisfy the requirements of our society and peoples needs in one profession or another.

The end of school is the beginning of an independent life, the beginning of a more serious examination. In order to pass that very serious exam we must choose the road in life which will help us best to live and work. Each boy and girl has every opportunity to develop his or her mind and use knowledge and education received at school. Many opportunities to work and to satisfy at the same time the requirements of the society and your own personal interest are offered in the sphere of transport, communications and many others.

Vocabulary

farmer - фермер baker - пекар butcher - м'ясник salesman – продавець to appear - з'являтися to determine - визначати to puzzle - ламати голову difficulties - труднощі challenges можливості - to choose the right occupation - правильно вибрати заняття to take into consideration - брати до уваги personal taste - особистий смак kind of mind – склад розуму to satisfy the requirements of our society - задовільняти вимоги нашого суспільства the road in life - дорога в житті knowledge and education – знання та освіта opportunities - можливості

5) Read and translate the text.

Employment

Getting a job is a very hard period in the life of most people. Companies choose an employee from hundreds of candidates according to special rules. Among such factors are: age, sex, experience, family background and marital status, personality and references. If you're to go to an interview tomorrow, sleep well before it. Moreover, there're some recommendations, which can help you, for example, to read newspaper of the company to show your understanding of the corporate strategy on the interview. What's more, you should choose corresponding dress code for the interview. After getting a job, you may have some unexpected troubles with boss, too: e.g. if you dye your hair or wear something not appropriate. The best solution of such situation is to ask a trade union for advice, which can always help you in your fight with an employer. Of course, if you affect company discipline not coming in time or working badly, your dismissal wouldn't be unfair. To conclude, I can say that it is sometimes hard not only to get a job, but also to work in the staff, and if you don't want to be laid off, you should follow company rules.

Vocabulary

an employee - робітник experience - досвід family background – походження marital status - сімейний стан references - посилання recommendations - рекомендації corporate strategy - корпоративна стратегія interview - інтерв'ю corresponding dress code - відповідний дресс-код dye - харбуватися not appropriate - не відповідний solution - рішення trade union – профспілка dismissal – звільнення unfair – несправедливий staff - колектив to be laid off – бути звільненим

6) Read and translate the text.

World of Jobs

We spend great part of our lives at our jobs, so choosing a right career is one of the most important decisions you will make in your life. First start with yourself, make a list of your interests, talents and abilities. By concentrating on a few, or on one you may surprise yourself at how good you can get. A real problem for millions of people is to be unemployed. Unemployment especially hits poor and working class families the hardest, not because this people are more likely to be unemployed, but because they don't have financial resource to fall back on.

Unemployment exists primarily for two reasons: first - the existence of millions of unemployed people tends to present most of those working from asking for higher wages since they can be replaced easily, second - in their search for profits, corporations are interested in finding the cheapest labor. The problem of unemployment is also connected with the economic crisis in our country. And I think when this crisis comes to an end the problem of unemployment will not be so urgent.

Vocabulary

decisions - рішення abilities - здатності to be unemployed - бути безробітним unemployment - безробіття to hit poor and working class families - вдаряти по бідних і робітничих сім'ях financial resource – фінансовий ресурс to fall back on – вдаватися existence - існування search - пошук profits – прибутки, вигоди labor - працюя economic crisis - економічна криза to come to an end - закінчиться urgent – термінова

7) Read and translate the text.

Choosing a career

Choosing a career is like any other activity; it is best to work to a plan. Too many people start looking for a specific job before thinking over their aims. Having thought carefully about the sort of person you are, try to work out a realistic set of occupational requirments. In particular, you must answer some important questions. First: what sort of life do you want to live? For example, do you want to live in the country or in the town? Is leisure time of great importance to you? Is the size of your salary important? Do you want to put down roots or travel widely? Second: what sort of work do you want to do? For example, do you like working alone or with others? Does teaching people appeal to you? Do you want to be an organizer of other people's activities? Do you want to develop new ideas and initiate changes?

Vocabulary

choosing a career - вибираючи кар'єру activity – діяльність carefully - ретельно to work out - виробити set - набір occupational requirments – професійні вимоги

Психологічний тест «До якої групи професій ти відносишся?»

What would you like to be? Do you want to know what type of job you would like to have?

Answer the questions and see what our career specialist says about you/ You must put a cross in the box marked "Yes" or "No"

	Yes	No
Do you like to travel?		
Do you prefer to work indoors?		
Do you like talking to people?		
Do you prefer to work alone?		
Are you energetic?		
Do you like organizing things?		
Are you patient?		
Do you like animals?		
Are you noisy?		
Do you like to work with your hands?		
Are you artistic?		
Do you like working with numbers?		
Do you like children?		
Do you like looking after people?		
Are you calm?		
Are you musical?		
Do you like sport?		
Do you like working at night?		
Do you mind seeing blood?		
Do you like talking on the telephone?		

Check your answers and add up your score.

	Yes	No		Yes	No
1.	10	5	11.	5	5
2.	10	5	12.	2	2
3.	10	10	13.	2	5
4.	2	2	14.	10	2
5.	20	5	15.	2	10
6.	1	0	16.	4	2
7.	5	0	17.	5	4
8.	4	3	18.	5	7
9.	0	5	19.	1	4
10.	1	2	20.	5	4

If your score is between 5 and 45:
You enjoy working with people and helping them. You are also a practical person. One of these careers will suit you: teacher, doctor, nurse, social worker, psychologist, zoo keeper, policeman, policewoman

If your score is between 45 and 90:
You like to work quietly and concentrate on the task. You prefer to work on your own. One of these careers will suit you: laboratory technician, librarian, artist, bank clerk, hairdresser, architect.

If your score is between 90 and 135:
You like to be very busy. You like to be with people and you like organizing things for them. One of the following careers will suit you: travel agent, journalist, hotel manager, flight attendant, bus conductor, salesperson, fireman/woman.

ТЕМА № 2 Modern devices
(Сучасні пристрої)

1) Read and translate.
- Why do people prefer to use all modern gadgets in their everyday life?
They make people's life better.
They leave us more time to enjoy ourselves.
They brighten our life.
They help to save people's time.
People get accustomed to them.
It's a habit.

- Why are people afraid of using some gadgets?
They are dangerous.
Some of them pollute the environment.
Some gadgets influence upon the health.
They make us lazy and inactive.

- Which invention do we use at home most often?
A camera, a movie, a mobile telephone, a microwave oven, a dishwasher, a vacuum cleaner, a computer, a TV set, a TV remote control unit, a hair-drier, ventilator, hood (витяжна шафа), capacitor (кондиціонер).

- Which invention do we use at home seldom?
A camera, a movie, a mobile telephone, a microwave oven, a dishwasher,
a vacuum cleaner, a computer, a TV set, a TV remote control unit, a hair-drier, ventilator.

2)Match the words and their definitions.

What gadgets and machines do people use?	Why do people use them?
a camera a microwave a mobile telephone a TV set a vacuum cleaner	to cut and collect the grass to build up one's strength to wash the dishes to take photographs to cook, defrost, reheat pre-cooked food

a talking alarm clock a computer a TV remote-control unit a mower a body building machine a fax machine a dishwasher	to receive or make call around the home,etc. to perform everyday cleaning tasks from vacuuming to clearing up liquids, dust andwaste and shampooing carpets to wake up people and to tell the time to write programs, play games, and use information to operate a TV set from a distance to have fun and to entertain to send and receive urgent messages

3) Guess what modern devices are mentioned in the following sentences.
1. Washes the dishes.
2. A telephone that you can carry with you and use in any place.
3. Enables you to write and correct texts.
4. Takes pictures of very high quality.
5. Stores information and uses programs to help you find, organize or change the information.
6. Copies texts and photos.
7. Passes an electrical beam over something in order to produce a picture of what is inside it.
8. Prints out texts you have written.
9. Helps to prepare espresso.
10. Records films and programs you want to see from television.
11. Grates, mixes, cuts the food.
12. Sends and receives messages that are sent in electronic form down a telephone.
13. Records your telephone calls when you cannot answer them.
14. Warms up the food.
15. Is used for controlling a piece of electrical or electronic equipment without having to touch it.

4) Read and translate.
The past two decades have seen a great growth in technology and the world has changed. Below you will come across 10 such inventions, which are making our lives much more beautiful.

1.

World Wide Web (The Internet)
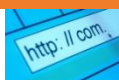
British engineer and computer scientist Sir Tim Berners Lee wrote a proposal in March 1989 for what would eventually become the World Wide Web... or the internet. Later it connected the world, and turned it into a Global Village.

2.

USB Flash Drive

There was a time so long ago when we used a thin plastic diskette which was called the floppy. Then came USB flash drives

3.

Lithium Battery

Size is no guarantee of power- the lithium batteries are the perfect example of that. Everything wireless, ranging from cell phones and laptops to wrist watches and digital camera, are being powered by this small handy invention.

4.

Windows

The story began in Plaza Hotel, New York City on the 10th of November 1983 when the two Microsoft founders Paul Allen and Bill Gates officially launched Windows - their company's first graphical user interface operating system. The story never ended, as Windows became the soul of most of the computers to hit the market. Yes there is criticism, but ever so often Windows comes up with a newer version to silence its critics. The new Windows 7 is a prime example.

5.

MP3 Format

It's hard to believe that the mp3 format came into existence only in 1991! It makes any music files smaller with little or no loss of sound quality.

6.

Broadband

Time saving is just one aspect- huge amounts of data transmission, video and audio streaming, remaining connected 24/7, internet gaming, music, movies... the list just won't end!

7.

Camera Phones

It opened up a limitless opportunity of fun and entertainment and made the life all the more enjoyable. The first commercial camera phone was the J-SH04, made by Sharp Corporation and was launched in the market in early 2001.

8.

Global Positioning System

 GPS is a provider of reliable positioning, navigation services to people all over the world. GPS receivers can be incorporated into your cars, boats, computers, mobile phones

9.

Google

It's the answer to everything literally!

10.

SMS

Over 2.4billion SMS are delivered across the planet each day and it is now the most widely used data application around the world.

5) Read and translate.
Here are some spheres which benefit from new technologies. You may get to know how technology helps these spheres to develop. Give your examples.

Science

Technology helps to advance science. It provides science with new and more accurate instruments for its investigation and research. (ex.: With the help of computers scientists have made many new discoveries in different fields Physics, Chemistry, Medicine-computers help to find cures for many illnesses and diseases.

Households

Technology makes our life easier and faster. Household appliances help to save our energy and time.

Education

Technology has become a valuable academic tool. All modern possibilities of the Internet with its access to information, computers, laptops with their different functions, calculators enable you to study more effectively. Some classrooms are equipped with Interactive Whiteboards, projectors, sound systems, laptops which enable teachers to make lessons interesting and effective.

Communication

This sphere also benefits from technology. Having a mobile phone, for example, you can be quickly connected with your friend or business partner and solve the problem instantly. Having a web camera and the Net you see and talk to a person who is far away from you. Also you can send and get information in a matter of seconds.

Film industry

Technology plays an enormous part in the film industry today. Filmmakers rely on technologies to create amazing special effects and animation.

Entertainment

There are a lot of modern technologies which help us keep entertained, for example TV, the Internet, musical systems, digital cameras, mobile phones, PCPs, laptops etc.

Computers in medicine

Computers are of great importance in modern hospitals. The chief use of computers is the storing and sorting through of medical knowledge which has been acquired in the last 50 years. No doctor can possibly keep up with all medical

discoveries. The only solution to the problem is the storage of medical knowledge on a computer. Today there are medical computer centers where all existing knowledge of symptoms of various diseases and their treatment is stored. Doctors feed data on symptoms into the computer and get the nessesary information on correct diagnostics and treatment.

5) Read and translate the text.

Mobile phones in schools…

For several years now, schools have debated whether or not pupils should be allowed to bring their mobile phones to school. Read different opinions.
1. I think that mobile phones can be serious distraction in classrooms, It is impossible for teachers and students to focus on classwork, if there are constant interruptions from mobile phones ringing.
2. I'd find it almost impossible to be without my mobile phone. I just couldn't organize **my social life** without it, and my parents only allow me to stay out late on Saturday if I keep calling **them**. They want to know where I am.
3. Students should not be allowed to bring their mobiles to school because last year there have been quite a few cases, for instance, of students being robbed of their phones. In addition, the classroom should not be used as a place to show off possessions.
4. To my mind, the best solution to this would be to totally ban the use of mobile phones during the lessons.

6) Read and translate the text.

eReaders

Have you got an eReader? Are you thinking of getting one? We asked some eReader owners to give us their opinions.

There are many things that people like about eReaders. "eReaders are really light, weighting less than most paperbacks," said Nathan Jones, a marketing agent. "You can hold the book and turn the pages with one hand. An eReader is more comfortable to read in bed or if you're lying on a sofa, it has got a light so I can read in bed at night without switching on the light." Another big advantage is that you can store hundreds of books on them. "eReaders are perfect for travel," said Kiera Smith. "You can have lots of books in one device, instead of carrying loads of books in your luggage." The search functions are also popular. "You can look

for a character by their name or for a place just by typing in the word. That's really useful".

Jennifer Saunders said, "I like eReaders because they're ecological. If we buy an ebook, we're helping to save trees as they don't use paper. Also, my eReader is solar powered, but best of all is the availability of hundreds of free books online.

One of the biggest complaints is that you can't find certain books. "Many books are simply not available in electronic form," said Daisy Madison, an advertisement agent. If you want a specific book, one that is older, perhaps, or not a bestseller, it won't be available." Others complained about the small delay in turning pages. "The gap between pressing the 'next page' button and the screen showing the page is really annoying," said Joel Bray, a shop assistant. So, eReaders have both: positive and negative sides.

Vocabulary

eReader – електронна книга, an opinion – думка, a marketing agent – агент з маркетингу, advantage – перевага, travel – подорож, to store – зберігати, luggage – багаж, ecological – екологічний, to save – зберігати, solar powered – той, що заряджається сонячною енергією, an availability – можливість, a complaint – скарга, certain – конкретний, advertisement agent – рекламний агент, to complain about – скаржитись на щось, delay - затримка, gap – прогалина, пауза.

7)Answer the questions:
What did Nathan Jones, a marketing agent, say about eReaders?
What is another big advantage of eReaders?
Are eReaders perfect for travel?
What did Jennifer Saunders say about eReaders? Are they ecological?
What are the biggest complaints about eReaders?

8) Read and translate the text.

iPad

Have you heard of the iPad? It's the latest gadget from Apple. What can it do? And is it as good as they say it is?

In favour

The iPad is a portable entertainment device. It's beautiful, stylish and fun to use – a fantastic all-in-one gadget with 10 hours of battery life. I can put all my music on it and the speakers are excellent. You can also watch films or TV programmes on it. And as the screen is really big (compared to other portable devices) – it's much more like watching a real TV. The picture quality is fantastic, too. On top of that, the iPad has also got an application called iBooks. This is a type of eReader, so you can download dozens of books onto it. You can use an iPad to go online too, so you can go to your favorite sites, read online newspapers

or check your e-mail. There are also lots of games included, and you can download more.

Against

I've got an iPad but I'm not keen on it. The keyboard is good but you can't type very quickly on it. The screen is OK, but it's hard to read outside because of the glare from the sun. You can read ebooks on it, but I'm not sure I could read a whole novel. I think my eyes would get tired after about 15 minutes. But the real problem for me is that there's nothing an iPad can do that my laptop can't do. For example, with my laptop I can watch movies, listen to music, read PDFs of books, and go online. Can an iPad do anything else? No, I don't think so. I say, if you've already got a laptop, save your money and don't buy an iPad!

Vocabulary

a gadget– гаджет, сучасний пристрій, in favour – за, на захист, a portable entertainment device – портативний пристрій для розваг, 10 hours of battery life – батарейка, яка витримує 10 годин, screen – екран, speakers – навушники, picture quality – якість зображення, an application – додаток, a dozen – дюжина, against – проти, to be keen on - захоплюватись чимось, to type – друкувати, glare from the sun – відблиск сонця, to get tired – втомлюватися, to save – зберігати.

9) Answer the questions:
1. What is iPad? What can you do with it?
2. What about the screen and picture quality of iPad?
3. Can you go online with iPad?
4. Can you type very quickly on the iPad?
5. Can you watch movies, listen to music, read PDFs of books, and go online with iPad?

10) Read and translate the text.
The influence of technological progress on the environment
Today we live in the world of high technologies: computers, internet, mobile phones, electronics make our life easier. Advanced medicine can save us from serious diseases and so on... Our jobs are much easier then they were even 20 years ago. We haven't got to work physically a lot. We just sit in our clean offices and look into a monitor. Monitor and keyboard, monitor and keyboard...we need nothing else to work...Then the workday is over we get off a chair and get into a comfortable car. The next step is a supermarket. We buy everything we want and we want a lot, more and more every time... The products are relatively cheap because most of them are gene-modified and full of additives. After buying all these cheap and tasty things we come home, eat and have a rest. Our home is full of harmful and radiating electronics which is used by us for "having a rest". We relax by surfing the internet or watching TV.

And what about ecology? Our environment is almost destroyed. You will never find the place in the world not being polluted by humans. We breathe the air full of chemicals, drink water full of industrial wastes and so on. Many species of plants

and animals have become extinct. That's why there are so many natural disasters such as earthquakes, tsunami, droughts, floods, hurricanes ... Today different dangerous diseases are becoming more and more widespread all over the world, for example, AIDS.

There are other serious world problems. One of them is the nuclear weapon spreading. More and more countries develop nuclear kinds of weapon.

One more problem is the poverty in the developed countries. Moreover half the world earns not more than 2 dollars a day. People in these countries suffer from hunger. They don't have good education or medical care. Millions of them are dying from infection diseases every year. So, we see that progress has both sides: positive and negative.

11) Read and translate.
Advantages and disadvantages of technological progress
Advantages:
-Less work for people.
-Makes life more enjoyable.
- Being able to communicate better.
-Ability to discover more new things.
-Faster to do some jobs.
-Having many ways of transportation (means of transport).

Disadvantages:
-Environment is polluted and damaged.
-Technology is used in wars. (Technology can be used to harm or kill people)
-More weapons are created.
-People become lazy and don't work.
-Climate change.
-Resources are being used too fast to replace.

ТЕМА № 3 Computer operator
(Оператор комп'ютерного набору)

1) Read and translate the text.
Computer operator

A computer operator is the person responsible for monitoring and controlling computer systems especially mainframe computer systems in a company or organization. Responsibilities include troubleshooting software and hardware problems, monitoring batch processing, maintaining and improving system performance and online availability, maintaining all system and application documentation, and assisting personnel with computer problems. Other responsibilities depend on the employer but might include system backups, maintaining computer room equipment including printers and tape storage devices, and providing customer support.

A computer operator may often be asked to know or learn the main computers' operating systems, local area network operation, and applications used by an employer. A high school diploma is usually required. Most employers also require formal technical training or one to three years' experience. A computer operator must effectively interact and communicate with others, be able to work independently, have strong analytical skills, and be able to recognize and respond to problem situations.

The former role of a computer operator was to work with mainframe computers which required a great deal of management day-to-day, however nowadays they often work with a variety of different systems and applications. The computer operator normally works in a server room or a data centre, but can also work remotely so that they can operate systems across multiple sites. Most of their duties are taught on the job, as their job description will vary according to the systems and set-up they help manage.

Modern-day computing has led to a greater proliferation of personal computers, with a rapid change from older mainframe systems to newer self-managing systems. This is reflected in the operator's role. Tasks may include managing the backup systems, cycling tapes or other media, filling and maintaining printers. Overall the operator fills in as a lower level system administrator or operations analyst. Most operations departments will work 24x7. A computer operator can work inside the home on the network editing domains and nets or they can work on the road or part of a company.

2) Read and translate the text.

Operational Skills

A key skill for computer operators is the ability to monitor operations and detect problems. Computer operators need to be able to pick up on variations or changes in a computer's performance. They also need to be able diagnose the the problem and fix it. This may require replacing malfunctioning equipment or software. Computer operators enter commands, as necessary, and respond to error messages. Computer operators also use debugging programs to speed up and enhance computer performance.

Communications Skills

Computer operators must be able to read and comprehend technical information such as operation manuals and technical diagrams. They need to have excellent communications skills so that they can effectively convey information to those who need to know it. Computer operators must also be able to listen actively, asking questions to obtain information to get to the root of the problem.

Technological Skills and Knowledge

Computer operators need to know how each piece of computer equipment can affect the performance of the whole. Computer operators need to have knowledge of computer operating systems such as Microsoft Windows, UNIX and Sun Microsystems Java Enterprise System. They also need familiarity with database user interface software such as Teradata Enterprise Data Warehouse, IBM DB2, Microsoft Access and Sybase SQL Anywhere. The computer operator also need knowledge of network monitoring software like Hewlett-Packard HP OpenView software and Novell NetWare.

Clerical and Customer Service Skills

Computer operators need to have basic clerical and customer service skills in addition to their technical knowledge. Computer operators need to have basic word processing skills and must be able to manage files and records. They need to have basic knowledge of telecommunications systems and how to use them. According to O*NET Online, computer operators need to have basic customer service skills also, such as the ability to assess and meet customer needs.

3) Read and translate.

Computer Operator Job Responsibilities

- Monitoring the issues that arise due to security issues.
- Oversee and check the efficiency of the systems.

- Control a group of systems and ensure the settings and controls on the computers.
- Maintain log books and records for the jobs or events that occur in the systems.
- Check for the presence of viruses and upgrade and update the system to improve the working.
- Help programmers and other technical staffs with debugging.
- Will be in charge of new equipment orders.
- Will have to organize and maintain disks and files and as a result should have good organization skill.
- Will have good communication skill which is necessary to convey technical issues to a non technical person.
- They operate several computer systems, fix problems which may arise and contact those responsible for solving the computer issues.
-

4) Read and translate the text.

Cashier

In a shop, a cashier (or checkout assistant) is a person who scans the goods through a machine called a cash register that the customer wishes to purchase at the retail store. The items are scanned by a Barcode positioned somewhere on the item. This is done by the use of laser technology. After all of the goods have been scanned, the cashier then collects the payment (in cash, check and/or by credit/debit card) for the goods or services exchanged, records the amount received, makes change, and issues receipts or tickets to customers.

Cashiers' schedules typically include evenings, weekends and holiday. They must take only scheduled breaks since registers cannot be left unattended. Their work can sometimes be boring as their tasks are repetitive. They suffer from fatigue because they usually spend their entire shifts standing.

Because they handle money, cashiers are sometimes the targets of robberies and homicides. However, many establishments limit the amount of money kept in registers at any given time which mitigates some of this risk. Other security precautions, such as cameras, help deter criminals.

5) Read and translate.

Requirements:

Cashier jobs are entry-level positions which require little or no previous work experience. Most cashiers receive on-the-job training.

Cashiers must have good customer service skills. They are often the only workers with whom customers come into contact and therefore they must field questions and complaints in a friendly manner. Good listening skills will enable them to be attentive to customers queries and concerns. Cashiers must exhibit patience and sometimes restraint when dealing with upset customers who may seem unreasonable.

6) Read and translate.

A Day in a Cashier's Life

On a typical day a cashier will:
- ❖ ring up customers' purchases using cash registers and scanners
- ❖ accept payments of cash, credit cards or checks. The latter two sometimes require that a cashier checks customers' identification
- ❖ calculate change if not automatically done by the cash register
- ❖ process returns, exchanges and refunds
- ❖ answer customers' questions
- ❖ encourage customers to sign up for reward programs or store credit cards
- ❖ check proof of age when customers purchase items containing tobacco or alcohol
- ❖ count the money in register upon beginning and ending a shift
- ❖ weigh produce and other items
- ❖ put price stickers or tags on items

7) Read and translate.

Cashiers may perform the following tasks:
- ✓ receive goods selected by the customer and operate cash registers
- ✓ talk with other staff where there is doubt about a particular price
- ✓ receive payment for goods from customers and provide change as shown by the electronic cash register
- ✓ weigh, wrap or pack goods and remove price tags and special security tabs
- ✓ help customers find products in the store

- ✓ price items with a price gun and rotate stock by bringing the old stock forward on the shelves during quieter times
- ✓ process payment for accounts such as telephone or electricity bills and issue receipts
- ✓ work out totals for cash and other takings at the end of each working day
- ✓ count and prepare money for deposit in a bank or building society
- ✓ keep records of amounts received and paid, and regularly check the cash balance against this record
- ✓ operate automatic ticket-issuing machines and other computerized equipment.

8) Read and translate.

Personal Requirements:

- enjoy clerical and administrative tasks
- able to work quickly and accurately
- confidence in handling money
- good communication skills
- good customer service skills

9) Read and translate the text.

Cashier

Cashiers are essential workers in settings where goods and services are sold. Their primary responsibility is to collect payment from customers, but they have many other important duties as well. Main cashier duties include scanning and bagging items, counting cash drawers, providing customer service, and handling returns. In many settings, cashiers are also responsible for cleaning counters and restocking shelves. An experienced, productive worker is often rewarded with additional cashier duties and possibilities to advance within a company.

The main cashier duties in most markets and retail stores include scanning a customer's items, collecting payment in the form of cash, checks, or credit cards, giving back change, and printing receipts. Depending on the setting and the types of items being purchased, the cashier might scan bar codes found on the items or

manually enter prices into the cash register system. Most modern registers are capable of automatically computing the total cost of items and applying the appropriate sales tax. The cashier subtracts discounts from sales specials or coupons, and informs the customer of the total.

Depending on a store's policies, the cashier can usually accept cash, credit cards, debit cards, and checks as payment. He or she makes change when necessary and gives the customer a receipt for the purchase. In most stores, the cashier is required to count his or her cash drawer before and after a shift to make sure that it contains the right amount of money when compared with daily sales records. Some cashiers perform dozens or hundreds of transactions in a single day, and all money must be accounted for at the end of the shift. Daily cashier duties also include wrapping or bagging items, returning unwanted products to shelves, and entering price information for new goods.

Providing expert customer service is an essential part of a cashier's job. The worker must be knowledgeable of company policies and the different types of products or services offered in order to provide customers with helpful, accurate information. Customer service cashier duties include answering questions about different items, directing people to certain areas of a store, and providing refunds for unwanted purchases.

A cashier who gains several years of experience and consistently performs well may have the opportunity to become a supervisor. Supervisors usually relieve cashiers when they go on breaks and help them count drawers before and after shifts. Many supervisors are given administrative duties such as ordering new products, setting prices, and making hiring decisions.

10) Read and translate.

Accountant

Accountants analyse, report and give advice on the financial dealings of organisations and individuals, and advise on associated record-keeping and compliance requirements.

Accountants may perform the following tasks:
- ✓ assist in the formulation of budgetary and accounting policies
- ✓ prepare financial statements for presentation to boards of directors, management, shareholders and statutory bodies

- ✓ conduct financial investigations, undertake audits, prepare reports and advise on such matters as the purchase and sale of businesses, mergers, financing, suspected fraud, insolvency and taxation
- ✓ examine the income and expenditure of institutions
- ✓ provide assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- ✓ provide financial and taxation advice on business structures, plans and operations
- ✓ liaise with bankers and brokers to establish funds management arrangements
- ✓ advise on the selection and application of computer-based accounting systems
- ✓ appraise cash flow and financial risk of investment projects.

11) Read and translate.

Personal Requirements:
- good communication skills
- good presentation skills
- able to build rapport with clients
- able to analyse and solve problems
- good organisational skills
- discretion when dealing with confidential information
- professional and ethical
- able to work as part of a team.

12) Read and translate.

Specialisations:
➢ *Auditor*

An auditor makes sure that financial statements are true and fair by checking that assets and liabilities mentioned in reports exist, analysing samples of work done and interviewing staff. Auditors are increasingly asked to audit figures relating to environmental emissions.

> ### *Budget Accountant*

A budget accountant primarily concerned with the development and maintenance of budgeting systems. This involves monitoring budgets and comparing them with actual costs and revenues. They analyse records to determine trends, which assists in managerial control.

> ### *Bursar*

A bursar responsible for the accounting and general business operation of schools or tertiary institutions. This may include fundraising.

> ### *Cost Accountant*

A cost accountant develops and directs systems so that costs can be recorded and analysed to work out each unit cost. This involves analysing changes that affect production costs (raw materials, manufacturing methods, factory overheads and wages, for example). They provide management with reports to assist in decision-making about production volumes, sale prices and additions or deletions to product lines and/or manufacturing or distribution resources.

> ### *Finance Manager*

A finance manager prepares reports for management, summarising the business' financial position in the areas of income, expenses, capital usage and cash flows, and assists with the preparation of strategic plans, budgets and financial forecasts. Finance managers also determine fund requirements and strategies to invest surpluses and assist in the development of accounting and management policies and procedures.

> ### *Forensic Accountant*

A forensic accountant analyses and prepares accounting documents for use as evidence, often for a court of law.

> ### *Investment Analyst*

An investment analyst evaluates the value of companies for potential buyers and investors, and investigates businesses being sold, bought or merged.

> ### *Systems Accountant*

A systems accountant analyses financial information needs for organizations by reviewing existing systems and working out the best way to meet those needs.

➢ *Taxation Consultant/Taxation Agent*

A taxation consultant/taxation agent prepares taxation returns and reports, provides advice on tax issues and handles disputes with taxation authorities.

➢ **Treasurer**

A treasurer plans short- and long-term finance and advises on the financial consequences. They design and manage investment portfolios to minimise financial risk.

Accountants may work on their own or with other accountants. Accountants in private practice have a high level of public contact. Some positions involve travel, which is often interstate or overseas.

What is a computer?
Computer is a device for processing information.

What is the basic job of the computer?
The basic job of the computer is the processing of information. Computers take information in the form of instructions called programs and symbols called data. After that they perform various mathematical and logical operations, and then give the results (information). Computer is used to convert data into information. Computer is also used to store information in the digital form.

The main classes of computer's hardware.
There are 5 main classes of computer's hardware: the control unit, the arithmetic unit, memory, input and output.

What is a software?
Software are the programs that tell the hardware how to perform a task. Without software instructions, the hardware doesn't know what to do.

Two kinds of memory
There are two kinds of memory ROM and RAM. Read only memory holds a store of programmers which tell the computer how to work. Random Access Memory stores data and instructions while the computer is turned on. When the computer is switched of all the data stored in it is lost.

Can computers replace people?
As we see computers can do a lot of things, but not all of them, that's why they can't replace people. But we use computers to make our life easier.

Vocabulary (1)
1) Read the words and translate them.
electronic machine, form, multimedia, printer, monitor, CD-ROM, modem, processor, instruction, cursor, program, virus, scanner, file, chip.

2) Learn the new words.

to access – мати доступ	central processing unit (CPU) –
to crash – ламатися	центральний процесор
data(base) – дані, інформація	hardware – апаратне забезпечення
process – процес, режим,	software – програмне забезпечення
обробляти	memory - пам'ять

loudspeaker – звукові колонки   input – ввід
CDH – диск   output – вивід
floppy disk – дискета   to store information – зберігати
hard disk – жорсткий диск   інформацію
mouse – мишка   device – пристрій
mouse pad – коврик для мишки   to consist of – складатися з
keyboard – клавіатура   procedures – процедури
to accept – приймати   to refine - очищати
storage - зберігання, запам'ятовуючий пристрій

3) Recall the names of the objects in the picture.
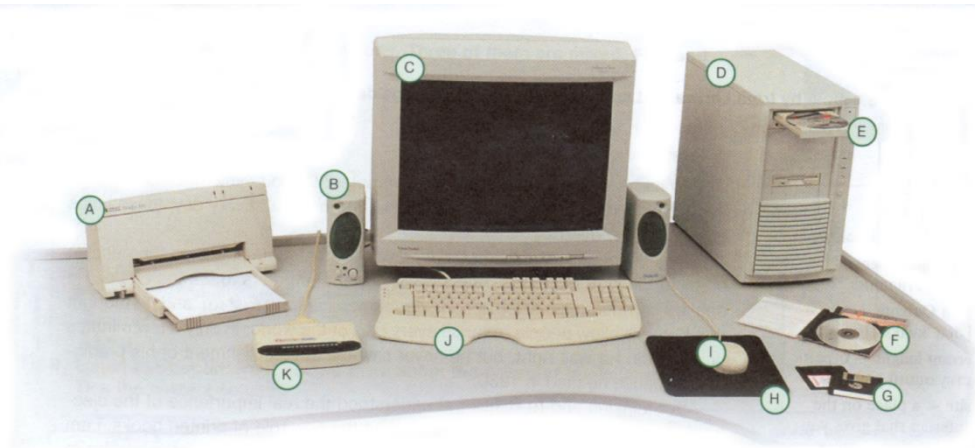
4) Look at the words and say what is software (програма) and what is hardware (обладнання, пристрій).

program   mouse pad   instruction   symbol   results on the monitor
mouse   printer   information   cursor   scanner
CPU   modem   keyboard   memory   process data

5) Look at the words and say what is software (програма) and what is hardware (обладнання, пристрій).

program   mouse pat   instruction   symbol
mouse   printer   cursor   word processor
modem   keyboard   Web browser

6) Find the synonyms.
1. product   a. screen
2. monitor   b. electronic machine
3. data   c. information
4. computer   d. result
5. memory   e. storage

7) Read the sentences, guess what it is and choose the necessary words from the words in brackets.
                    (mouse scanner file boot disk fame keyboard upgrade)
This small box is used to operate a computer.
A document on your computer.
A devise which is used to transfer photos and texts to your computer.

To make a computer better or able to do more things.
This looks like a typewriter and has the keys you need to press.
It can be hard. It can be floppy.
A device which allows your computer to send messages along a telephone line.
 An unfriendly or rude e-mail.
 To start a computer.
8) Match a word from box A with a word from box B to form eight words or expressions connected with computer.

A.: CD spread floppy key mouse word   data hard

B.: processor pad - ROM base ware disk   board heets
9) Match the words to make word-combinations connected with computer.
fax   system
phone   information
electronic   message
to receive   letters
to send   the Internet
printed   call
to use   games
computer   messages
(For example: fax message, phone call, etc.)
10) Read the sentences; complete the sentences using the following words:
             computer games word processors CD-ROMs database crashed
1. My computer…………… and I lost my whole work.
2……………. make it easier to write letters and documents.
3. All firms and companies working for us are stored on our………… .
4. Nowadays children spend too much time playing…………….. .
5. Many books and dictionaries are on……………… .
11) Use the below-given vocabulary to make a report on computer technology. Insert the words in the text below.
software • hardware • online • memory • website • e-mail • Internet • to log on • word processing • to start up • to connect • to crash • to surf • to print

'As soon as I get home from school, I... my computer. It's a couple of years old now so I've had to expand the ... First of all I ... to the ... and go to Sporting Life, which is a sports news ..., to find out the latest football results. Then I check my ... to see if anyone has sent me any messages. If I have a homework project, I'll... the Internet to see if there is any useful information. If I find a good text that's quite long, I'll... it as it's often easier to read on paper. When my parents bought the computer, we got lots of free ..., including an encyclopedia and a ... package, which is very useful for writing my projects. I sometimes get bad days when the computer seems to ... all the time. And some days the Internet is busy, so when you dial it doesn't... . People say it's because millions of users in the USA go ... at that time.

My mother is a bit worried that I'm going to run up huge bills on the Internet and that I'm going to become an Internet addict but I don't think I will.'

12) Read the text.

Computer

The term "computer" is used to describe a device for processing information at high speed by electronic means. Computer has no intelligence by itself and is referred to as hardware. A computer system is a combination of five elements:

Hardware

Software

People

Procedures

Data /Information

Software is the term used to describe the instructions that tell the hardware how to perform a task. Without software instructions, the hardware doesn't know what to do. People, however, are the most important component of the computer system: they create the computer software instructions and respond to the procedures that those instructions present.

The basic job of the computer is the processing of information. Computers accept information in the form of instructions called programs and symbols called data to perform mathematical and logical operations and then give the results (information). The data is raw material while information is organized, processed, refined and useful for decision making. A computer is used to convert data into information. A computer is also used to store information in the digital form.

13) Answer the questions.

1. What does the term "computer" describe?
2. Is computer intelligent?
3. What elements does the computer consist of?
4. What is hardware?
5. What is software? What is the difference between hardware and software?
6. Why people are the most important component of the computer system?
7. How does a computer convert data into information?

14) Complete the sentences.

1. The basic job of the computer is the ...
2. Information in the form of instruction is called a ...
3. ... is the term used to describe the instructions that tell the hardware how to perform a task..
4. A computer is used to convert data into ...
5. A computer is used to ... in the digital form.

15) Read and say if the sentences are true or false.

A computer is made of electronic components so it is referred to as an electronic device.

A computer has no intelligence until software is loaded.

There are four elements of a computer system.

Without software instructions, the hardware doesn't know what to do.

Software is the most important component because it is made by people.

Vocabulary (2)

1) When you switch on your computer what can you see on the desktop?

DESKTOP

My Documents		Recycle Bin

File	My Computer	Taskbar
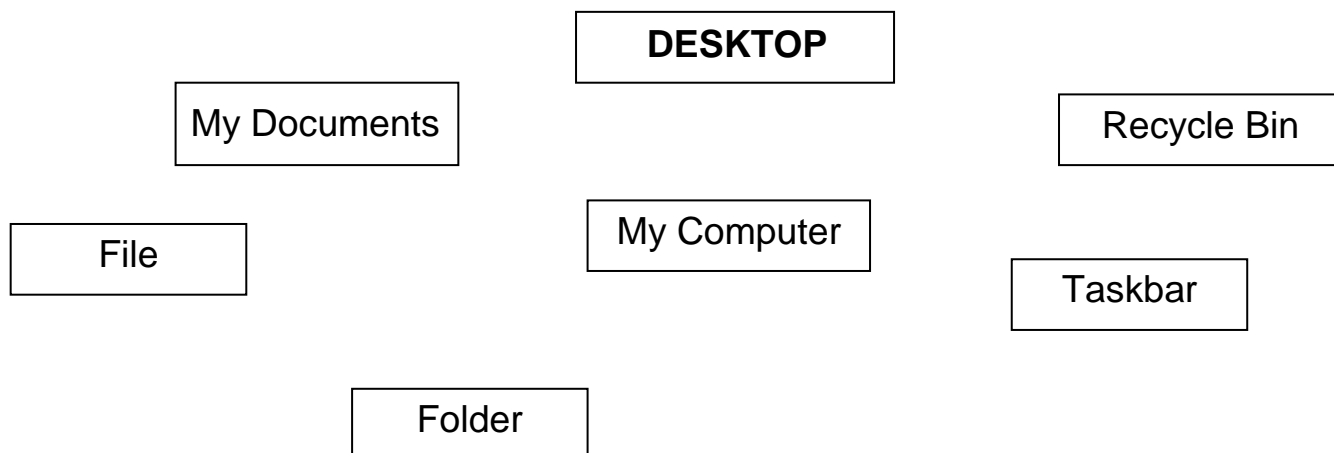
Folder

Desktop – робочий стіл
My Documents – Мої документи
My Computer - Мій комп'ютер
Recycle Bin – корзина
Taskbar – панель завдань
Folder - папка
File – файл, документ

2) Match a word from box A with a word from box B to form eight words or expressions connected with computer.

A: CD   loud   floppy   key   mouse   in   data   hard

B: speaker   pad   - ROM   base   ware   disk   board   put

3) Match the definition with the correct spelling word.

1. The combination of sound, graphics and video to present information on a computer	a. computer
2. System of storing information in a computer on magnetic tape, etc.; storage	b. hardware
3. A computer program that is designed to replicate itself by copying itself into the other programs stored in a computer (often with a negative effect).	c. mouse
4. A large amount of information stored in computer system	d. memory
5. Information or instructions put into a computer	e. database

6. Information put out by or delivered by a computer	f. floppy disk
7. Programs that run a computer	g. input
8. An input device that is moved around the desk top to control the position of the cursor on the display screen.	h. virus
9. An electronic machine that can store, recall, or process information	i. multimedia
10. The computer's machinery - the parts you can see and touch, like the monitor and all the electronic devices and circuits inside it.	j. software
11. A small removable magnetic disc which is used to store data	k. output

4) Read the text. Name three basic steps which are involved in the process. Name three main sections of the computer. What are their functions?

execute – виконувати

Computers are electronic machines which can accept data in a certain form, process the data and give the results of the processing as information.

Three basic steps are involved in the process: *First*, data is fed into the computer's memory. *Then*, when the program is run, the computer performs a set of instructions and processes the data. *Finally*, we can see the results (the output) on the screen or in printed form.

A standard computer system consists of three main sections: the Central Processing Unit, the main memory and the peripherals.

Central Processing Unit is the "brain" of the computer. Its function is to execute program instructions and coordinate the activities of all the other units. The main memory holds the instructions and data which are processed by the CPU. The peripherals are the physical units attached to the computer. They are input devices (mouse, keyboard), output devices (monitor, printer), storage devices (floppy or hard discs).

Storage devices provide a permanent storage of both data and programs. Disk drives are used to handle one or more floppy disks. Input devices enable data to go into the computer's memory. The most common input devices are the mouse and the keyboard. Output devices enable us to extract the finished product from the system. For example, the computer shows the output on the monitor or prints the results onto paper by means of a printer.

On the rear panel of the computer there are several ports into which we can plug a wide range of peripherals - modems, fax machines, optical drives and scanners.

These are the main physical unites of a computer system, generally known as the configuration.

ТЕМА № 5 Computers in our life
(Комп'ютери в нашому житті)

What do you think of computers?
Do you play computer games?
Do you study with the help of computer?
Can you write computer programs?

Vocabulary (1)

1) Learn the words
to admire – захоплюватисяся
to deny smth –заперечувати щось
to work out – розробляти
to do sums – вирішувати приклади
to write a program – писати програму
to get some information out from the Internet – отримувати інформацію з Інтернету
to store information – зберігати інформацію
to search for information – шукати інформацію
to send letters – відправляти листи
to chat – балакати, невимушено розмовляти
to count – рахувати
to check mistakes – перевіряти помилки
waste of time – даремна трата часу
to be bad for eyes – шкідливо для очей
like a drug – подібно наркотику

2) Fill in the mind map

Writing

Computers are used for
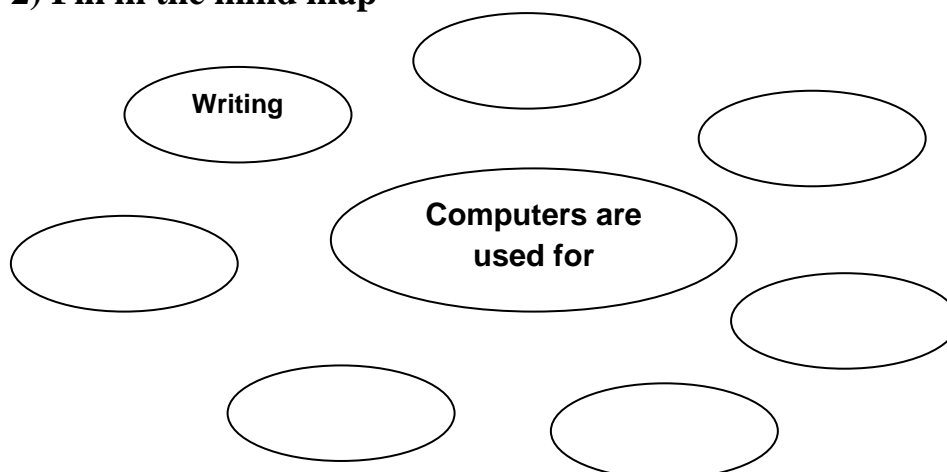
3) Fill in the gaps with the following words:
• such as • In addition • Another negative effect • To begin with • On the one hand
• As a result • On the other hand • All things considered • Finally

Can you imagine life without computers? Whether in the office, school or at home, computers have become an indispensable part of our everyday existence. Yet, have the changes they brought about really been for the better?

1) ...., the benefits of computers cannot be denied.
2) ...., they save valuable time and space. Time-consuming tasks,
3) .... checking bank accounts, can now be done in a matter of minutes and large amounts of information are economically stored on tiny disks.
4) ...., with immediate access to the Internet, they allow us to explore the world from the comfort of our homes.
5) ...., we car keep up-to-date with global and current issues.
6) ...., computers provide entertainment, for instance in the form of amusing games.
7) ...., there are also disadvantages with the computer age. Computer technology may progress rapidly, but machines still make mistakes. It is not uncommon for computers to suddenly crash, deleting whole files of essential information.
8) .... of computers is that people easily become dependent on them. How often do we youngsters spending all their free time in front of the computer, isolating themselves from other people their age?
9) ...., it seems to me that computers are admirable tools that improve the quality of life, but only when used sensibly. No matter how advanced a machine is, it can never replace a human being."

4) Read the text and answer the questions:
   1. Are the boys computer fans?
   2. Where are the boys from?
   3. How old are they?
   4. What is a PC?
   5. What the teenagers think about computers?
   6. How do they use them?

Patric (Dublin, Ireland):
   Don't call it a craze. Ok, computer games are quite new. But now they are with us for ever. Kids are always going to play computer games. I have computer games, a Sega Magadrive. But now I usually play on my Mum's computer. It's a PC – "a personal computer". The games are more complicated and interesting. Look at this one – *Helicopter Attack.* First you plan your attack. The plan is a very important part of the game. You choose your missiles and lots of other things. You

can go over the desert, the forest or the sea. You have radar. And listen to the sound effects – just like a real helicopter!"

Martin (Melbourne, Australia):

I really enjoy writing programs. It sounds difficult. But even an eight-year-old can write a simple program. One of my programs can play chess. It can beat my Mum. She's an excellent chess-player. I sometimes write games. *"Scramble"* is my latest word game – a bit like a crossword puzzle. You get points for each letter. It's simple – but it works.

Vocabulary (2)

1) Learn the words

to use - використовувати

to keep step with the times – жить в ногу з часом

not to be lost in the world of information – не загубитися в світі інформації

to be of great importance – мати важливе значення

can not tear oneself away from … – не можу відірватись від …

to be hooked on … – не уявляти життя без …

to improve – покращувати

to work on the computer = to operate the computer – працювати за комп'ютером

to study school subjects on … – вивчати шкільні предмети з …

2)Read the text and answer the questions.

Where have computers been used in recent years?

Why are they of great importance at the present time?

Where do people use computers?

Why are children especially hooked on them?

Do you like to operate the computer?

The rapid development of Science and Technology has changed the world. In recent years computers have been used in all fields of human activities: business, industry, education, culture, health care service, economics, politics, mass media, arts, in everyday life of different people. At the present time people have to keep step with the times and not to be lost in the world of information. So computers are becoming of great importance for most adults and youth.

Nowadays more and more people use computers at work and home. They can not tear themselves away from their computers. Especially children and teenagers are hooked on them. They like to play computer games and spend hours with educational programs. More and more kids can improve their reading, writing and arithmetic when they operate the computer. Many students study school subjects on it. They say computers make leaning fun!

3) Read and translate the text.

The influence of computers on our lives

At the beginning of the 1990s in Poland, only a few people knew, what computers were. A person, who had a computer, was considered very rich and modern. Although in Europe and in America computers were already very popular, in

Ukraine most people could not afford them. However, for last fifteen years computers have become very popular. More and more people purchase them. Nowadays many of us cannot imagine their lives without computers. How have computers influenced our lives?

In Ukraine computers are being used to work with in many places. Their development caused the revolution in printing, accountancy, design, telecommunication, energetic, banking and several others. They enable people to work much faster and to make fewer mistakes in their work. Thanks to computers, the employees work much more effectively and their work is more profitable. Their popularity makes people acquire new skills. Almost everyone has to know at least some basic things connected to work with computers. Most employers require people applying for work to know how to work with it.

On Internet you may get to know most important news from the whole world, buy a new dress or a car, meet friends and lovers. Numerous people use e-mails as the basic way of communicating with others. Internet enabled us to send the information to the other part of the globe in just a second. It is not only the fastest means of communication, but also the cheapest one. On internet the scientists have a chance to exchange different information and results of their researches. People can learn through internet. Even surgical operations may be performed by a doctor through computers on a patient, who is far away from him. Moreover, in Internet one may find many shops. You can buy everything there- from food to cars, jewelry or medicines. Many products are cheaper in Internet-shops than in regular ones.

Many people consider computers the main source of entertainment. One can play computer games, watch films, listen to the music or talk to others on a computer. Especially children find computers indispensable in their lives.

Summing up, it seems that computers have a very strong influence on our lives. Sometimes their influence seems to be positive, but we must not forget about all disadvantages and threats they carry. We have to be reasonable and remember, that people are still more important and valuable than computers.

4) Read and translate the text.

Computers in our life

Computer studies is a subject in many schools. Many young people have personal computers. Ninety-six percent of them are males of all ages. All of them spend an average of twenty hours per week on home computers. The majority of the adults also use computers at work. About one in three hundred computer owners, so-called computer addicts, spends almost all his time using computers. All the computer addicts are very educated. They have been interested in science and technology from a very early age and they are usually very shy people who like being alone.

A survey in a school showed that fewer girls are interested in computers because girls are less likely to have a computer. Even if they have one, they use them less frequently than boys. Possibly it is because we think of computers as something to

do with maths and science, which are traditionally "male" subjects. Possibly parents think it is less important for girls to have computer skills.

Computer addicts like debugging, develop programs and like learning programming languages. They learnt to communicate with other users through computer networks and the people they met in school and work think of them as experts who could help and advise when they had problems with their machines. Very few computer addicts play computer games, but many people use a computer only for games.

Some parents worry about computer games because they think their children won't be able to communicate with real people in the real world. But parents do not need to worry. According to research computer addicts usually do well after they have left school. For most children computer games are a craze. It provides harmless fun and a chance to escape. If we didn't have these computer addicts, we wouldn't have modern technology. They are the inventors of tomorrow.

Vocabulary

male [meɪl] — чоловік; чоловічий   average ['æv(ə)rɪdʒ] — середній majority [mə'dʒɔrɪtɪ] — більшість owner ['əunə] — власник   to addict ['ædɪkt] — захоплюватися (чимсь); a computer addict –наркоман survey ['sə:veɪ] — дослідження, огляд, опитування debugging [di:'bʌgɪŋ] — пошук і усунення технічних і програмних неполадок у комп'ютерах   "hacking" ['hækɪŋ] — хакерство (отримання несанкціонованого доступу до комп'ютерів) to do well — процвітати, досягати успіху

5) Answer the questions:

1. What are computer addicts like?

2. Have you ever used a computer? What do you use it for? What did a survey in a school show?

3. What do computer addicts like?

4. Why do parents worry about computer games ?

5. Is computer addiction harmful?

ТЕМА № 6 Advantages and disadvantages of computers
(Переваги та недоліки комп'ютерів)

1) What are computers used for?
2) What is the role of computers in our life"

Vocabulary

1) Learn the words
to save time – економити час
employees - працівники
to lose due (job) – втрачати роботу
to lead (led, led) – вести
storage place – місце збереження
to keep data – зберігати дані
to hold an information – містити інформацію
to depend on – залежати від
to enable – дозволяти
to cause problems – створювати проблеми
eye strain – напруга на зір
tool – інструмент
to serve – служити
to replace - заміняти

2)Two "for and against" argumentative essays were mixed by a typist. Divide this text in two parts, one is "for", another is "against": Advantages and disadvantages of computers.

One of the main advantages is the time that can be saved by using a computer. This especially beneficial in the workplace, where employees can do their work far faster than they could in the past. Many jobs have been lost due to the fact that computers can do a lot of tasks more efficiently than humans. This has led to high unemployment in many countries.

Computers can save a lot of storage space. Storing information on computer disks is one of the most efficient ways of keeping data. One computer disk can hold the same amount of information as several books.

Stored information can be found at the touch of a button, whereas searching for it manually takes much longer. We have become too dependent on computers. The time saved by using PC for repetitive tasks enables us to use our own time more creatively and productively.

Computers can actually cause health problems. Endless hours in front of a screen can cause eye strain and headaches. Our everyday lies are made easier – from going to the bank to doing the shopping.

Computers are a useful tool. They have changed our lives for the better and we should make them work to our advantage. It must be remembered that they are to serve us – not to replace us.

3) Discuss the advantages and disadvantages of using computers:

1) I've got a computer at home and I use it all the time. It's like a typewrite and address book for me and it is also used for checking my spelling. Besides, I can go on the Internet and discover everything about anything, it's a brilliant source of information.

2) As for me I also have got a computer at home. I've designed my own website and I'm getting loads of information for school. Besides some website are packed with games and competitions, it's all you need for hours of fun on your computer. I can play and learn on it. I don't know how I ever live without it.

3) I haven't got a computer at home, but I would like to have it. In my opinion life is dull without it. My parents consider that I can damage my health working on a computer.

4) I think if you don't take care you can damage your health working on computers. That's why remember to take 10 minutes break every hour your work. This will rest your eyes and other parts of your body.

5) As for me I'm fond of English and I spend all my spare time working or playing on the computer. And I suppose that English is closely connected with the computer science.

4) Read and translate.

Advantages of computers:

1. **Computers save place.** Imagine how much paper would have to be used, how many trees would have to be cut just to store information which is today on hard disks.

2. **Computers can calculate and process information faster and more accurate than human.**

3. **Computers improve our lives.** They are very useful in office work, we can print any document in as many copies as we want. We can communicate with whole world very fast and cheap using Internet.

4. **Computers are user-friendly.** We can watch videos and listen to the music having only PC. We don't need video player, TV any more. Soon, we don't have to buy PC's which can take much place. We can buy laptop or palm top which is even smaller, and use them outside anywhere we want.

Disadvantages of computers:

1. **Computers are dangerous to our health.** The monitors used to be dangerous for our eyesight. This negative effects also concerns TV screen.

2. **Computers sometimes brake down.**

3. **Violence.** The main threat to younger users of computers are internet pornography and bloody games.

4. **The other threat is that you can be a computer addict.** If you spend most of your free time using computer you should go to see a psychologist.

Practically, we can't live without computers, because they are everywhere, at our homes, schools, at work, in our cars.

5) Read and translate.

COMPUTERS

The advantages:

1. Make our life simpler.
2. It helps us to organize our daily activities.
3. Our job can be done faster.
4. Easier to communicate with other people.
5. Helps us to know and understand other culture and society better.

(and lots more)

The disadvantages:

1. Can be easily manipulated by irresponsible persons.
2. We'll be too dependant on it. When technology fails, we r helpless (in one way or another).
3. Sometimes, it affects our health and lifestyles(we'll be complacent and lazy. The chemicals r hazardous).
4. It destroys our simple and healthy life(I miss the traditional style of living).
5. Invasion of our privacy.

6) Read and translate.

Advantages & Disadvantages

·   Computers are essential tools in almost every field of work from constructing models of the universe to predicting tomorrow's weather reports.

·   Computers are influencing ways of teaching and learning. Education benefits from using computers:
a) School subjects become more interesting when presented on a computer screen.
b) They allow to organize your time in a more productive way.

·   Computers are valuable to any business (They make life easier and save time by being capable storing and retrieving (to get back information that has been stored in the memory of a computer) vast amounts of info at the touch of a button.).

·　　　Computers are used to solve different problems such as calculations, bank account transactions, airline reservations and scientific and engineering computations.

·　　　Computes are important in the collection, organization, storage, retrieval and interpretation of information.

·　　　Personal gains can be seen as the use of computers increases powers of concentration.

·　　　In the film industry, computers are used to create graphics for scenes, animated characters, beautiful backgrounds, and amazing special effects.

·　　　Computer technology enables the pilots to train I flight simulators which create the illusion of the flight. (It is safer and cheaper than training stuff in airplanes.)

·　　　The computer has become a great source of entertainment with the introduction of interactive Virtual Reality programs which are available on CD-ROMs or through the Internet. (They enable people located in different places to come together and interact with one another in real time using speech, sound and 3-D animated graphics.)

·　　　It's possible to explore sites on anything you are interested in, or even chat with celebrities, experts and others who share your interest.

·　　　The Internet keeps you up-to-date with the latest news, fashions and reports.

·　　　You can work from home.

·　　　Programs for different purposes can be downloaded free from different sites.
·　　　Many people do not like using computers, and prefer dealing with a person instead.

·　　　You have to attend at least computer classes for beginners before dealing with the machine.

·　　　Computers can get viruses and sometimes computers fail and people lose the work they had done.

·　　　Computers quickly become obsolete, so they soon need to be replaced or updated.

· If a computer is not working properly, most people do not know how to fix it, and this can be very annoying. You have to turn for help to the technical support/expert. It can be expensive.

7) Read and translate the dialogue.

Computers: For and Against

S: Hi! Tom, how often do you use a computer?

T: Frankly speaking, I don't use it very often – sometimes I type an essay. And what about you?

S: You see, I'm going to become a computer programmer, that's why I spend much time in front of the computer.

T: Don't you think it is bad to spend so much time in front of the computer?

S: I'm sorry, I don't agree with you. What is bad in using a computer?

T: I think it is harmful for your eyesight.

S: I don't think so. Yes, I know that there are people who spend 12 hours or more looking at a screen and doing nothing else. But it's not about me. I use the computer sensibly. I don't like to play computer games, I prefer creating computer projects. Besides, I don't work at it for hours, not more than 2 hours a day. Moreover, don't you think that in our multi-media society it's simply impossible to live without computers or the Internet?

T: No, I don`t have an access to the Internet.

S: I use it every day! I read the news on the Internet, chat with my friends. To my mind, with the help of the Internet we can understand science, medicine and arts better. In this global network you can find any information in a few minutes. It keeps people informed about current events, the latest achievements in science and culture.

T: Right, right. You say you like chatting with your friends, don't you think it's boring "to chat" with somebody by typing messages?

S: Come on! I'm sure you know you can do "voice chats" if you have a microphone. By the way, you are interested in foreign languages. You can chat with people from France, Japan, Argentina…. It's not expensive, it's like using a telephone but much cheaper.

T: Oh, that sounds like a good way to practice foreign languages.

S: Yes, besides on the Internet there are various kinds of material for students: texts, exercises; you can download video- films and radio- programmes in foreign languages. You say you sometimes type essays. I know a lot of interesting sites where you can find a lot of information on different subjects, unusual facts, the latest data, and pictures for your presentations. I don`t know how you can do without a computer in your everyday life.

T: Mm… You may be right; computers have become part of peoples` life. But I'm afraid a computer is bad for our health.

S: I can't agree with you. I'm sure a computer is one of the wonders of modern world simply we should learn to use it effectively and safely for your health. You must know where to stop, and everything will be OK.

ТЕМА № 7 The history and the future of computers
(Історія та майбутнє комп'ютерів)

Vocabulary

1)Match the words with the most suitable meanings.

Words	Meanings
1. device	a. entrance
2. process	b. a program for finding web sites
3. conceived	c. indecent (as of a picture), showing nudity
4. forerunner	d. year 2000
5. veritable	e. put (data) into a computer
6. access	f. a piece of equipment
7. search engine	g. real
8. Y2K	h. a person or group who prepares the way for
9. cheesy	i. imagined

2) You are going to read an article about computers. Read the article quickly to see which topics are discussed.

The invention of a computer.

The Internet and its modern usage.

Personal Computers.

Banking.

3) What other topics are discussed in the article?

The history and the future of computers

Computer information have been a part of everyday life for more than a generation. It is believed that the principles behind the modern computer were first conceived by Charles Babbage (1792-1871), a British mathematician and inventor. Babbage tried to build a machine which could store information and produce more accurate mathematical calculations and tables. He could not finish it for lack of the appropriate materials, but his attempt was a real forerunner of the twentieth century invention.

The first practical machines were built in Great Britain and the USA during World War II. In the next twenty years, with the invention of the transistor, a veritable revolution in the computer science had occurred. Since the 1970's, with

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the invention of silicon chips, computers have become a part of, and even a way of life.

In 1969, the first connection between two computers was established in the USA. That year is considered to be the birth year of the Internet and the World Wide Web (WWW). By the year 2000, the whole world has become one large network.

As some people joke, nobody understands what the Internet is, yet everybody uses it. As any human invention, computers have brought about new words - and new problems. To use the computer and the Internet today, one must understand not only which buttons to press when. There are lots of terms which a layman should master. Press enter, search engine, virus, bug are only a few examples.

The very end of the twentieth century is marked by Y2K, a mysterious virus which nobody has witnessed, but which lots of people are apprehensive about.

Another phenomenon is spam, machine-generated junk mail, which includes chain letters, advertisements, cheesy magazine pictures etc. Imagine your mail box being suddenly stuffed with more than 5,000 letters a day!

Before the advent of computers, banks were afraid of robbers. Today, hackers may be a much greater menace. With a flick of a finger, a few typed digits, any bank may lose millions. Yet, in spite of all the hazards, mankind uses the computer everyday, and will continue doing so for some time to come.

4) True, False, Not Mentioned?
Read the following statements and write T if the statement is true according to the article, F if the statement is false, and NM if the article does not give that information.
Computers were first invented in 1990.
They were invented in Britain.
Computers are used in mathematics only.
All the countries are now connected to the Internet.
Any user must know some terms.
There is a world computer program for dealing with Y2K.

TEMA № 8 Computer operations
(Комп'ютерні операції)

1) **What can we do with a text in computer?**
2) **What is a computer?**

Vocabulary
1)Choose the right variant

Computers can help to _____ mathematical operations and solve different problems.

      a. feed   b. accept   c. perform   d. store

Electronic machines _____ information on disks in files.

      a. involve   b. store   c. execute   d. process

Laser printers produce _____ at great speed.

      a. configuration   b. output   c. memory   d. data

Software is _____ in the form of data and programs.

      a. memory   b. unit   c. information   d. floppy disk

Peripherals consist of _____ and input/ output devices.

      a. software   b. data   c. storage devices   d. certain form

2) Read the text and try to translate the following words.

arithmetic procedures
determine
to benefit from
logical operation
addition
to embed
subtraction
flexible
value

Computer Operations

Much of the processing computers can be divided into two general types of operation. Arithmetic procedures. Early computers performed mostly arithmetic operations, which gave the false impression that only engineers and scientists could benefit from computers .Of equal importance is the computer operations are computations with numbers such as addition, subtraction, and other mathematical ability to compare two values to determine if one is larger than, smaller than, or equal to the other. This is called a logical operation .The comparison may take place between numbers, letters, sounds, or even drawings The processing of the computer is based on the computer's ability to perform logical and arithmetical operations.

Instructions must be given to the computer to tell it how to process the data it receives and the format needed for output and storage. The ability to follow the program sets computers apart from most tools.

However, new tools ranging from typewriters to microwave ovens have embedded computers, or build-in computers .An embedded computer can accept data to use several options in its program, but the program itself cannot be changed. This makes these devices flexible and convenient but not the embedded computers itself.

3) Answer the questions for general understanding:

In what two major parts could be computer operations divided?

What are arithmetic operations and what are logical operations?

What are embedded computers?

What modern devices have embedded?

What makes computer so different from other tools?

4) Which sentences are *true* and which are *false*?

Arithmetic operations are operations with numbers-subtraction and division.

Early computers gave false impression about their capabilities.

Logical operations are computer's ability to compare two values.

The major difference between the computer and tools lies in the flexibility of the program.

Microwave oven's program is flexible and could be changed because of the embedded computer.

5) Complete the following sentences. Work individually, consult the text.

The computers ability to compare two values to determine if one is larger than, smaller than or equal to the other is called…. .

New tools ranging from typewriters to microwave ovens have embedded computers or……….computers.

……….are computations with numbers such as addition, subtraction and other mathematical procedures.

6) Read the dialogue. Answer the question: "What problem with the computer did Helen have?"

Some useful expressions: to be computer-literate - вміти працювати на комп'ютері; to lose one's work- втратити результати своєї роботи; back up copy - запасна копія; old-fashioned - старомодний, застарілий; user-friendly - зручний для користувача.

Dialogue:

- Hi, Mark.
- Hi, Helen. How are you?
- Fine thanks. I need your help Mark. What's the problem?
- I have problems with my computer and I know you are very good at solving them. Yesterday I was writing my essay for tomorrow's lesson and suddenly my computer crashed and I lost all my work! Do you think it is possible to get it back?
- Did you make a back-up copy of your work? - I'm afraid I forgot.
- I'm sorry, Helen, but I can't see any way of getting your essay back. Remember you always have to make a back-up copy of your work.
- I know, but I always forget about it.
- Do you use a computer a lot at school?
- I write all my essay and exercises on the computer but I think mine is not user-friendly. Moreover, it has become obsolete and I have to replace it.
- That's true,technology advances so fast that the computer, which I bought last year, is already old-fashioned.
- Do you have access to the Internet at home?
- Yes, I do. I send e-mails to my friends around the world. Do you often use the Internet?
- I have access to the Internet at school and I often surf the net to find some information that I need for my work. I must admit it is very absorbing and I can sometimes spend hours on the Internet.
- That's true. You can forget about the whole world while using a computer and the Internet.
- All right, I have to go and write a new essay. This time I won't forget to make an extra copy on a floppy disk. See you later!

7)Answer the questions:
1.What problem did Helen have?
2.What could Helen do with a text in her computer?
3.Could she check the spelling? (copy the text, cut something, open a new document, paste something, print the text and also save the document)

ТЕМА №9 The keyboard
(Клавіатура)

Vocabulary (1)

BCSP = BACK SPACE – стирання символа, який знаходиться зліва від курсора.

BREAK – ця клавіша дозволяє перервати роботу програми.

CAPS LOCK = CAPITAL LOCK – режим друку заголовних букв на дискеті.

DEL = DELETE – застосовується, щоб стерти символ, на який вказує курсор.

ENTER – натискається для введення в комп'ютер рядка або команди.

ESC = ESCAPE – використовується для того, щоб вийти з поточного режиму роботи.

HOME – клавіша дозволяє повернути курсор на початок рядка.

INS = INSERT – включення і виключення режиму вставки на екрані дисплея.

NUM LOCK = NUMBER LOCK – клавіша фіксації цифр.

PGDN = PAGE DOWN – «прокрутка» зображуваного тексту на один «екран» вниз.

PGUP = PAGE UP – «прокрутка» зображуваного тексту на один «екран» вверх.

SHIFT – дає можливість «зрушити» клавіатуру на верхній регістр для друку окремих великих букв і символів на дисплеї.

END – використовується для перенесення курсору в кінець рядка.

TAB = TABULATION - використовується для переведення курсору на певну кількість позицій.

PAUSE – пауза.

ALT = ALTERNATIVE – альтернатива.

CTRL – зміна значення наступних клавіш.

PRT SC = PRINT SCREEN – друкує на принтері зображення з екрану дисплея.

1) Match the words from two columns with their definition.

BKSP	1. page down	a. фіксація цифр і
CAPS LOCK	2. number lock	перевід малої
PG UP	3. print screen	клавіатури в режим
PRT SC	4. page up	управління екраном;
NUM LOCK	5. capitals lock	b. фіксація режиму
PG DN	6. back space	друку заголовних букв;

		c. «прокрутка» тексту на екран вгору;
		d. «прокрутка» тексту на екран вниз;
		e. стирання символу, який знаходиться зліва від курсора;
		f. друк на принтері образу екрана дисплея.

2) Find the right translation.

1. вводити	escape, insert, enter, end;
2. зсув	home, break, shift, end;
3. додому	shift, pause, break, home;
4. ламати	escape, break, shift, home
5. кінець	enter, escape, insert, end

3) Match the word with the definition.

DEL   a. переривання роботи програми;
             b. стирання символу ліворуч від курсору;
             c. стирання символу, на який вказує курсор.

INS   a. вихід з поточного режиму роботи програми;
             b. повернення курсору на початок рядка;
             c. включення режиму вставки символів на екран дисплея.

TAB   a. переведення курсору на початок рядка;
             b. переведення курсору на певну кількість позицій;
             c. переведення курсору в кінець рядка.

SHIFT   a. фіксація режиму друку заголовних букв;
             b. зсув клавіатури на верхній регістр для друку
             окремих   заголовних букв і символів на дисплеї;
             c. переведення курсору на певну кількість позицій.

4) Translate the sentences. Pay attention to the verbs *to be* **and** *to have*.

The new PC is in the next room.
This computer is now operating in the net.
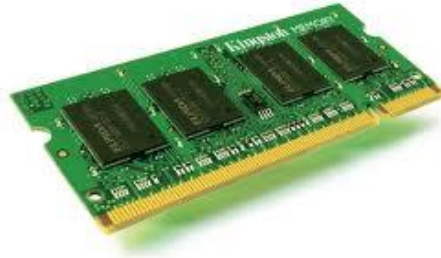This problem was solved by the PC.
We were to receive the programs yesterday.
The Internet has many service programs.
The new PC has just been installed in our lab.
We have to repeat this experiment.

Vocabulary

1) Read the international words.
signal, to group, code, standard, to combine, symbol.

2) Learn the words
circuit – схема
switch – перемикач
ON - включено
OFF - виключено
character – знак, символ, буква
ASCII – Американський стандартний код для обміну інформацією
DOS – дискова операційна система

3) Read the text and answer the questions.
What is an operating system?
What operating systems do you know?
What is a bit? What is it used for?
What is a program?
What units are used to describe the RAM memory?

An operating system tells the computer how to understand what jobs it has to do, how to do these jobs, and how to tell people the results. It tells the electronics inside the computer, or "hardware", how to work to get the results it needs. This lets most computers have the same operating system, or list of orders to tell it how to talk to the user, while each computer can have its own computer programs or list of jobs to do what its user needs. Having different programs and operating systems makes it easy to learn how to use computers for new things. When a user needs to use a computer for something different, the user can learn how to use a new program. DOS is the most commonly used PC operating system. Windows NT (new technology) is an operating system developed by Microsoft. Windows 2003, 2007 are the most popular operating systems.

Information is processed and stored in computers as electrical signals. A computer contains thousands of electronic circuit connected by switches that can only be one of two possible states: ON or OFF. To represent these two conditions

we use binary notation in which 1 means ON and 0 means OFF. This is the only way a computer can "understand" anything. Each 1 or 0 is called a **bit**.

1s and 0s represent characters (letters, numbers and symbols). Eight bits together are called a **byte**. Computers can use many bits together to represent instructions and the data that these instructions use. A list of these instructions is called a program and stored on the computer's hard disk.

The computers use a standard system. This is ASCII (pronounced "ask-key"). There are 256 different ways of combining 0 and 1 bits in a byte. So they can give us 256 different signals.

We also use units such as kilobytes, megabytes and gigabytes. One kilobyte (KB) is 1,024 bytes. One megabyte (MB) is 1,024 kilobytes, and one gigabyte (GB) is 1,024 MB. We use these units (KB, MB, GB) to describe the RAM (random access memory – память с произвольным доступом) memory. Computers use *memory* called "RAM" as a space to carry out the instructions and store data while it is doing these instructions.

When the computer wants to store the results of the instructions for later, it uses the hard disk. Computers store data and the instructions telling them what to do with the data as numbers, because computers can do things with numbers very quickly.

4) Translate the following words.
RAM, ON, OFF, KB, MB, GB, DOS, PC, NT

ТЕМА № 11 Commands
(Команди)
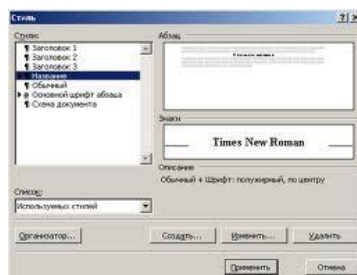
Vocabulary

1) Look at the main Window commands.

File – New	Файл – Створити	View – Toolbars	Вид – Панелі інструментів
File – Open	Відкрити	View – Zoom	Масштаб
File – Save	Зберегти	Insert – File	Вставка – Файл
File – Save As	Зберегти як	Insert - Picture	Малюнок
File – Page Setup	Параметри сторінки	Insert – Object	Об'єкт
File – Print	Друк	Format – Font	Формат – Шрифт
File – Print Preview	Попередній перегляд	Format – Paragraph	Абзац
File – Properties	Властивості	Format – Style	Стиль
File – Exit	Вихід	Tools – Spelling	Сервіс – Орфографія
Edit – Undo	Правка - Відмінити	Tools – Macro	Макрос
Edit – Redo	Повторити	Tools – Customize	Налаштування
Edit – Cut	Вирізати	Tools – Options	Параметри
Edit – Copy	Копіювати	Window – Split	Вікно - Розділити
Edit - Paste	Вставити		

Edit – Delete	Видалити		
Edit – Select All	Видалити все		
Edit - Find	Знайти		
Edit – Paste Special	Спеціальна вставка		
Edit – Replace	Замінити		
Edit – Go To	Перейти		

2) Translate the sentences.
1. Files in target drive will be erased.
2. Diskette is write protected.
3. Data on disk will be lost.
4. Write not completed.
5. No differences encountered.
6. Path not found.
7. No space left on device.
8. Last file was not backed up.
9. Graphics characters already loaded.
10. Make sure a diskette is inserted into the drive.
11. Not found.
12. Copy not completed.
13. Files in the target drive will be erased.
14. Press any key.
15. File does not exist.
16. Insert the first floppy disc in drive A and strike any key.
17. Disc unsuitable.
18. Disc full.
19. Check disc.
20. Press any key to begin recovery of the file on drive.
21. Restore the sequence.
22. Too many files open.
23. Copy complete.
24. Line too long.
25. Disc unsuitable for system disc.
26. Target disc is non-removable.
27. Error in file.
28. File creation error.
29. Incorrect number of parameters.
30. Do you wish to continue? Y/N
31. Warning.
32. Are you sure? Y/N

ТЕМА № 12 The Internet

Why do we use the Internet?

Vocabulary (1)

1) Learn the new words.

WWW - World Wide Web   «Всесвітня павутина»
to retrieve   вилучати
network   мережа
to share   розділяти
humanities   гуманітарні науки
business transactions   комерційні операції
access   доступ
to browse   розглядати
browser   браузер (програма пошуку інформації)
to provide   забезпечувати
provider   провайдер
broadcast live   передавати в прямому ефірі
site   сайт, сторінка
to link   з'єднувати
hyperlink   гіперпосилання
e-mail   електронна пошта
to e-mail   відправляти по електронній пошті
to surf the net   подорожувати по Інтернету
search   пошук

2) Read the text.

INTRODUCTION TO THE WWW AND THE INTERNET

Millions of people around the world use the Internet to search for and retrieve information on all sorts of topics in a wide variety of areas including the arts, business, government, humanities, news, politics and recreation. People communicate through electronic mail (e-mail), discussion groups, chat channels and other means of informational exchange. They share information and make commercial and business transactions. All this activity is possible because tens of thousands of networks are connected to the Internet and exchange information in the same basic ways.

The World Wide Web (WWW) is a part of the Internet. But it's not a collection of networks. Rather, it is information that is connected or linked together like a web. You access this information through one interface or tool called a Web browser. The number of resources and services that are part of the World Wide Web is growing extremely fast. In 1996 there were more than 20 million users of the WWW. People connected to the Internet and World Wide Web through the local providers have access to a variety of information. Each browser provides a graphical interface. You move from place to place, from site to site on the Web by using a mouse to click on a portion of text, icon or region of a map. These items are called hyperlinks or links. Each link you select represents a document, an image, a video clip or an audio file somewhere on the Internet. The user doesn't need to know where it is, the browser follows the link.

All sorts of things are available on the WWW. One can use the Internet for recreational purposes. Many TV and radio stations broadcast live on the WWW. You can even visit museums, gardens, cities throughout the world, learn foreign languages and meet new friends. And, of course, you can play computer games through WWW, competing with partners from other countries and continents.

3) Answer the questions:
1. What is the Internet used for?
2. What is the World Wide Web?
3. What is Web browser?
4. What does a user need to have an access to the WWW?
5. What are hyperlinks?
6. What resources are available on the WWW?
7. What are the basic recreational applications of the WWW?

4) Give the definition to the following terms.
1. The Internet
2. The World Wide Web
3. Web browser
4. Internet provider
5. Hyperlinks

5) Complete the sentences with the following words: *web browser, providers, link, WWW*
1. You access the information through one interface or tool called a ...
2. People connected to the WWW through the local ... have access to a variety of information.
3. The user doesn't need to know where the site is, the ... follows the ...
4. In 1996 there were more than 20 million users of the ...
5. Each ... provides a graphical interface.
6. Local.. .charge money for their services to access ... resources.

6) Which sentences are *true* **and which are** *false*?
1. There are still not so many users of the Internet.
2. There is information on all sorts of topics on the Internet, including education and weather forecasts.

3. People can communicate through e-mail and chat programs only.

4. The Internet is tens of thousands of networks which exchange the information in the same basic way.

5. You can access information available on the World Wide Web through the Web browser.

6. You need a computer (hardware) and a special program (software) to be a WWW user.

7. You move from site by clicking on a portion of text only.

8. Every time the user wants to move somewhere on the Web he (she) needs to step by step enter links and addresses.

9. Films and pictures are not available on the Internet.

10. Radio and TV- broadcasting is a future of the Internet. They are not available yet.

7) Fill in the gaps with an appropriate word.

Thanks _____ the Internet, we can access the world's art and literature, as well as reports _____ scientific discoveries _____ minutes. We can have an entire encyclopedia _____ a CD-ROM. Instead _____ sending books _____ developing countries, we should be trying to supply countries all _____ the world _____ Internet-connected PCs. Out-of-date textbooks should be replaced _____ CD-ROMs. Hopefully, we can look forward _____ a time _____ knowledge will circulate freely, _____ national boundaries, and no longer _____ the control of publishing companies. _____ electronic media can _____ this dream _____ true.

1) Have you surfed the net today?
2) For what purpose have you used the Internet?

Vocabulary (2)

1) Match the definition with the correct spelling word.

1. A place on the Internet that gives you information about a particular subject or product	a. E-mail
2. An international network of computers	b. the Internet c. web site
3. The system that stores information for computer users around the world	d. World Web Site
4. A system that allows massages to be sent from one computer to another	

2) Read the list of words to write an e-mail.

RL – real life   cu – see you
lol – laugh out loud   tia – thanks in advance

bbl – be back later	ty – thank you
n2m – not too much	18er – later
BTW – by the way	net potato – someone who spends much
SYS – see you soon	time surfing the net
IMHO – in my humble opinion	newbie – a new user of the Internet
LY – love you	*puter – computer
4u – for you	:-) – smile
wuzup – what's up?	:-(– crying
F2F – face to face	:-O – shocked
ASAP – as soon as possible	

3) Read and translate the instruction. Follow it.

Question: How can you find the information in the Internet?
The answer: in different cases it is necessary to operate differently.

The common recommendations are:

Work at once with several search Nets or use special catalogues.

It is necessary to begin search using short information: one - two words.

Remember an old aphorism: "In the Internet it is possible to find any information, but concrete information you will not find ".

So give a concrete information, and your information will find you independently.

4) Read the text.

Internet and Modern Life

The Internet has already entered our ordinary life. Everybody knows that the Internet is a global computer network, which embraces hundred of millions of users all over the world and helps us to communicate with each other.

The history of Internet began in the United States in 1969. It was a military experiment, designed to help to survive during a nuclear war, when everything around might be polluted by radiation and it would be dangerous to get some information to anywhere. Information sent over the Internet takes the shortest and safest path available from one computer to another

Invention of modems, special devices allowing your computer to send the information through the telephone line, has opened doors to the Internet for millions of people.

Nobody knows exactly how many people use the Internet today, because there are hundred of millions of users and their number is growing.

Nowadays the most popular Internet service is e-mail. Most of the people use the network only for sending and receiving e-mail messages. They can do it either they are at home or in the internet clubs or at work.

However, there are some problems. The most important problem is security. When you send an e-mail, your message can travel through many different networks and computers. The data is constantly being directed towards its destination by special computers called routers. Because of this, it is possible to get into any of the computers along the route, intercept and even change the data being sent over the Internet. But there are many encoding programs, but these programs are not perfect and can easily be cracked.

Another big and serious problem of the net is control. Yes, there is no effective control in the Internet, because a huge amount of information circulating through the net. It is like a tremendous library and market together. In the future, the situation might change, but now we have what we have.

5) Answer the questions:

1. What is the Internet?
2. When and where did the history of Internet begin?
3. Why was the Internet designed?
4. What is modem?
5. Where are most of the Internet host computers?
6. What is the accurate number of internet users?
7. What is the most popular Internet service today?
8. What are other popular services available on the Internet?
9. What is the most important problem of the Internet?
10. Why is there no effective control in the Internet today?

ТЕМА №13 Advantages and disadvantages of Internet
(Переваги та недоліки Інтернету)

INTERNET

Some of Advantages of using the Internet are:
• Easy for communication
• User can get the latest information
• Users can save money and their time
• Users can get the live information
• Customers can buy millions of products
• Share their culture and custom for the others
• Dating and making love (for the adults)
• Visiting many interesting places online

Some of disadvantages of using the Internet are:
• Users maybe addicted like a bad habits
• Users computers maybe infected by viruses
• User personal information maybe stolen by the hackers
• Internet is the easiest way for criminals

1)Fill in the gaps using the right form of the words.
The Pros and Cons of the Internet.

The Internet is without doubt one of the most important
_____(1) in history. It was started in 1968 by the US   invent
but at first it was used mainly by_____(2).   science
    Since 1990, when the World Wide Web was created, it has
changed the world and its uses are_____(3) every day.   growth
    You can use the Internet to read newspapers and magazines,
play games, plan your holiday or buy from your
_____(4) shop. E-mail makes it possible to send   favour
electronic messages anywhere in the world in seconds, and
you use Internet to "chat" with people and make new friends.
    As for Internet_____(5), sitting at home in front   friend
of a computer making "chat friends" is not the same as
_____(6) meeting people.   actual

2) Read the text.

Internet in daily life

More and more people nowadays are interested to be known about all events, in taking some information quickly. With the help of Internet you can make it easily.

Back in the 1960th, at the time of cold war, Pentagon needed military systems that would continue to work even the phones and radio had broken down. In 1964 Paul Baran connected 4 computers in different parts of the USA and posted a message.

You couldn't destroy Internet – if some computers will be broken down, the rest will work well. Nobody owns the Internet, and no organization controls its use.

Now millions of people around the world are logging into libraries, call up satellite weather photos, download computer programs and music, take part in discussion groups. Even the Presidents have their own Internet accounts. In fact, anyone with modem connected to the phone line can enjoy Internet.

The total number of people in Russia, who get into Internet, due the Putin's statistics, is 10 million. In the modern Europe this number is much more – there are more than 200 million Internet users.

In future all technics will be connected to the Internet. Now we can connect with Internet mobile phone, photo camera, palm computers and even alarm clock. Now we can be connected with all the world everywhere – in the bus, underground and even on the north pole.

3) Read the text.

THE IMPORTANCE OF THE INTERNET TO YOUNG PEOPLE

a)

Nowadays almost ever teenager has access to the Internet. Most people surf the Internet on computers in their home. A few people go to cyber cafes. However, cyber cafes are mostly used by people who are travelling abroad. This is because it is cheaper to email family and friends than to make a phone call.

b)

Young people use the Internet for many different reasons, and most teenagers use it everyday. A lot of young people use the Internet at school to research information for homework and projects. Many also use it to email their friends.

Nearly all teenagers have visited Internet chat rooms. Many of them use chat rooms to meet new people and exchange news and information. *Teen talk* is one of the most well-known chat rooms in the UK.

Over 70 % of teenagers use the Internet to visit official fan sites. Leonardo DiCaprio's official website is one of the most popular, along with football sites for teams such as Manchester United. A few young people actually create their own websites which they dedicate to their favourite films star or sports star.

Not many teenagers buy clothes on the Internet. At the moment, teenagers like getting sportswear from sports shops. However, my friends say that Internet shopping will become more popular with young people in the future.

c)

This report suggests that people are using the Internet more and more, for everything from entertainment to research. Teenagers who have Internet access use

it mostly to send emails or to visit fan sites and chat rooms. In the future, the Internet will be accessible not only on computers, but also on mobile phones. Young people will carry on surfing more and more.

4) Continue the sentences.

1. Nowadays almost ever teenager has access to the … .
2. A few people go to… .
3. A lot of young people use the Internet at school to… .
4. Nearly all teenagers have visited Internet … .
5. Over 70 % of teenagers use the Internet to visit official fan… .
6. A few young people actually create their own ……. which they dedicate to their favourite films star or sports sites.
7. Not many teenagers …… on the Internet.
8. I think that people are using the Internet more and more, for everything from ……. to research.
9. Teenagers who have Internet ……. use it mostly to send emails or to visit fan sites and chat rooms.
10. Young people will carry on........ more and more.

5) Answer the questions:

- So what are the three Internet activities the most popular with teenagers (and for you)?
- For what purpose do young people use the Internet? (to buy something, to chat, to do homework)
- Do you chat online?
- Which sites do you usually visit?
- Do you have your own website?

6) Read the text.

New technologies always bring changes and new additions to the language but the telecommunications revolution of the last few years has caused some of the quickest and the most widespread changes yet seen. New words as webcam, spam, chat, cyberspace, dotcom and others are entering the language all the time to put a name to things that haven't existed before.

Wi-fi

Wi-fi. W-I-F-I. Sometimes written with a hyphen, sometimes not. Wireless fidelity (Fidelity-radio: точність відтворення). Technically, it's a standard ensuring that equipment works on a wireless network. It's on analogy with 'hi-fi', for high fidelity, that used to be common for recording some years ago. Hi-fi- a piece of high quality electronic equipment for playing recorded music.

It's an interesting usage because it shows the return of a word that everybody thought had gone completely out of date - 'wireless'. I mean, 'wireless' was around when wireless was invented, but it was quickly replaced by 'radio'. And everybody talks about 'radio broadcasting' not 'wireless broadcasting' and then, suddenly it came back in again with this internet connection.

It's used now for all sorts of applications. TV remotes can be talked about as wireless, if you control your garage door, it's a wireless control, mobile phones are sometimes referred to as wireless, and GPS (Global Positioning System- a system that uses radio signals from satellites to show you exact position on the Earth on a special piece of equipment.), you know, satellite things in your car - wireless.

Wi-fi is just one word of many that has come into usage in the last few years, talking about the way in which we cope with the Internet.

Blog

In 2001 the word blog didn't exist in the language yet. How fast the internet moves! Those who blog, bloggers, carry out the activity of blogging, setting up a blog site, with a unique web address in order to do so. It's an abbreviation of 'web log'; a phrase that was first used in 1997, both as a noun and as a verb, a web log. It's a genre, a it's bit like diary writing, or bulletin posting. People add their posts or diary entries, with some regularity, if you're a blogger you do it daily at least, often several times a day. Bloggerati - people who write successful and popular blogs.

7) Read the dialogue.

The History Of the Internet

Presenter: Welcome to ''Future Now'.Today we are going to discuss the Internet with Dr .Jennifer May from Manchester University . Dr .May ,how did the Internet begin?

Dr.May:Well, it's strange but the Internet was started by the military. In the 1960s the Pentagon were worried about communications after a nuclear war. And in 1969 they thought of linking computers into a network so that if one part of the network was destroyed, other parts could continue working.

Presenter: And then scientists started to use the network, right .

Dr .May: Yes ,people in universities all over the world began to use the network to share ideas. They used it for work and for fun. In the 1980s, people started calling it the Internet.

Presenter: Then it was in the mid-1990s that the Internet really began to grow fast.

Dr .May: Yes, now the Internet is important for entertainment, e-mail, playing games and getting information.

8)Answer the questions:
1. Why did the net begin for?

a. for military reasons
b. for scientific reasons
c. for business

2. What year did it start in ?

a. 1959
b. 1969
c. 1979

3. When did people start calling it the "Internet"?

a. the 1980s
b. the early 1990s
c. the late 1990s

4. When did the Internet start to grow very fast?

a. the late 1980s
b. the mid 1990s
c. the late 1990s

How to write a report on the importance of the Internet

The Internet is a new way to communicate. Some people think it has more drawbacks than advantages. What can you say for and against communicating by using the Internet?

1. Introduction (state the problem)
The Internet is an extremely useful tool that has become an important part of our lives in the last few years. It makes searching for information much easier and quicker than before when people had to rely on books as a research tool. But, there are those who points out that the Internet can make life more dificult too.

2. Arguments "for"

It is true that the Internet has given us the possibility of reading vast quantities of information on an unlimited number of topics. What is more, it allows us to communicate that information to anyone who has a computer, via email. For many people, it is their only source of written information.

3. Arguments "against"

However, the Internet has its drawbacks. The main one is that the information that it provides is not always accurate or up-to-date. Secondly, the amount of information is so great that it can make looking for something too complicated. In addition, it can be quite costly to log onto and use.

4. Conclusion

All in all, the Internet is a useful addition to our lives when it is used wisely, but it is important not to think of it as the only source of information and to use books as well. It is unique in the way it has united the world through communication of ideas and this has never happened before.

When we write about the pros and cons of an issue, we consider a topic from opposing points of view, outlining the advantages and disadvantages.

In the first paragraph we introduce the topic. In articles and compositions, we may use any of the following techniques to make the beginning more interesting to the reader:
 - a reference to an imaginary scene or situation
 - addressing the reader directly
 - a rhetorical question
 - a quotation

The main body usually consists of two paragraphs. One presents the points for the issue, along with our justifications or examples. The other presents the points against the issue with supporting sentences.

In the final paragraph we give our opinion and/or a balanced summary of the topic. To make the ending of the composition more effective, we can use one of the following techniques:
 - state a personal opinion
 - give the reader something to consider
 - use a quotation or rhetorical question

Do not include opinion words (I believe, I think, etc) in the introduction or the main body of compositions, reports and articles.

Pros and cons can be found in articles, compositions, reports or letters. The style of writing is usually semi-formal or formal.

 In a discursive composition, ideas should be linked with appropriate linking words and phrases. Examples of these include:

To list and add points:

 Firstly/In the first place/To start/begin with ...; Secondly/In addition/Furthermore/Moreover/Besides...; Thirdly/Finally/Last; Last but not least; etc.

To introduce or list advantages:

The first/main/most important advantage of...;

One/Another/An additional advantage of ...;

One point of view in favour of...; It is often suggested/believed/argued that...;

Some/Many people suggest/feel/argue that...; etc.

To introduce or list disadvantages:

The main/most important disadvantage/drawback of...; One/Another/An additional disadvantage/negative effect of...; One point/argument against; etc.

To introduce examples/reasons/results:

For example/instance; such as; like; in particular; therefore; for this reason; because; as; since; as a result; etc.

To show contrast:

On the other hand; However; still; but; Nonetheless; Nevertheless; Although; Even though; Despite/ In spite of (the fact that); etc.
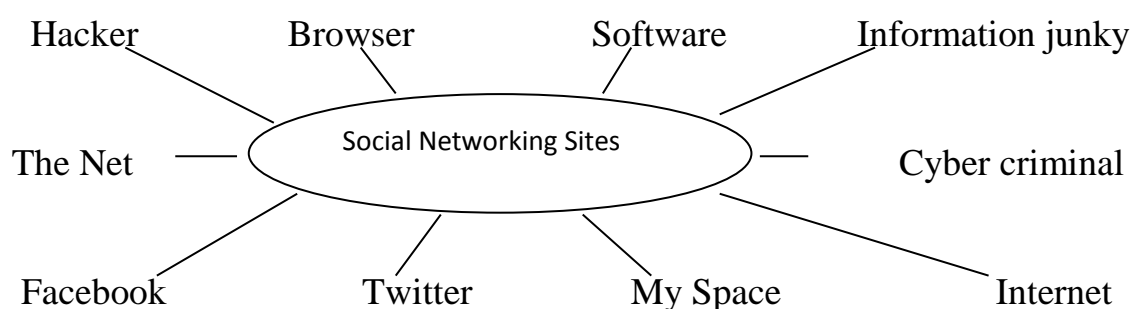
To introduce a conclusion:

In conclusion; To conclude/sum up; All in all; Finally; Last; All things considered; Taking everything into account/ consideration; etc.

The   Internet and Social Networking Sites
(Інтернет та сайти соціальних мереж)

A social network is a social structure made up of individuals (organizations) called "nodes", which are tied (connected) by one or more specific types of interdependency, such as friendship, kinship, common interest, financial exchange, dislike, sexual relationships, or relationships of beliefs, knowledge or prestige.

There are words and expressions which people associate with the notion: social networking sites and the Internet.

Hacker   Browser   Software   Information junky

The Net   Social Networking Sites   Cyber criminal

Facebook   Twitter   My Space   Internet

Top 15 Most Popular Social Networking Sites

facebook	1 Facebook	700,000,000 - Estimated Unique Monthly Visitors
twitter	2 Twitter	200,000,000 - Estimated Unique Monthly Visitors
LinkedIn	3 LinkedIn	100,000,000 - Estimated Unique Monthly
my___	4 MySpace	80,500,000 - Estimated Unique Monthly Visitors
Ning	5 Ning	60,000,000 - Estimated Unique Monthly Visitors
the Google+	6 GooglePlus+	32,000,000 - Estimated Unique Monthly Visitors
TAGGED	7 Tagged	25,000,000 - Estimated Unique Monthly Visitors
orkut	8 orkut	15,500,000 - Estimated Unique Monthly Visitors
hi5	9 hi5	11,500,000 - Estimated Unique Monthly Visitors
myyearbook	10 myyearbook	7,450,000 - Estimated Unique Monthly Visitors
Meetup	11 Meetup	7,200,000 - Estimated Unique Monthly Visitors
badoo	12 Badoo	7,100,000 - Estimated Unique Monthly Visitors
bebo	13 bebo	7,000,000 - Estimated Unique Monthly Visitors

14 mylife   5,400,000 - Estimated Unique Monthly Visitors
15 friendster   4,900,000 - Estimated Unique Monthly Visitors

Information is becoming the drug of the Twenties. The research, conducted among 1000 managers in Britain, America, Europe shows that, as information sources such as the Internet and social networks proliferate, we are witnessing the rise of a generation of dataholics. The study also investigated the habits of the children of 300 managers and found 55 per cent of parents were concerned their children world become information junkies.

Do the Internet and social networks have more advantages or disadvantages?
Advantages

Social networks give us communication, connections with a lot of people.
Find new friends & meet new people.
A search for classmates, old friends.
Great possibilities for advertisement & job finding.
Interests. For many visitors social networks are the pleasant spending of time.

Disadvantages

The information spread in social network may be used by anyone, without users' even knowing it.
Contact details may be used for spam.
People, who are too interested in social networks spend there all free time and don't pay attention to their families. In such case, such hobby can spoil real life relationships.
The absence of control can harm the psychics of children.
Medics often say that social networks are dangerous because they cause the addiction and it is really so.
Particulary if people have problems in their life, they spend a lot of time in social networks so replacing life with social networks.

1) Read and translate the text.

Vocabulary

proliferate - швидко зростати
quest - пошуки
curtail - скорочувати
overload - перевантаження
junky - *розм.* наркоман
self-confessed - який відкрито визнає себе (кимось)

Information is becoming the drug of the Nineties

The research, conducted among 1000 managers in Britain, America, Europe and the Far East shows that, as information sources such as the Internet and cable news channels proliferate, we are witnessing the rise of a generation of dataholics.

The quest for information can lead to stress. Almost two-thirds said their leisure time had been curtailed as a result of having to work late to cope with vast amounts of information; 70 per cent reported loss of job satisfaction and tension with colleagues because of information overload.

The study also investigated the habits of the children of 300 managers and found 55 per cent of parents were concerned their children would become information junkies.

Forty-six percent of parents believed their children spent more time on their PCs than interacting with friends. In one case a child had to be wheeled with his computer to the dinner table.

Sue Feldman, mother of Alexander, 13, a self-confessed Internet-addict, said she had not yet been forced to wheeling her son and computer to the table, but said she often served him sandwiches and crisps at his bedroom computer.

Alexander switches on his computer every day when he returns from Latymer school in Hammersmith to his home at Ealing, west London. "I'd confess to spending up to four hours a day on the Internet looking for information and speaking to friends. It's like an addiction," Alexander said.

"If I can't get on to my computer or the Internet, I do get really frustrated." He spends most of his time finding out the latest information on pop groups and facts for his homework.

"My parents have to tell me to get off the computer, and they complain a lot, but they also see it as a good thing. Practically everyone in my class has a PC with Internet access so all my friends are also on-line. It's the way forward."

2) Mark the sentences true or false.

Information is becoming the drug of the Twenties.

The research conducted among 1000 managers in Britain, America, Europe.

Fifty-five per cent of parents were concerned their children would become information junkies.

Forty-eight percent of parents believed their children spent more time on their PCs than interacting with friends.

Alexander spends most of his time finding out latest information on the Net and facts for his homework.

Practically everyone in his class has a PC with Internet access.

3) Complete the following sentences with the given words:

Internet-addict, information overload, leisure time, quest, Internet.

The _____ for information can lead to stress.

Almost two-thirds said their _____ had been curtailed as a result of having to work late to cope with vast amounts of information.

Seventy per cent reported loss of job satisfaction and tension with colleagues because of _____.

Alexander, 13, a self-confessed _____ switches on his computer every day when he returns from Latymer school and spending up to four hours a day on the ____ looking for information and speaking to friends.

4) What words refer only to the Internet?

Internet, animated cartoons, a source of information, to surf, producer, computer screen, a service provider, key-word search, e-mail, website, address, camera-man, cable TV, fax-machine, download, visual information.

5) Read and translate the text.

"The Internet and Information Revolution"

In 1969, the USE Defence Advanced Research Projects Agency needed a system for computers "to talk" to each other via the telephone. They created a network of computers called DARPANET. In 1984, the US National Science Foundation started the NSNET network, a system of five supercomputer centers.

More and more people and agencies wanted to join the network. NSNET became known as the Inter-Net-Network. People started calling it the Internet.

Today, there are millions computers all over the world which are connected to the Internet.

The World Wide Web is the most popular area of the Internet. The Web is a huge collection of documents, from all over the world. It contains a mixture of texts, images and sounds and is very user-friendly.

The Internet is a source of information that is accessible through a computer. It consists of millions of pages of data about every possible subject. Twenty-five million people surf the Internet every day. The Internet is already the biggest

source of information of the planet. It will soon be the main source of material for students and teachers of many different subjects.

To access the Internet, you need a service provider, a company which can bring the Internet to your computer screen. Then you can access the information via your telephone line.

If you have the website address of a company or service that you want, you simply type it and you arrive automatically at the page you want. If you haven't got a particular website address, there are several directories or search engines which can help you, such as Alta Vista, Yahoo! or Infoseek. There are then two ways to find information-directories and key-word searches.

6)Answer the questions:

What is the Internet exactly?

How do it access you?

In what country did the Internet start?

What was the original purpose?

What does NSF stand for?

Can you use the Internet?

7) Decide whether these statements are true or false.

The Internet is a source of information that is accessible through a cable TV.

You can't access the Internet without a service provider.

The first network of computers was called DARPANET.

You can't do a key-word search without knowing website address.

The Internet consists of millions of pages of data about different subjects.

8) Underline the correct word.

1. When you save your work on a computer, it is stored on one of its storage *devices /equipment* tools – the hard disk or the floppy drive.

2. A lap top is easy to carry with you, but it's not as powerful as a proper *desktop/desk* office computer.

3. A word processor is a software *application/appliance* which helps you type, format and edit texts.

9) Match the vocabulary from the box with the definitions:

Cyber criminal, hacker, cyber terrorist, the Net, virtual, e-mail.

1. A criminal who uses the Internet;

2. A system where people can send messages to each other by computer;

3. Images produced by computers that surround the person looking at them and seem to be real;

4. Someone who uses the computer for violent political demands;

5. Computer system that allows millions of people around the world to exchange the information;

6. A person who enters other people's computer programs without permission.

ТЕМА № 15. **Check your progress**

I. Match the definition with the correct spelling word.

a) information or instructions put into a computer

b) device that prints, especially one operated by a computer

c) the basic unit of information in an electronic computer, equivalent to a

1. computer   choice between two possibilities, such as "yes" or "no"

2. memory   d) an electronic machine that can store, recall, or process information

3. input   e) information put out by or delivered by a computer

4. output   f) an extremely large computer network, including many smaller networks

5. processor   of university, government, business, and private computers, linked by

6. bit   telephone lines

7. chip   g) a movable mark on a computer display screen, indicating the point at

8. Internet   which the displayed data may be altered or processed, or at which new data

9. printer   may be inserted

10. cursors   h) system of storing information in a computer on magnetic tape; storage

i) a small piece of semiconductor material, usually silicon, which holds an integrated circuit

j) the central processing unit of a computer, especially the part of this unit in which data are examined, compared, changed, etc.

II. Using words from the list, fill in the blanks with the correct answers:

a. computer(s)   f. information

b. operator(s)   g. type(s)

c. printer(s)   h. programmer(s)

d. build   i. machine

e. design

1. A computer is a _____ that stores _____ for later use and processes that _____ on   demand.

2. Those who _____ and _____ new systems of computers are _____ .

3. Most people working with computers are either _____ or _____ .

4. A computer operator is the one who actually runs a _____ .

5. The operator uses the machine to prepare reports, ____, changes paper in the _____ .

6. The computer programmer is the person who tells the _____ how work.

III. Many people think computers are too expensive and just a waste of money. Do you know why they are so expensive? Read the passage and find the answer to this question.

Mike Aghopian (California, USA):

I work for ICM, a computer company in California.

As you probably know, the chip is the brain of the computer, the most important part. Why does it have to be small? Well, there are two reasons. Number one is convenience: we want nice, small, portable machines. Number two is speed: in a small circuit the electronic signals arrive faster, simply because they travel a shorter distance.

Today's chips are very small indeed. But we design the electronic circuit on big pieces of paper. Then we make a big photographic negative – as big as a table. Finally we print this picture on a piece of silicon 250 times smaller than the negative. That's the secret of making chips!
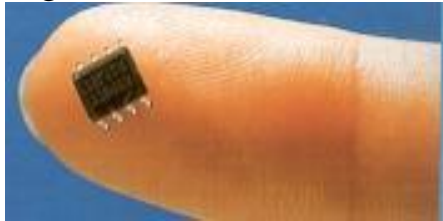
We cut the pieces of silicon under a microscope. Then we test the chips. Only 30% work correctly, so we throw away about 70%. That's why they are expensive.

A modern chip can store more than 8 million characters – that's 4,000 pages of a book!

IV. Read the text again and draw a flow-chat to show how chips are made. Use these phrases:

sell the good one
cut the silicon
test the chips
design on paper
photographic negative
throw away the bad ones
print on silicon

Crosswords
(Кросворди)

Computers

Find the words below in the grid.

(connect   keyboard   programme copy laptop save download memory screen file mouse software folder paste type)

Words can go horizontally, vertically and diagonally, backwards or forwards.

S	C	R	E	E	N	C	T	C	G	X	N
Z	Z	D	D	T	R	V	F	L	Y	Y	S
T	N	O	R	C	E	P	A	S	T	E	O
N	W	W	A	E	D	V	M	W	P	M	F
K	Z	N	O	N	G	M	A	R	Z	D	T
K	X	L	B	N	F	H	O	S	R	N	W
Y	M	O	Y	O	K	G	P	U	F	Z	A
R	J	A	E	C	R	O	T	O	S	J	R
O	K	D	K	A	T	Z	L	Y	Y	E	R
M	F	K	M	P	T	D	G	P	P	L	V
E	F	M	A	J	E	G	O	P	T	E	R
M	E	L	K	R	M	C	R	E	L	I	F

Professions

1) Find the professions in the grid.

A	P	F	N	Q	V	B	E	P	D	D	P	S	O	L
C	L	A	W	Y	E	R	F	I	B	R	R	D	S	I
T	R	M	M	W	T	Y	B	L	H	I	O	B	P	B
O	D	E	N	T	I	S	T	O	O	V	G	U	O	R
R	K	R	T	A	A	A	H	T	U	E	R	S	R	A
y	W	R	I	T	E	R	J	W	S	R	A	I	T	R
M	O	A	I	E	S	T	F	N	E	D	M	N	S	I
A	R	Q	O	A	V	I	N	M	W	S	M	E	W	A
N	K	G	P	C	S	S	G	U	I	D	E	S	O	N
A	E	E	X	H	C	T	M	K	F	O	R	S	M	U
G	R	C	l	E	R	K	T	L	E	C	V	M	A	R
E	W	F	I	R	E	M	A	N	U	T	B	A	N	S
R	E	N	G	I	N	E	E	R	T	O	N	N	U	E
P	O	L	I	C	E	M	A	N	R	R	F	M	I	K
j	S	E	C	R	E	T	A	R	Y	G	U	A	R	D

2) Find the words below in the grid.

Words can go horizontally, vertically and diagonally, backwards or forwards

R	W	Z	P	L	J	W	G	M	H	M	M	H	V	G	K	P	M
Q	R	E	T	E	R	P	R	E	T	N	I	L	R	L	S	P	K
N	L	R	P	P	A	X	K	L	N	X	P	D	D	Y	M	K	Y
P	J	G	H	S	P	C	H	X	L	X	T	M	C	M	L	L	C
R	K	R	Y	Y	R	B	C	R	Y	S	W	H	G	T	R	V	H
Q	L	T	S	C	M	P	Y	O	I	P	I	W	L	P	C	X	Y
R	W	G	I	H	T	M	E	T	U	A	N	E	X	K	T	V	C
Y	T	P	O	O	K	C	N	D	T	N	N	B	E	X	H	B	R
R	M	N	T	L	T	E	E	R	I	G	T	V	C	L	G	Q	E
P	R	T	H	O	D	S	I	T	I	A	I	A	M	Z	T	K	T
M	E	R	E	G	Y	S	I	N	I	T	T	C	N	X	P	V	S
M	Y	C	R	I	T	B	E	M	C	H	T	R	Q	T	P	Z	A
K	W	N	A	S	V	E	P	E	E	V	C	C	I	D	N	M	M
C	A	D	P	T	R	Z	T	C	Y	H	F	R	T	C	W	G	B
J	L	W	I	M	R	E	H	Z	H	X	C	L	A	P	I	D	E
Q	V	T	S	M	D	J	D	R	E	H	C	A	E	T	L	A	W
L	V	L	T	Q	L	R	Z	K	H	L	N	U	R	S	E	V	N
N	Z	M	M	D	K	S	U	R	G	E	O	N	G	J	P	K	K

accountant detective   nurse psychologist architect   engineer   pediatrician surgeon chemist interpreter physiotherapist
teacher dentist   lawyer   psychiatrist webmaster

Business

Find the words in the list below in the grid.

Words can go horizontally, vertically and diagonally, backwards or forwards.

```
S   Z   T   N   E   M   T   S   E   V   N   I   K   B   Y   F
K   H   N   K   T   D   C   O   M   P   E   T   I   T   O   R
M   T   A   Q   T   E   K   P   R   D   F   G   G   L   J   M
T   W   D   R   W   A   W   T   E   L   L   K   C   O   T   S
R   R   T   F   E   L   Z   D   G   E   L   J   K   Q   R   T
N   W   B   C   M   H   H   L   R   I   A   Z   K   Z   M   R
R   H   W   Y   U   A   O   R   E   Y   U   M   N   P   E   M
E   O   A   P   W   D   R   L   M   W   N   W   Z   V   E   D
M   L   X   G   F   B   O   G   D   L   C   T   O   E   T   R
O   E   A   P   R   R   C   R   I   E   H   N   T   C   E   V
T   S   M   T   J   E   T   D   P   N   R   I   A   T   T   Q
S   A   X   B   I   J   E   P   H   U   N   R   A   I   C   T
U   L   T   F   R   P   C   M   T   G   T   I   F   Z   L   B
C   E   L   O   S   S   A   M   E   N   L   O   T   W   M   M
C   R   R   W   R   Y   Z   C   O   N   R   S   A   L   E   S
Z   Z   N   L   W   K   Y   C   D   P   T   V   K   V   R   T
```

agreement   capital   competitor   contract   customer   deal   investment   launch   loss   margin

meeting   merger   product   profit   retail   sales   shareholder   stock   turnover   wholesale   yield

Employment

1) Find the words below in the grid.

Words can go horizontally, vertically and diagonally, backwards or forwards

```
E   R   I   F   M   E   L   N   C   H   T   S   H   T
R   E   S   U   M   E   R   A   M   N   P   N   Z   G
W   P   N   T   T   W   R   I   E   G   T   O   H   F
Q   M   D   F   J   E   Q   M   T   H   N   I   D   W
A   B   C   E   E   M   T   G   N   E   R   T   E   W
P   L   C   R   G   N   H   O   W   E   R   A   X   F
P   B   V   K   I   R   I   N   E   R   P   C   P   K
L   L   O   O   D   T   E   T   I   P   F   I   E   Z
Y   R   P   N   O   N   T   E   V   R   D   F   R   D
R   P   B   M   U   P   H   C   R   Y   D   I   I   W
A   B   O   L   V   S   Y   V   E   T   G   L   E   M
F   R   S   A   L   A   R   Y   T   W   M   A   N   K
P   V   F   G   B   Y   V   H   N   K   G   U   C   D
Z   B   O   J   L   K   K   V   I   T   H   Q   E   T
```

apply   experience   promotion appointment   fire   qualifications bonus   hire   resume   career
interview   retire   degree   job   salary

7

2) Find the words below in the grid.

Words can go horizontally, vertically and diagonally, backwards or forwards

```
C  M  P  M  T  Y  K  Y  Z  Z  G  X  L  K  D  S  K  C
E  N  G  I  S  E  R  N  C  S  J  K  J  N  T  S  P  K
P  R  M  P  M  R  R  B  T  C  Z  K  U  M  B  I  R  K
R  J  I  Z  Q  G  K  A  E  V  Z  O  C  P  N  M  O  P
E  X  T  T  M  H  F  V  B  M  R  H  R  Z  L  S  M  Y
D  C  F  M  E  F  R  Y  N  G  P  O  Y  N  K  I  O  N
U  K  D  N  T  R  T  S  K  B  S  L  G  K  R  D  T  N
N  H  V  B  T  T  S  C  P  P  N  M  O  G  D  J  I  T
D  W  W  Z  C  E  A  R  E  H  J  O  N  Y  T  B  O  N
A  M  V  C  N  B  N  C  R  T  D  J  T  K  E  G  N  E
N  L  Y  K  N  B  T  S  V  G  P  M  R  I  M  R  W  M
T  N  A  C  R  S  U  M  D  N  W  B  L  G  C  M  R  S
M  E  R  M  N  N  I  N  T  E  R  V  I  E  W  E  J  S
W  T  P  K  O  A  J  C  M  R  L  L  P  T  M  B  J  E
M  L  L  B  T  Q  C  L  P  T  E  E  N  I  A  R  T  S
R  E  C  R  U  I  T  A  N  S  W  A  P  P  L  Y  L  S
T  P  K  R  N  J  W  F  V  Y  T  D  Q  G  N  L  Q  A
N  R  F  Q  U  A  L  I  F  I  C  A  T  I  O  N  S  M
```

apply   assessment   background   bonus   dismiss   employer   interview   notice   promotion   prospects
qualifications   recruit   redundant   resign   retire   staff   strength   trainee   vacancy   weakness

Finance

1) Find the words below in the grid.

Words can go horizontally, vertically and diagonally, backwards or forwards

```
G  F  Y  R  E  K  O  R  B  K  M  H  N  Z  C
M  D  N  E  T  F  P  S  R  O  Y  A  L  T  Y
T  G  N  T  Z  T  R  K  P  H  M  M  T  S  D
P  Z  L  U  X  R  O  C  N  G  P  S  E  D  N
U  D  J  R  F  B  F  O  V  K  E  R  E  T  E
R  R  A  N  T  P  I  T  G  R  A  L  X  C  D
K  B  T  G  M  Y  T  S  E  H  Z  C  C  N  I
N  M  X  P  E  M  T  T  S  W  D  M  H  G  V
A  H  Y  N  M  N  N  T  N  E  M  Y  A  P  I
B  Q  Y  I  E  I  T  Y  K  T  P  W  N  Z  D
H  I  N  V  E  S  T  M  E  N  T  B  G  D  D
H  H  L  J  X  L  M  N  L  L  L  N  E  E  Y
J  O  X  M  K  D  D  L  B  P  G  D  B  C  L
S  M  C  K  R  V  Z  Q  B  Q  M  T  L  N  J
K  W  M  V  I  A  B  L  E  X  T  K  Y  Z  B
```

agent   fund   royalty   bankrupt   interest   shares   broker   investment   solvent
debt   payment   stocks   dividend   profit   viable   exchange   return   yield

Money

1) Find the words below in the grid.

Words can go horizontally, vertically and diagonally, backwards or forwards

```
C  Q  M  S  N  N  N  I  O  C  M  X  Z  W  T
W  N  N  P  A  A  X  W  N  D  G  R  Y  S  W
J  A  Q  P  L  V  O  N  L  T  E  G  E  Z  O
W  O  D  A  K  R  E  L  L  C  E  V  L  C  R
K  L  K  Y  T  D  C  G  E  T  N  R  H  M  R
M  M  D  M  E  M  N  I  D  I  T  E  E  H  O
W  Z  O  E  G  K  P  U  B  E  Q  I  S  S  B
I  J  N  N  D  T  N  A  F  U  P  A  B  K  T
T  R  A  T  U  Q  N  W  E  E  C  O  D  E  F
H  F  T  N  B  K  N  P  I  T  R  N  S  T  D
D  P  E  D  N  F  M  G  P  F  E  M  P  I  L
R  M  Q  O  F  K  T  K  Y  L  C  J  R  J  T
A  X  T  C  U  R  R  E  N  C  Y  W  V  H  T
W  E  Q  D  T  I  D  E  R  C  D  V  D  L  M
H  T  T  B  D  S  P  E  N  D  R  P  F  E  E
```

banknote   debit loan borrow   deposit   payment   budget   donate   receipt cash   fee   refund   cheque
　　interest   save   coin invest spend credit   lend tip currency   loan withdraw