МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ УНІВЕРСИТЕТ УКРАЇНИ
«КИЇВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ
імені ІГОРЯ СІКОРСЬКОГО»

Yuliia Haidenko

ENGLISH FOR INFORMATION TECHNOLOGY: BASIC COMPUTER SOFTWARE

НАВЧАЛЬНИЙ ПОСІБНИК

Рекомендовано Методичною радою КПІ ім. Ігоря Сікорського
як навчальний посібник для здобувачів ступеня бакалавра
за освітніми програмами
«Інженерія програмного забезпечення інформаційно-управляючих систем»,
«Інженерія програмного забезпечення комп'ютерних систем»,
«Комп'ютерні системи та мережі», «Інтегровані інформаційні системи»,
«Інформаційне забезпечення робототехнічних систем»,
«Інформаційні управляючі системи та технології»
спеціальностей 121 «Інженерія програмного забезпечення»,
123 «Комп'ютерна інженерія»,
126 «Інформаційні системи та технології»

Київ
КПІ ім. Ігоря Сікорського
2021

Рецензенти: *Олізько Ю. М.,* канд. пед. наук, доцент, факультет лінгвістики, кафедра англійської мови технічного спрямування №1
Муханова О. М., старший викладач, факультет лінгвістики, кафедра англійської мови гуманітарного спрямування №3
Павлов В. Г., канд. техн. наук, доцент, факультет інформатики та обчислювальної техніки, кафедра обчислювальної техніки

Відповідальний редактор: *Сімкова І. О.,* д-р. пед. наук, професор

Гриф надано Методичною радою КПІ ім. Ігоря Сікорського (протокол № 8 від 24.06.2021 р.)
за поданням Вченої ради факультету лінгвістики (протокол № 11 від 31.05.2021 р.)

Електронне мережне навчальне видання

Гайденко Юлія Олексіївна, канд. філол. наук, доц.

ENGLISH FOR INFORMATION TECHNOLOGY: BASIC COMPUTER SOFTWARE

НАВЧАЛЬНИЙ ПОСІБНИК

English for Information Technology: Basic Computer Software [Електронний ресурс]: навч. посіб. для студ. спеціальностей 121 «Інженерія програмного забезпечення», 123 «Комп'ютерна інженерія», 126 «Інформаційні системи та технології» / Гайденко Ю. О.; КПІ ім. Ігоря Сікорського. – Електронні текстові дані (1 файл: 2,9 Мбайт). – Київ: КПІ ім. Ігоря Сікорського, 2021. – 64 с.

АНОТАЦІЯ. Навчальний посібник призначений для аудиторної і позааудиторної роботи зі студентами першого курсу факультету інформатики та обчислювальної техніки. Видання складається з двох розділів, які охоплюють професійно-орієнтовані теми: "Basic Computer Software", "Operating Systems". Посібник також містить робочі аркуші, додатки, словник, список абревіатур до кожного розділу, відповіді.

Представлені в посібнику вправи спрямовано на розвиток вмінь усного і писемного мовлення, читання, аудіювання та перекладу, а також удосконалення лексичної і граматичної компетентностей. Мета навчального посібника – розширити професійний тезаурус студентів, сформувати навички роботи з автентичними матеріалами, сприяти розвитку професійно-орієнтованої комунікативної компетентності, сформувати інтерес до вивчення англійської мови професійного спрямування.

© Ю. О. Гайденко, 2021
© КПІ ім. Ігоря Сікорського, 2021

CONTENTS

Передмова..... 4

Unit 1. Basic Computer Software 6

Unit 2. Operating Systems..... 18

Revision 28

Worksheets..... 33

Worksheet A..... 33

Worksheet B..... 35

Appendices..... 37

Appendix A..... 37

Appendix B..... 40

Appendix C..... 41

Appendix D..... 42

Word List 44

List of Abbreviations..... 47

Answer keys 48

Audio scripts..... 58

References..... 61

ПЕРЕДМОВА

Навчальний посібник призначено для забезпечення підготовки бакалаврів спеціальностей 121 «Інженерія програмного забезпечення», 123 «Комп'ютерна інженерія», 126 «Інформаційні системи та технології». Видання створено для аудиторної і позааудиторної роботи зі студентами першого курсу факультету інформатики та обчислювальної техніки. Його мета – сформувати у студентів іншомовну комунікативну компетентність, необхідну для англомовного ситуативного і професійного спілкування.

Навчальний матеріал посібника організований за тематичним принципом та відповідає вимогам робочої навчальної програми з кредитного модуля «Вступ до загальнотехнічної англійської мови» дисципліни «Іноземна мова». Видання розраховане на 8 годин аудиторних і позааудиторних занять у другому семестрі.

Посібник містить сучасні автентичні професійно-орієнтовані матеріали з інформаційних технологій, які було адаптовано для студентів першого курсу факультету інформатики та обчислювальної техніки. Видання забезпечує роботу студентів із текстами, відео- й аудіоматеріалами, включає лексичні та граматичні вправи, розроблені відповідно до тем професійного спрямування.

Навчальний посібник складається з двох розділів, які охоплюють професійно-орієнтовані теми другого семестру: "Basic Computer Software", "Operating Systems". Видання також містить робочі аркуші, додатки, словник, список абревіатур до кожного розділу, відповіді.

Усі розділи навчального посібника включають некомунікативні, умовно-комунікативні й комунікативні вправи, спрямовані на розвиток умінь усного мовлення, читання, аудіювання, перекладу, письма, а також удосконалення лексичної та граматичної компетентностей. Після двох розділів є секція для перевірки залишкових знань (Revision) із завданнями для контролю рівня засвоєння пройденого лексичного і граматичного матеріалу.

У робочих аркушах (Worksheets) подано завдання для індивідуальної, парної, групової роботи, а також рисунки для візуалізації матеріалу з другого розділу посібника.

Додатки (Appendices) містять пояснення граматичних явищ, вправи на опрацювання яких включено в перший та другий розділи посібника.

У словнику (Word list), а також списку абревіатур (List of Abbreviations) подано перелік ключових загальновживаних і термінологічних лексичних одиниць до кожного розділу.

Під час роботи з навчальним посібником студенти зможуть розширити професійний тезаурус, сформувати навички роботи з автентичними матеріалами, удосконалити професійно-орієнтовану комунікативну компетентність.

Перевагами видання є забезпечення інтенсифікації пізнавальної, інтелектуальної та творчої діяльності студентів, формування інтересу до вивчення і практичного застосування англійської мови професійного спрямування, а також доступність цього посібника в мережі Інтернет.

Автор

UNIT 1

BASIC COMPUTER SOFTWARE

LEAD-IN



1. a) ***Answer the following questions.***

1. What is software?
2. Which software is installed on your computer?
3. Which software do you use on a regular basis?

b) ***What do CMS, CSS, OS, USB, VoIP and WP stand for? Use a dictionary if necessary.***

c) ***Study the words and tick (✓) the correct category in the table below.***

Word	Software	Hardware
1. cable		
2. CMS		
3. CSS		
4. driver		
5. email client		
6. OS		
7. router		
8. server		
9. spreadsheet		
10. touch pad		
11. USB port		
12. VoIP application		
13. WP		

d) ***Explain the words. Use a dictionary if necessary.***

READING

2. a) ***Discuss with a partner what the office suite might be.***

b) ***Scan the article and check your answers.***

c) ***Now read the article and choose from the sentences (A-G) the one which fits each gap.***

A. (A set of clothes that go together is also a suite, but English drops the 'e' and calls it a suit of clothes – pronounced 'soote'.)
B. (The program is called a spreadsheet, and a spreadsheet called Lotus 1-2-3 was so popular that some companies brought computers just to run this program.)
C. A suite (pronounced 'sweet') is a set of things that are designed to go together.
D. But soon people discovered that life was a lot easier if they could put all these functions together in a way that allowed them to exchange data between them.
E. These are now so common that many typists have found other work, because their bosses have found that they can type for themselves!
F. This is because when computers became small and cheap enough for general use, many companies purchased computers for their workers.
G. Today with new functions such as XML making it easier than ever for programs to move data about, the future of the software suite has never been brighter.
H. This was done by a database.

THE OFFICE SUITE

To understand what an office software suite is, we need to look at the word 'suite'. **1) …** So you can have a suite of rooms in a hotel, the furniture in a room can be designed as a suite, and you can even have a suite of music. **2) …**

A software suite is a set of programs that are designed to work together. There are several different kinds of suite, but the commonest is the office suite. **3) …**

Before the office suite, there were already several programs available for office workers. You could get a program for quickly doing complicated sums using different

numbers each time. **4) …** Of course secretaries liked a replacement for the typewriter that let them correct their mistakes and change what they were writing. (This is a word-processing program. **5) …**)

Small businesses liked being able to see what things had been brought or used, who their customers were, and how much they had been paid and needed to pay. **6) …** Today, some office suites include a special kind of database just for keeping track of money, spending and taxes.

7) … Then the accounts department could use a spreadsheet to work out the annual bonus for the company's employees, they could add this information to the employees' details on the database, and write a letter to each employee with a word processing program.

8) …

Retrieved from https://www.english-online.org.uk/comp/comp14.htm

d) ***Answer the following questions.***

1. Why did the office suite become widely used?
2. What is a spreadsheet used for?
3. Did secretaries benefit from word processors?
4. Did small businesses take advantage of databases?
5. Can a database belong to the office suite?
6. Is the office suite integrated software? Why (not)?

LISTENING

Pre-listening activity

3. a) ***In pairs, discuss the following.***

1. What is alpha version of software?
2. What is shareware?
3. What is freeware?

b) ***Listen and check your answers.***

c) ***Match the words in A to their Ukrainian equivalents in B.***

A	B
1. random	a. запатентований
2. bug	b. остерігатись (чого-небудь)
3. feedback	c. довільний
4. be wary of (sth)	d. зворотний зв'язок; зворотна реакція
5. proprietary	e. помилка, дефект

While-listening activity

d) ***Listen to the tutorial about software development cycle available at https://www.englishforit.com/module/core/unit/4 and answer the following questions.***

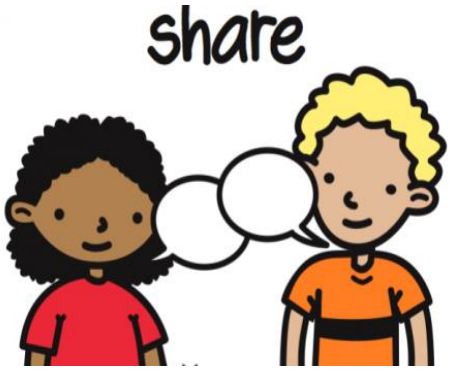
1. What goal should software applications pursue?
2. Applications are released in different versions. What are they?
3. What for are beta versions released to the public?
4. What is the release candidate?
5. Is the final version of software application always bugless?

e) ***Listen again and complete the following sentences.***

1. Today there are thousands of applications ……..,
from writing letters to playing games.
2. Even an application's instructions are often included in the form of ……
……...……..……
3. In general, you should ……..……,
especially if program stability is important to you.
4. The release is the real program that ……..
5. More and more, software is being distributed over the Internet, as open source, shareware, freeware, or …….. versions.

LANGUAGE FOCUS

4. ***Work in pairs:***



- Student A, see WORKSHEET A, CUE CARD A;
- Student B, see WORKSHEET A, CUE CARD B.

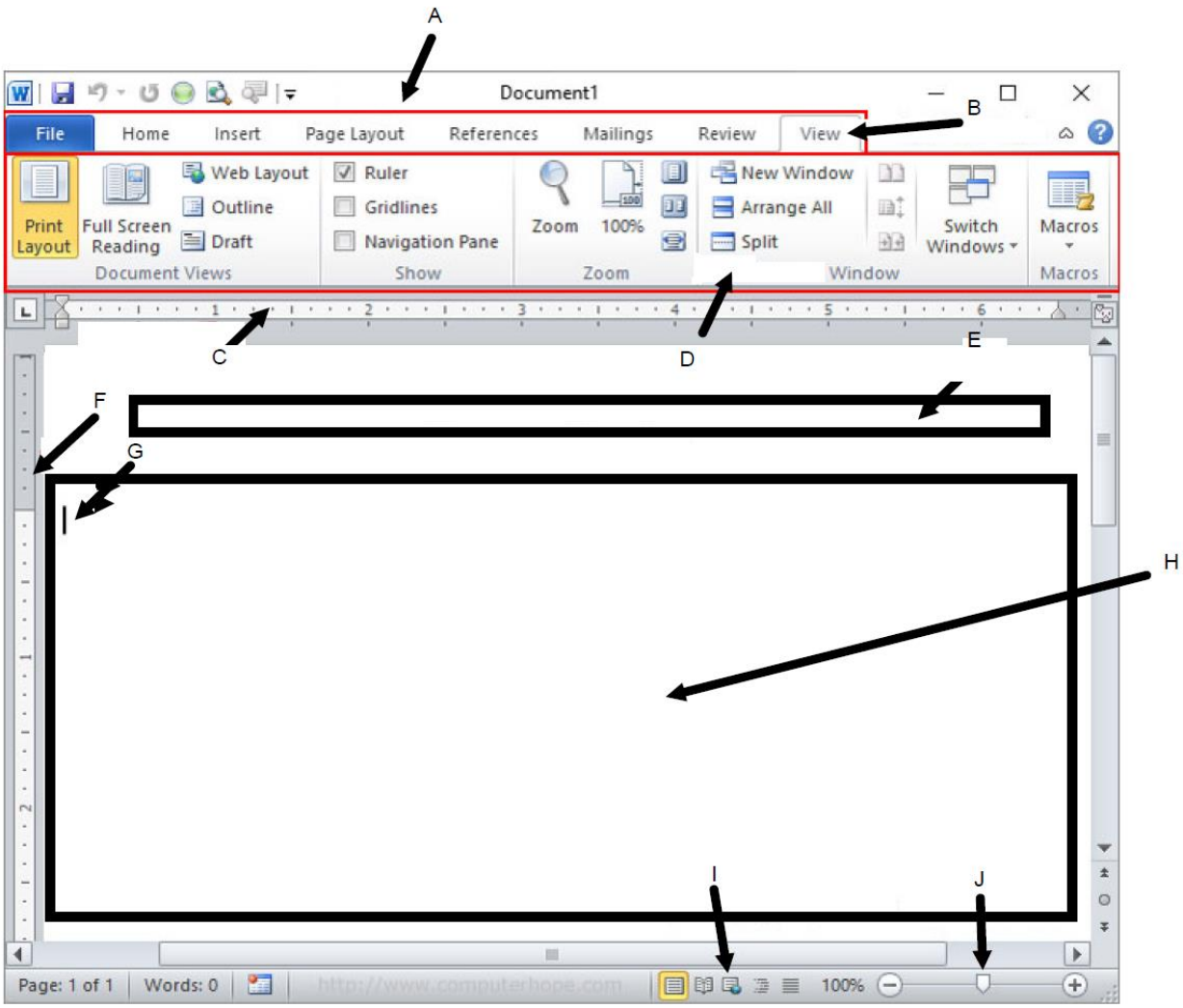
STEP 1: Match the type of software from the list to its description:

STEP 2: Check your answers.

STEP 3: Share your information with a partner (Student A–Student B).

5. ***Match the areas of a blank Microsoft Word window (A-H) with words from the box below.***

active tab *document area* *header* *horizontal ruler* *ribbon*
tabs *vertical ruler* *view buttons* *zoom slider* *cursor / insertion point*



6. a) ***Unscramble the letters in A to create names of standard and advanced word processing features.***

b) ***Match the unscrambled features in A with their descriptions in B.***

A	B
1. inerst	a. Allows you to send a document to a printer to get hard copy.
2. ocyp	b. Allows you to search for synonyms without leaving the word processor.
3. edetel	c. Counts the number of words.
4. ctu dna etpsa	d. Allows you to duplicate a section of text.
5. chsaer and lpacree	e. Makes certain that the words in a document file have the correct letters in the correct order.
6. pritn	f. Allows you to erase characters, words, lines, or pages.
7. rargamm rkchece	g. As artificial intelligence capabilities become more commonplace, some word processors have gained the ability to read text aloud, to accept voice commands, and to translate text from one language to another.
8. wdro cotnu	h. Allows you to direct the word processor to look for a particular word or phrase. You can also direct the word processor to substitute one group of characters for another everywhere that the first group appears.
9. slepl hcrecke	i. Allows you to put text anywhere in the document.
10. uasershut	j. Identifies sentences, paragraphs, and punctuation that doesn't appear to meet commonly recognized rules of grammar.
11. onlstartnia nad pecehs	k. Allows you to remove a section of text from one place in a document and insert it somewhere else.

c) ***Explain some other word processing features and functions in the table below.***

Feature / function	Definition
1. Standard toolbar	
2. Formatting toolbar	
3. Font	
4. Typeface	
5. Type size	
6. Type style	
7. Alignment	
8. Indentation	
9. Page margins	
10. Header	
11. Footer	
12. Page numbering	
13. Bullet list	
14. Text wrap	

7. ***Look at the pictures below and say whether the text in them is justified, centered, right- or left-aligned.***

A

One
two two
Three Three Three
four four four four
Five Five Five Five Five
six six six six six six
Seven Seven Seven Seven Seven Seven Seven
eight eight eight eight eight eight eight eight

B

One
two two
Three Three Three
four four four four
Five Five Five Five Five
six six six six six six
Seven Seven Seven Seven Seven Seven Seven
eight eight eight eight eight eight eight eight

C

One
two two
Three Three Three
four four four four
Five Five Five Five Five
six six six six six six
Seven Seven Seven Seven Seven Seven Seven
eight eight eight eight eight eight eight eight

D

this is just some text this is just some text this is just some text

8. a) ***Translate the text types in A from the table below.***

b) ***Match the text types in A with the examples in B.***

A	TRANSLATION	B
1. bold		a. ~~Keep calm and study ESP~~
2. italic		b. Keep calm and study ESP
3. underlined		c. KEEP CALM AND STUDY ESP
4. subscript		d. Keep $^{\text{calm and study}}$ ESP
5. plain		e. Keep calm and study ESP
6. superscript		f. **Keep calm and study ESP**
7. struck through		g. A keep-calm-and-study-ESP guy
8. serif		h. Keep $_{\text{calm and study}}$ ESP
9. capitalized		i. *Keep calm and study ESP*
10. hyphenated		j. Keep calm and study ESP
11. highlighted		k. Keep calm and study ESP

9. a) ***Translate the punctuation marks and symbols in A from the table below.***

b) ***Match the words in A with B.***

A	*TRANSLATION*	*B*
1. full stop		a. &
2. comma		b. ( )
3. exclamation mark		c. :
4. question mark		d. ;
5. single quotes		e. /
6. double quotes		f. “Keep calm and study English”
7. ampersand		g. ,
8. asterisk		h. { }
9. hash		i. \

10. round brackets		j. -
11. square brackets		k. →
12. curly brackets		l. !
13. angle brackets		m. [ ]
14. hyphen		n. < >
15. colon		o. 'Keep calm and study English'
16. semicolon		p. #
17. "at" sing		q. .
18. forward slash		r. ⟷
19. backward slash		s. @
20. rightwards arrow		t. ↕
21. up-down arrow		u. ?
22. left-right arrow		v. *

10. ***Study APPENDIX A. Use the word in capitals to form a word that fits in the spaces.***

DATABASES

Databases are useful tools. They allow huge amounts of data to be stored and extracted. The development of databases has made business more 1) …… and saved enormous amounts of time and money. However, databases can also be very dangerous in the wrong hands, and cyber-citizens are starting to worry about the amount of power a database gives its 2) …… You are almost 3) …… on a database somewhere, and if you live in an industrialized society you are probably on several dozen. More and more of these databases	**EFFICACY** **OWN** **CERTAIN**

are being linked together. Already in most 4) …… countries, it is possible for the government to check your address, driving license, and tax records with a few clicks of a mouse. New 5) …… will soon make it just as easy to check who you have sent emails to and which web sites you have visited. Now 6) …… that your phone company keeps a database on whom you have phoned, and if you have a mobile phone, it also records where you phoned from. The database in your bank records what you have used your credit card for, and where you spent the money. It is quite probable that your grocery shop even have databases that remember your 7) …… habits. The amount of personal information stored on databases means that you cannot hide much of your private life from a determined 8) …… But what scares some people even more is the amount of control this could give to an 9) …….. government. A government that can effectively watch every move its citizens make can care for and protect them, but it could also become a 10) …… more terrifying than anything we have seen in the past.	**WEST** **LEGISLATIVE** **CONSIDERATION** **SHOP** **INVESTIGATE** **OPPRESS** **DICTATOR**

Retrieved from https://www.english-online.org.uk/comp/comp41.htm

ENGLISH IN USE

11. ***Study APPENDIX B. Write the plural of the following words:***

1. aircraft	……	21. software	……
2. application	……	22. port	……
3. basis	……	23. radio	……
4. cable	……	24. router	……

5. cargo	.....	25. server	.....
6. CMS	.....	26. sheep	.....
7. crisis	.....	27. shelf	.....
8. criterion	.....	28. ship	.....
9. CSS	.....	29. spreadsheet	.....
10. database	.....	30. stereo	.....
11. driver	.....	31. syllabus	.....
12. email client	.....	32. thief	.....
13. fish	.....	33. touch pad	.....
14. fox	.....	34. trout	.....
15. input	.....	35. USB	.....
16. louse	.....	36. video	.....
17. medium	.....	37. VoIP	.....
18. operating system	.....	38. wolf	.....
19. phenomenon	.....	39. word processor	.....
20. photo	.....	40. zero	.....

12. ***Study APPENDIX C. Write instructions for:***

- *using Cut and Paste;*
- *using Text Wrap;*
- *changing alignment;*
- *changing indentation.*





13. ***Choose a word processing feature from 6a or 6b and give your partner instructions on using it. See APPENDIX C if necessary.***

SPEAKING

14. ***Carry out a survey.***

STEP 1: Come up with five questions about computer software and write them in the table below.

STEP 2: Interview other students and write down their answers.

STEP 3: Report back on the results of your survey to the rest of the class.

Questions	**Student 1** ……	**Student 2** ……	**Student 3** ……
Q1: ……..……..…… …… ……			
Q2: ……..……..…… …… ……			
Q3: ……..……..…… …… ……			
Q4: ……..……..…… …… ……			
Q5: ……..……..…… …… ……			

WRITING

15. a) ***Visit https://mgimo.ru/files/640/HOW_TO_WRITE_SURVEY_REPORT_2010.doc to study useful language and tips on how to write a survey report.***

b) ***Write your own survey report. Use between 120 and 180 words.***

UNIT 2

OPERATING SYSTEMS

LEAD-IN



1. ***Answer the following questions.***

1. What is an operating system?
2. What are the functions of an operating system?
3. What is shown in the picture on the right?

LISTENING

Pre-listening activity

2. a) ***Discuss the following questions with a partner.***

1. Did the earliest computers come with an operating system pre-installed?
2. When was the first operating system introduced?
3. What were the first operating systems used for?
   - Mainframes
   - Mobile phones
   - Laptops
   - Personal computers

b) ***Match the words and idioms with their definitions.***

Word	Definition
1. oblivious	a. able to work successfully
2. look and feel	b. fail to properly appreciate something
3. vendor	c. stop doing something or stop happening
4. precursor	d. die or stop existing
5. viable	e. begin to understand or deal with something in an effective way
6. high-brow	f. a person or company that sells goods or services

7. cease	g. much more advanced than others
8. take (sth) for granted	h. intended for very intelligent or well-educated people
9. get to grips with (sth)	i. the visual design and behaviour of a user interface
10. reach demise	j. look like or be like somebody / something
11. bear resemblance to (sth)	k. unaware of or not noticing something, especially what is happening around you
12. light years ahead	l. something that happened or existed before something else and influenced its development

While-listening activity

c) ***Watch a tutorial on the history of operating systems (go to https://www.youtube.com/watch?v=MKfEYM6-mdt) and put the events below into the correct order with 1 being the earliest event and 12 being the most recent event.***

1. The user interfaces utilized by operating systems have become invisible. .....
2. The features taken for granted today have once been regarded off-the-wall. .....
3. The development of Manchester Automatic Digital Machine. .....
4. IBM are the leading computer hardware vendor. .....
5. The emergence of Unix. .....
6. The use of flip-chip technology. .....
7. The emergence of 8-bit processors. .....
8. The production of home computers has become cost-effective. .....
9. GUI is created. .....
10. The first Mac OS is developed. .....
11. The next leap in OS development: OSs are even more intuitive and user-friendly. .....
12. The first computer pioneers laid the groundwork for the current progress. .....

d) *Watch the video again and complete the following sentences.*

1. The user interfaces used across all of these operating systems have become ……..…

……

2. In the beginning, computers were simply mainframes without operating systems that ……..…… as well as magnetic and paper tapes.

3. By today's standards, there was nothing mini about it. But back then a computer that didn't take up half a room …….

4. Unix proved popular because it was ……..…….

……..., and completely free.

5. This was the first time anyone had ever seen icons ……..……

…… on a computing system.

6. However, Lisa was way too expensive for the average consumer and the machine itself ……..…….

7. With the advent of touchscreen devices and social media, operating systems have begun to go through …….

8. There's no doubt that the current operating systems are …..……

…….... of what we had in the 70s, 80s and 90s.

Post-listening activity

e) *Exchange information about the development of operating systems.*

STEP 1: See WORKSHEET B to study the timeline of OS development.

STEP 2: Read about the generations of operating systems on the Internet.

STEP 3: Complete the table in WORKSHEET B.



STEP 4: Exchange information about OS development with the rest of the class.

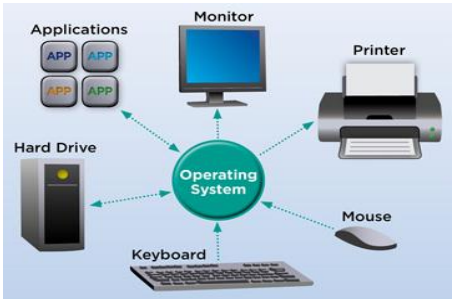
READING

3. a) ***Look at the title of the article in 3b. What the article might be about?***

b) ***Read the article and check your answers.***

UNDERSTANDING OPERATING SYSTEMS

An operating system (OS) is a generic term for the multitasking software layer that lets you perform a wide **array** of low-level tasks with your computer. Low-level tasks include: the ability to sign in with a username and password, sign out of the system and switch users, format storage devices and set **default** levels of file compression, install and upgrade device drivers for new hardware, install and **launch** applications such as word processors, games, etc., **terminate** misbehaving applications.



A computer would be fairly useless without an OS, so today almost all computers come with an OS pre-installed.

At the heart of an OS is the **kernel**, which is the lowest level, or core, of the OS. The kernel is responsible for all the most basic tasks of an OS such as controlling the file systems and device drivers. The only lower-level software than the kernel is the Basic Input / Output System (BIOS) which controls communication with peripherals but is not really a part of the OS.

The most popular OS today is Microsoft Windows but there are different types of Windows OSs. Some common ones still in use are Windows 2000, Windows XP, Windows Vista. Each Windows OS is **optimized** for different users, hardware **configurations**, and tasks.

There are many more OSs out there besides the various versions of Windows, and each one is optimized to perform some tasks better than others. Free BSD, Solaris, Linux and Mac OS X are some good examples of non-Windows Oss.

An OS must have at least one kind of **user interface**. Today there are two major kinds of user interfaces in use, the command line interface (CLI) and

the graphical user interface (GUI). Typically speaking, GUIs are intended for general use and CLIs are intended for use by computer engineers and system administrators. In recent years, more and more features are being included in the basic GUI OSs including notepads, sound recorders, and even web browsers and games.



A great example of an **up-and-coming** OS is Ubuntu. Ubuntu is a Linux OS which is totally free, and ships with nearly every application you will ever need already installed. Even a professional quality **office suite** is included by default. Moreover, thousands of free, ready-to-use applications can be downloaded and installed with a few clicks of the mouse. This is a revolutionary feature in an OS and can save lots of time, not to mention hundreds or even thousands of dollars on a single PC. Not surprisingly, Ubuntu's OS market share is growing very quickly around the world.

Retrieved from https://www.english4it.com/module/core/unit/3/reading

c) ***Explain the words in bold in the text. Use a dictionary if necessary.***

d) ***Think of five different questions to the text. Work in pairs and ask each other.***

LANGUAGE FOCUS

4. a) ***Study APPENDIX A. Use the word in capitals to form a word that fits in the spaces.***

b) ***Translate the article into your native language.***

WHAT IS LINUX?

Linux is the best-known and most-used open source operating system. In many ways, Linux is similar to other operating systems you may have used before, such as Windows, macOS, or iOS. Like other operating systems,

Linux has a graphical 1) ……, and the same types of software you are 2) …… to, such as word processors, photo / video editors, etc. Linux is different from other operating systems in many important ways. First, Linux is open source software. The code used to create Linux is free and 3) …… to the public to view, edit, and – for users with the appropriate skills – to contribute to. Linux is also different in that, although the core pieces of the Linux operating system are generally common, there are many 4) ……..…… of Linux, which include different software options. This means that Linux is incredibly 5) ……, because not just applications, such as word processors and web browsers, can be swapped out. Linux users also can choose core components, such as which system displays graphics, and other user-interface components. By virtue of its open source licensing, Linux is 6) ……... available to anyone. However, the trademark on the name "Linux" rests with its 7) …….., Linus Torvalds. The term "Linux" 8) ……... refers to just the Linux kernel. You may have heard of Unix, which is an operating system developed in the 1970s. Unix and Linux are similar in many ways, and Linux was originally created to be 9) …… from Unix. Both have similar tools for interfacing with the system, programming tools, and other key components. However, not all Unices are free and open source. Over the years, a number of different operating systems have been created that attempted to be "unix-like" or "unix-	**FACE** **CUSTOM** **AVAILABILITY** **DISTRIBUTE** **CUSTOMIZE** **FREE** **CREATE** **TECHNICAL** **DISTINGUISHABLE**

compatible", but Linux has been the most successful, far surpassing its predecessors in 10) …….....	**POPULAR**

Retrieve from https://opensource.com/resources/linux

5. a) ***Fill in the correct word(s) from the list below.***

○ *associated*	○ *dragging*	○ *switch*
○ *convey*	○ *environment*	○ *visibility*
○ *displayed*	○ *pull-down*	○ *widgets*
○ *dock*	○ *scroll bar*	○ *yields*

THE GRAPHICAL USER INTERFACE

A GUI is a system of interactive components for computer software. It makes use of WIMP 1) ……..: Windows, Icons, Menus and Pointer. A GUI displays objects that 2) …….. information, and represent actions that can be taken by the user. A GUI makes use of visual elements which define its appearance. They change color, size, or 3) …….. when the user interacts with them. Common GUI elements are windows, menus, icons, controls, tabs. A window is the element that displays the information on the screen. It can be opened, closed with the click of an icon or moved to any area by 4) …….. it around. A menu contains a list a choices and it allows users to select one from them. A menu bar is 5) …….. horizontally across the screen. When you click on an item of a menu bar, the 6) …….. menu appears. Files, programs, web pages etc. can be represented using a small picture known as an icon. Using an icon is a fast way to open documents, run programs because clicking on them 7) …….. instant access. The bar of icons that usually appears at the bottom of your screen is referred to as 8) …… It offers a quick way to launch and manage applications that you use most. Information in an application can be directly read or influences using the graphical control elements, or 9) …….. In a GUI, these are elements of interaction, such as a button or a 10) …….. A tab is 11) …… with a view panel. It is a way to switch between

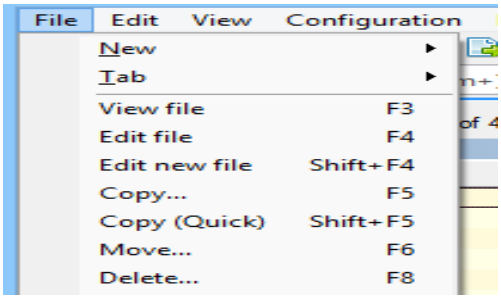
different controls or documents. Tabs are used in various web browsers. Multiple web pages can be opened in a web browser and users can 12) ..... between them using tabs.

Adapted from https://www.tutorialspoint.com/graphical-user-interface-gui

https://www.computerhope.com/jargon/ g/gui.htm

b) ***Label the GUI features shown in the pictures.***

A



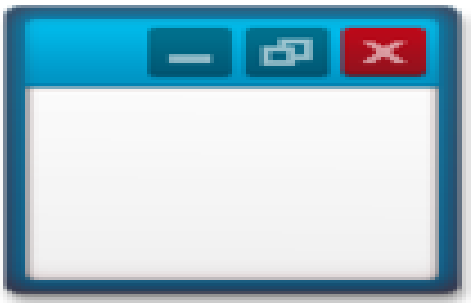
B



C



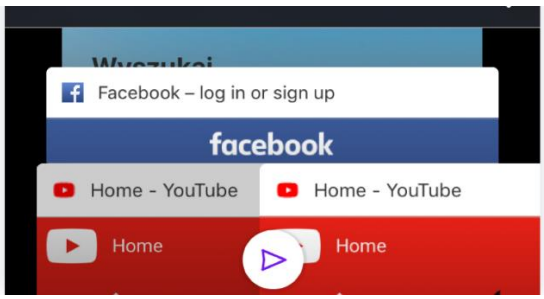
D



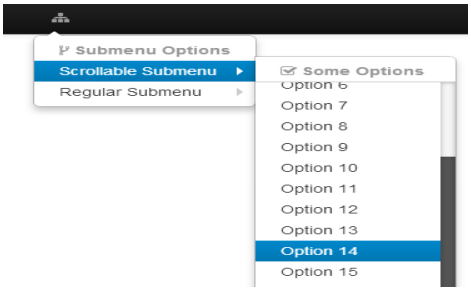
E



F



G



H



ENGLISH IN USE

6. a) ***Study APPENDIX D. Decide whether the nouns given below are countable (C) or uncountable (U) by ticking (✓) the correct category.***

Noun	C	U	Noun	C	U
1. advice			13. maths		
2. application			14. news		
3. assistance			15. oxygen		
4. equipment			16. petrol		
5. file			17. plastic		
6. glass			18. program		
7. headset			19. research		
8. information			20. scroll bar		
9. intelligence			21. silver		
10. interface			22. switch		
11. knowledge			23. system		
12. machinery			24. widget		

b) ***Study APPENDIX D. Use a little / little or few / a few + nouns from the table above in your own sentences.***

SPEAKING

7. a) ***In small groups, choose the operating system you would like to tell your groupmates about. Discuss its history, features, functions etc.***



b) ***Make a PowerPoint presentation summarizing your discussion. Give a summary of the group's ideas to the rest of the class.***

WRITING

8. a) ***Visit https://learnenglishteens.britishcouncil.org/skills/writing/upper-intermediate-b2-writing/magazine-article to study useful language and tips on writing magazine articles.***

b) ***You have just seen the following advertisement:***

TECHNOPEDIA

User Interface Design: Tips How to Make UI Easy-Breezy



We are looking for short articles on the subject and we will publish some of the best articles next month.

Write your article for the magazine.

REVISION

VOCABULARY

1. ***Expand the following abbreviations.***

1. BIOS ……
2. CLI ……
3. CMS ……
4. CSS ……
5. GUI ……
6. OS ……
7. USB ……
8. VoIP ……
9. WIMP ……
10. WP ……

Total ___ / 10

2. ***Mark the following statements as true (T) or false (F).***

1. Office suite a set of computer programs designed to work together. ……
2. Graphical User Interface makes use of WIMP environment. ……
3. Standard toolbar is a bar of icons that enables user to change the formatting of selected text. ……
4. Typeface refers to graphical representation of text and consists of three elements: font, type size and type style. ……
5. Rifle list is a list that starts with a symbol, often a small black circle, used in text to show separate paragraph. ……

Total ___ / 5

3. ***Write definitions of the basic software below.***

Software	Definition
1. Operating system	

2. Driver	
3. Spreadsheet	
4. Word processor	
5. Graphics program	
6. VoIP application	
7. Database	
8. Log files	
9. Web browser	
10. Email client	

Total ___ / 10

TRANSLATION

4. ***Translate the words / phrases in A into your native language.***

A	B
1. bold	
2. italic	
3. subscript	
4. plain	
5. superscript	
6. serif	
7. struck through	
8. hyphenated	
9. знак оклику	
10. крапка з комою	
11. подвійні лапки	
12. скісна риска	
13. фігурні дужки	
14. зворотний зв’язок	
15. запатентований	

Total ___ / 15

ENGLISH IN USE

5. ***Write the plural of the following words:***

1. advice ……...
2. alignment ……...
3. basis ……...
4. hash ……..
5. indentation ……
6. lens ……
7. means ……
8. medium ……
9. money ……...
10. PC ……...
11. person ……
12. printer cartridge ……
13. slash ……..
14. spacecraft ……....
15. WIMP ……
16. woman ……...

Total ___ / 16

6. ***Decide whether the nouns given below are countable (C) or uncountable (U) by ticking (✓) the correct category.***

Noun	*C*	*U*	*Noun*	*C*	*U*
1. spreadsheet			8. brackets		
2. pneumonia			9. feedback		
3. machinery			10. cord		
4. equipment			11. silicon		
5. hardware			12. footer		
6. information			13. darkness		
7. artificial intelligence			14. chaos		

Total ___ / 14

READING

Basic Computer Software Quiz

7. *Here are descriptions of some programs. They have been taken from real advertisements and reviews in English language computer magazines. Read the descriptions and decide what kind of program is being discussed.*

1. … based on kernel 2.6.3 and offers the most advanced features currently available – in terms of technology as well as the most up-to-date software. New features include higher performance and scalability for servers, greater interoperability plus numerous improvements & refinements to the user interface.

- database
- operating system
- desktop publisher

2. … is the easiest-to-use software of its kind you can buy. The combination of page layout, draw, photo editing and 3D text effects at your fingertips is incredibly powerful and simple to use. The learning curve is so shallow you will be amazed at how quickly your skill level will increase.

- desktop publisher
- web browser
- mail client

3. No more worries about starting with a blank page, the Document Restyler is a step-by-step walkthrough page design resulting in instant page layout. It's wizard to do! Re-design and re-colour all layouts using the Document Restyler. So no more wasting time on difficult design decisions. We've taken the headache out of design by doing it for you!

- mail client
- desktop publisher
- log files

4. There are a few basic necessities when working with professional or large projects: you need a competent on-the-fly spellchecker with a reasonably complete dictionary, good anti-aliased fonts with a diverse selection of styles, the ability to read from and save to standard document format, and formatting tools such as dynamic page numbering and layout customization. And it always helps to have some extras like a decent thesaurus, a grammar checker, and the ability to export as a webpage or PDF.

- drawing program
- operating system
- word processor

5. Fantastic tools, some pressure sensitive excellent filters let you seamlessly import and export more than 100 file formats; the interface and colour picker are the most user-friendly and configurable we've seen.

- drawing program
- operating system
- word processor

Retrieved from https://www.english-online.org.uk/comp/comp4.htm

Total ___ / 20

8. ***Write instructions for:***

- *using Print;*
- *using Word Count.*

Total ___ / 10

TOTAL ___ / 100

WORKSHEET A

CUE CARD A

BASIC COMPUTER SOFTWARE (PAIR WORK)

STEP 1: Match the type of software from the list to its description.

STEP 2: Check your answers.

STEP 3: Share information with your partner.

- *Cascading Style Sheets*
- *desktop publisher*
- *driver*
- *log files*
- *operating system*
- *web browser*

1. ……..

This is software that communicates with hardware and controls the way a computer system works, especially how its memory is used and how different programs work together.

2. ……..

These are computer-generated data files that contain information about usage patterns, activities, and operations within an operating system, application, server or another device. These are the files that the repairman will want to see if your computer stops working properly.

3. ……..

A software program that enables a specific hardware device to work with a computer's operating system. This software may be required for internal components, such as video cards or optical video drives, or external peripherals, such as printers or monitors.

4. ……..

Software used to generate layouts and produce typographic-quality text and images comparable to traditional typography and printing.

5. ……..

A computer program that makes it possible for you to read information on the Internet.

6. ……..

This is software used to format the layout of web pages. It can be used to define text styles, table sizes, and other aspects of web pages that previously could only be defined in a page's HTML. This software helps Web developers create a uniform look across several pages of a web site.

Answers: 1. Operating system; 2. Log files; 3. Driver; 4. Desktop publisher; 5. Web browser; 6. CSS

CUE CARD B

BASIC COMPUTER SOFTWARE (PAIR WORK)

STEP 1: Match the type of software from the list to its description. Then share information with your partner.
STEP 2: Check your answers.
STEP 3: Share information with your partner.

- *Content Management System*
- *database*
- *email client*
- *graphics program*
- *VoIP application*
- *word processor*
- *spreadsheet*

1. ……..

Software that helps users create, manage, and modify content on a website without the need for specialized technical knowledge. In layman's terms, it is a tool that helps you build a website without needing to write all the code from scratch (or even know how to code at all).

2. ……..

Software that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it. Of all computer applications, this is the most common.

3. ……..

A voice communication application such as Skype.

4. ……..

A program that lives on your computer and lets you send or receive emails.

5. ……..

This is software used for creating illustrations. It maintains an image in vector graphics format, which allows all elements of the picture to be isolated, moved and scaled independent of the others.

6. ……..

A collection of data arranged for ease and speed of search and retrieval. This software can manage any form of data including text, images, sound and video. File structures are always determined by the software. As far as the hardware is concerned, all data are simply "bits and bytes."

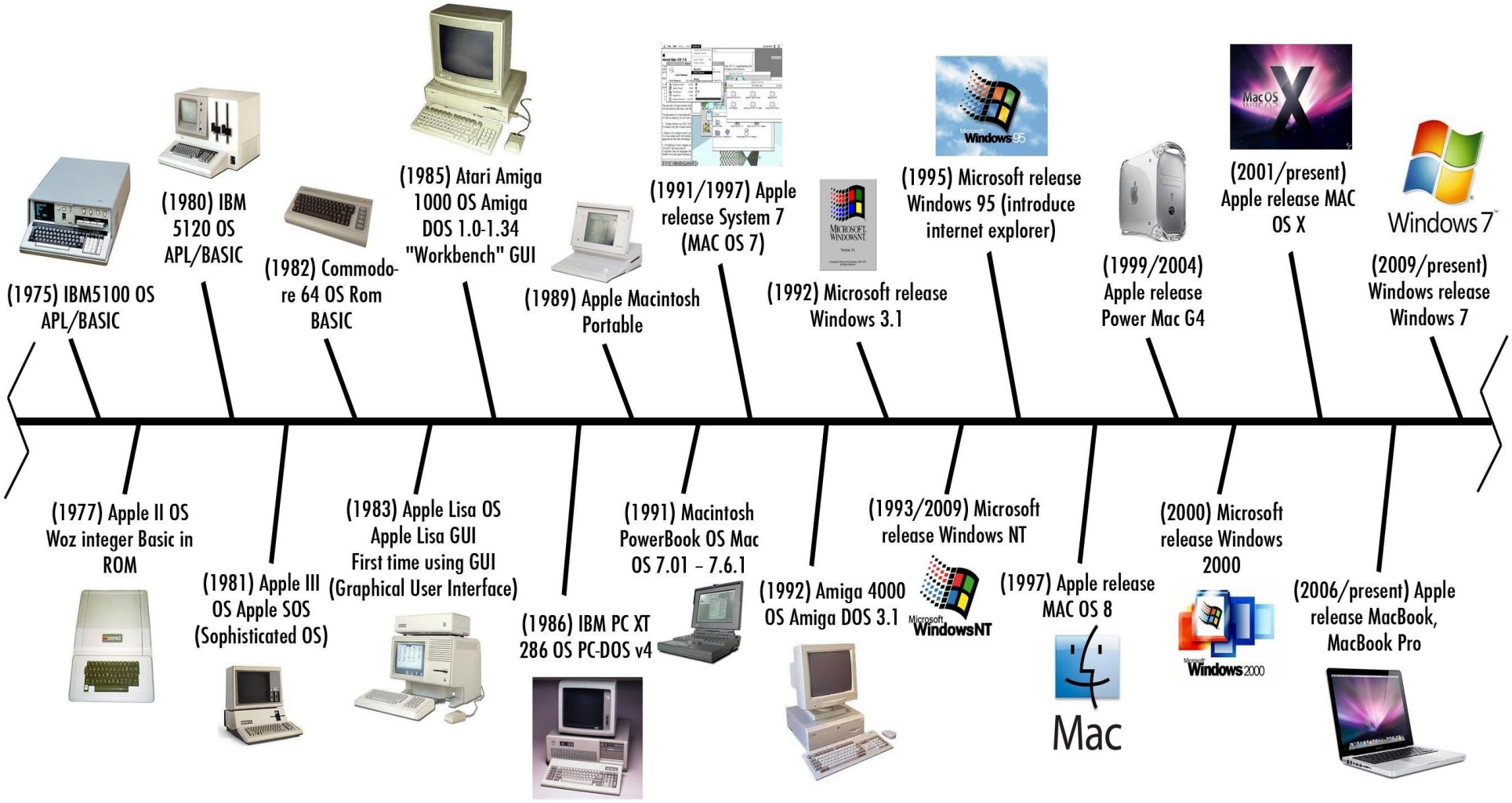
7. ……..

A software program that displays information in the form of a table with rows and columns that help sort, organize, and arrange data efficiently, and calculate numerical data.

Answers: 1. CMS; 2. WP; 3. VoIP application; 4. Email client; 5. Graphics program; 6. Database; 7. Spreadsheet

WORKSHEET B

THE TIMELINE OF OS DEVELOPMENT



OS generation	Years	Outline

APPENDIX A

WORD FORMATION

There are two main types of word formation that may come in handy in word formation tasks. They are:

- prefixation – adding a prefix to the beginning of a word;
- suffixation – adding a suffix to the end of a word.

Before filling the gap, scrutinize the sentence to identify the part of speech required (verb, noun, adjective, adverb). Then fill the gap with the correct form of the stem word. Here is the list of common word-forming suffixes and prefixes.

COMMON SUFFIXES

NOUN SUFFIXES		
Suffix	**Meaning**	**Example**
-acy	*state or quality*	accuracy
-al	*act or process of*	approval
-ance /-ence	*state or quality of*	guidance, convenience
-dom	*state or place of being*	wisdom, kingdom
-ee	*one who is affected by an action*	employee
-er/-or	*one who performs and action*	employer, supervisor
-hood	*state or condition*	childhood
-ism	*doctrine, belief*	skepticism
-ist	*one who*	specialist
-ity/-ty	*quality, condition degree*	responsibility, safety
-ment	*condition of*	punishment
-ness	*state of being*	usefulness
-ry	*the group or state of,* *the state or character of*	gadgetry, bravery
-ship	*position held*	professorship
-sion/-tion	*state of being*	comprehension, ambition
-ware	*refers to objects of the same material or type*	software

ADJECTIVE SUFFIXES		
Suffix	**Meaning**	**Example**
-able /-ible	*capable of being*	portable, flexible
-al	*having characteristics of*	digital
-ant	*inclined to or tending to*	reliant
-en	*made of*	wooden
-esque	*reminiscent of*	picturesque
-ese	*of a country or city*	Portuguese
-ful	*full of*	useful
-ic; ical	*pertaining to*	domestic, musical
-ing	*used to form participial adjectives*	growing
-ish	*having the quality of*	girlish
-ive	*having the nature of*	creative
-less	*without*	worthless
-ly	*having the nature or qualities of, occurring at certain intervals*	friendly, hourly
-ous	*characterized by*	hazardous
-y	*characterized by*	clunky
VERB SUFFIXES		
Suffix	**Meaning**	**Example**
-ate	*become*	allocate
-en	*become*	strengthen
-ify	*become*	solidify
- ise (Br) / -ize (Am)	*make or become*	organize / organize
ADVERB SUFFIXES		
Suffix	**Meaning**	**Example**
-ly	*in a certain manner*	*quickly*
-ward(s)	*indicating the direction towards*	*upwards*
-wise	*in a specified manner, direction, position*	*clockwise*

COMMON PREFIXES

Prefix	Meaning	Example
ab-	*opposed to*	abnormal
anti-	*against, opposite of*	antisocial
auto-	*self*	autobiography
de-	*make the opposite of or reverse*	decrease
co-	*together, with*	co-worker
dis-	*opposite of, reverse or remove*	dissimilar, disarrange
en-	*put into*	encase
ex-	*former*	ex-president
extra-	*beyond*	extraordinary
hyper-	*extreme*	hyperactive
il-, im-, in-, ir-	*not*	illegal, impartial, inadequate, irreversible
in-	*into*	infiltrate
inter-	*between*	interaction
mis-	*incorrectly*	misinterpret
non-	*not*	non-existent
over-	*too much*	overcharge
out-	*go beyond*	outwit
post-	*after*	post-war
pre-	*before*	preproduction
re-	*again*	recalculate
sub-	*under*	subcategory
super-	*beyond*	supernatural
tele-	*at a distance*	telemedicine
trans-	*across, over, through*	transfer, transcontinental
ultra-	*extremely*	ultrathin
un-	*remove, not*	uncover, unable
under-	*beneath, less than*	underground, undersized
up-	*make or move higher*	upgrade

APPENDIX B

THE PLURAL OF NOUNS

<table>
<tr><th colspan="2">Nouns are made plural by adding:</th></tr>
<tr><td>1) -s to the noun (application – applications etc.);</td><td rowspan="2">5) -s to nouns ending in: vowel + o (radio – radios etc.), abbreviations (photograph / photo – photos etc.).
Some nouns ending in -o can take either -es or -s (zeroes / zeros, cargoes / cargos, mosquitoes / mosquitos, volcanoes / volcanos etc.)</td></tr>
<tr><td>2) -es to nouns ending in -s, -ss, -x, -ch, -sh (lens – lenses, address – addresses, complex – complexes, batch – batches, flash – flashes etc.)</td></tr>
<tr><td>3) -ies to nouns ending in consonant -y (category – categories etc.)</td><td rowspan="2">6) -ves to some nouns ending in -f / -fe (half – halves, life – lives etc.)
BUT! chief – chiefs, proof – proofs etc.</td></tr>
<tr><td>4) -es to nouns ending in -o (domino – dominoes etc.)</td></tr>
<tr><td colspan="2">Compound nouns form their plural by adding -s/ -es:</td></tr>
<tr><td>1) to the second noun if the compound noun consists of two nouns (printer cartridge – printer cartridges etc.)</td><td>3) to the first noun if the compound consists of two nouns connected with a preposition or to the noun if the compound has only one noun (doctor of philosophy – doctors of philosophy etc.)</td></tr>
<tr><td>2) to the noun if the compound consists of an adjective and a noun (steering wheel – steering wheels etc.)</td><td>4) at the end of compound if this is not made up of any nouns (output – outputs etc.)</td></tr>
<tr><td colspan="2">Irregular Plurals: man – men, woman – women, foot – feet, tooth – teeth, louse – lice, mouse – mice, child – children, goose – geese, sheep – sheep, deer – deer, fish – fish (also: fishes), person – people (but: peoples = ethnic groups), trout – trout, ox – oxen, salmon – salmon, spacecraft – spacecraft, aircraft – aircraft, hovercraft – hovercraft, means – means, species – species.</td></tr>
</table>

APPENDIX C

GIVING AND FOLLOWING INSTRUCTIONS

Giving instructions

1) To give instructions, we use *the imperative form* of the verb and sequence words such as *first, next, then, after that, finally* etc.

First, click where you want to start searching for the text.

Next, go to the edit menu and select Replace.

2) Also we use *you* with *the Present Simple*.

To locate the selected text you click Replace.

Following instructions

1) To check that you understood instructions you can use expressions such as:

Like this?

Is that right?

2) To indicate that you are ready to move on to the next step, you can use expressions such as:

What next?

What now?

Ok, I've done that now.

Here it is. Is it right?

3) To ask if the process is completed, use expressions like:

Is that everything?

Anything else?

APPENDIX D

CONTABLE AND UNCOUNTABLE NOUNS

Countable nouns are nouns which we can count. They have singular and plural forms: *window – windows, desktop – desktops, spreadsheet – spreadsheets*.

Uncountable nouns are nouns which we cannot count. They do not have different plural forms and do not go with *a, an, one, two* etc. They can be used alone or with *some / any / much* etc. They include:

- mass nouns (fluids, solids, gases, particles): *blood, wood, silicon* etc.
- subjects of study: *chemistry, accountancy, physics* etc.
- languages: *English, Ukrainian, Chinese* etc.
- sports: *baseball, football, darts* etc.
- diseases: *flu, measles, pneumonia* etc.
- natural phenomena: *darkness, fog, sunlight* etc.
- abstract nouns: *freedom, knowledge, love* etc.
- collective nouns: *machinery, software, money* etc.
- other nouns: *accommodation, advice, anger, applause, assistance, behavior, business, chaos, countryside, education, evidence, homework, housework, information, music, news, progress, seaside, shopping, traffic, trouble, work* etc.

DETERMINERS

Countable and uncountable nouns take different determiners.

1) *Many, few, a few* only go with countable nouns, e. g.

*There are **many computer applications**.*

2) *Much, little, a little, a great deal of* only go with uncountable nouns, e.g.

*There is **little information** about CAD in this book.*

3) Both countable and uncountable nouns go with *a lot of, lots of, plenty of, some, no, hardly any*, e.g.

*There are **lots of icons** on the toolbar.*

*There is **lots of machinery** in the warehouse.*

FEW – A FEW VS LITTLE – A LITTLE

1) few / a few + <u>countable nouns</u>: ***few / a few*** *windows, desktops, spreadsheets* 2) a few = some: *There are **a few** icons on the screen.* *= There are **some** icons on the screen.* 3) few = practically nothing; hardly any *There are **few** icons on the screen.* *= There are **hardly any** icons on the screen*	1) little / a little + <u>uncountable nouns</u>: ***little / a little*** *machinery, software, money* 2) a little = some: *There is **a little** information.* *= There is **some** information.* 3) a few = practically nothing; hardly any: *There is **little** information.* *= There is **hardly any** information.*

WORD LIST

UNIT 1

“at” sing
active tab
alignment
ampersand
angle brackets
annual
application
Artificial Intelligence
asterisk
backward slash
be wary of (sth)
bold
bug
bugless
bullet list
center-aligned
centered
colon
comma
commonplace
complicated
copy
curly brackets
cursor
customer
cut and paste
cyber-citizen
delete
determine
dictatorship
do sums
document area
double quotes
driving license
efficacious
efficacy
employee
exclamation mark
extract
feedback
font
footer
formatting toolbar
forward slash
freeware
full stop
grammar checker
hard copy
hash
header
horizontal ruler
hyphen
indentation
insert
insertion point
investigation

investigator
italic
justified
keep track (of sth)
left-aligned
left-right arrow
legislation
legislative
office suite
open source
oppress
oppressive
page margins
page numbering
print
proprietary
pursue
question mark
random
release candidate
replacement for (sth)
ribbon
right-aligned
rightwards arrow
round brackets
search and replace
semicolon
shareware
single quotes
spell checker
spreadsheet
square brackets
standard toolbar
subscript
plain
superscript
struck through
serif
capitalized
hyphenated
highlighted
tabs
taxes
text wrap
thesaurus
touch pad
translation and speech
type size
type style
typeface
typewriter
typist
underlined
up-down arrow
vertical ruler
view buttons
word count
word processor
zoom slider

UNIT 2

accustomed to (sth)
array
bear resemblance to (sth)
by virtue of (sth)
cease
compatible
configurations
contribute to (sth)
convey
cost-effective
customizable
default
dock
drag
flip-chip technology
generic term
get to grips with (sth)
high-brow
indistinguishable
kernel
launch
lay the groundwork for(sth)
look and feel
menu bar
misbehaving
multitasking
oblivious
office suite
off-the-wall
operating system
optimized
precursor
predecessor
pre-installed
reach demise
scroll bar
surpass
tab
take (sth) for granted
terminate
up-and-coming
user interface
utilize
vendor
viable
view panel
visibility
widgets
with a few clicks of the mouse
word processor
yield

LIST OF ABBREVIATIONS

BIOS	Basic Input / Output System
CLI	Command Line Interface
CMS	Content Management System
CSS	Cascading Style Sheets
GUI	Graphical User Interface
OS	Operating System
PC	Personal Computer
UI	User Interface
USB	Universal Serial Bus
VoIP	Voice over Internet Protocol
WIMP	Windows, Icons, Menus, Pointer
WP	Word Processing
XML	Extensible Markup Language

ANSWER KEYS

UNIT 1

1 a. Open task

1 b.

CMS – Content Management System
CSS – Cascading Style Sheets
OS – Operating System
USB – Universal Serial Bus
VoIP – Voice over Internet Protocol
WP – Word Processor

1 c.

Word	Software	Hardware
1. cable		✓
2. CMS	✓	
3. CSS	✓	
4. driver	✓	
5. email client	✓	
6. OS	✓	
7. router		✓
8. server		✓
9. spreadsheet	✓	
10. touch pad		✓
11. USB port		✓
12. VoIP application	✓	
13. WP	✓	

1 d.

1. *Cable* – a set of wires, covered by plastic, that carries electricity, phone signals, etc.
2. *CMS (Content Management System)* – computer software used to manage the creation and modification of digital content.
3. *CSS (Cascading Style Sheets)* – software used to format the layout of web pages.
4. *Driver* – a software program that enables a specific hardware device to work with a computer's operating system.
5. *Email client* – a desktop program that allows users to access their emails on their computer without having to log in via the web.
6. *OS (Operating System)* – computer software that helps all the programs in it to work together.
7. *Router* – a piece of electronic equipment that makes sending messages between different computers or between different networks easier and faster.
8. *Server* – the main computer on a network, which controls all the others.
9. *Spreadsheet* – a computer program that contains rows and columns of numbers that can be used to calculate something.
10. *Touch pad* – a small flat part on a computer which you touch with your finger in order to move the cursor on the screen.

11. *USB port* – the commonest type of computer port used in today's computers that can be used to connect different hardware components.
12. *VoIP application* – a voice communication application such as Skype.
13. *WP (word processor)* – computer software or a small computer that you use for writing letters and other documents.

2 a. Open task

2 b. The office suite is a set of computer programs designed to work together and be used for routine tasks within an organization.

2 c.

1 – C
2 – A
3 – F
4 – B
5 – E
6 – H
7 – D
8 - G

2 d.

1. The office suite became widely used because computers turned out to be small and cheap enough for general use. So many companies purchased computers for their workers.
2. A spreadsheet is used for quickly doing complicated sums using different numbers each time.
3. On the one hand, secretaries liked the replacement of typewriters for word processors that let them correct their mistakes and change what they were writing. On the other hand, many secretaries had to find other work, because their bosses found that they could type for themselves.
4. Yes, they used databases to see what things had been brought or used, who their customers were, and how much they had been paid and needed to pay.
5. Yes, today some office suites include a special kind of database just for keeping track of money, spending and taxes.
6. Yes, the office suite is integrated software because it is a set of programs that combines the most commonly used functions.

3 a. Open task

3 b. Open task

3 c.

1. – c
2. – e
3. – d
4. – b
5. – a

3 d.

1. The goal of software applications should be flexibility, efficiency, and user-friendliness.
2. Software applications are released in different versions, including alpha versions, beta versions, release candidates, trial versions, full versions, and upgrade versions.
3. Beta versions released to the public in order to get free, real-world testing and feedback.
4. The release candidate is very close to a feature complete 'release'.

5. No, it is likely that bugs will still find their way into the final release because of the complexity in writing PC software. For this reason, software companies will offer patches to fix any major problems that end users complain loudly about.

3 e.

1. for almost every purpose
2. another application called a help file
3. be wary of beta versions
4. you buy in a shop or download
5. traditional proprietary and upgrade

4.

Cue Card A

1. Operating system
2. Log files
3. Driver
4. Desktop publisher
5. Web browser
6. Cascading Style Sheets

Cue Card B

1. Content Management System
2. Word processor
3. VoIP Application
4. Email client
5. Graphics program
6. Database
7. Spreadsheet

5.

A – Tabs
B – Active tab
C – Horizontal ruler
D – Ribbon
E – Header
F – Vertical ruler
G – Cursor / Insertion point
H – Document area
I – View buttons
J – Zoom slider

6 a, b.

1. insert - i
2. copy - d
3. delete - f
4. cut and paste - k
5. search and replace - h
6. print - a
7. grammar checker -j
8. word count - c
9. spell checker – e
10. thesaurus - b
11. translation and speech - g

6 c.

Feature / function	Definition
1. Standard toolbar	the bar of icons (save, print, help, etc.) on the screen below the menu bar in applications such as Microsoft Word.
2. Formatting toolbar	a toolbar that gives the user the ability to change the formatting of selected text.
3. Font	a graphical representation of text which consists of three elements: typeface, type style and type size.

4. Typeface	a set of characters of the same design (e.g., Times New Roman).
5. Type size	a set of characters of the same size (e.g., 10 points).
6. Type style	visual characteristics of typeface (e.g., bold, italic, underlined).
7. Alignment	how text is placed on the screen.
8. Indentation	a blank or empty space at the beginning of a written or printed line or paragraph.
9. Page margins	areas between the main content of a page and the page edges.
10. Header	information at the top of a page, especially things such as numbers that appear on each page of a document.
11. Footer	a line of writing which appears at the bottom of each page of a document which is printed by a computer.
12. Page numbering	the feature that is used to apply a sequence of numbers to the pages of a book or other document.
13. Bullet list	a list whose items start with the typographical symbol of bullet (=a symbol, often a small, black circle, used in text to show separate things in a list).
14. Text wrap	a feature that enables you to surround a picture or diagram with text.

7.

A – left-aligned text
B – centered (center-aligned) text
C – right-aligned text
D – justified text

8 a, b.

1. *жирний* – f
2. *курсив* – i
3. *підкреслений* - j
4. *підрядковий* - h
5. *некарбований (без зарубок)* - k
6. *надрядковий* - d
7. *закреслений* - a
8. *сериф (із зарубками)* - e
9. *написаний великими літерами* - c
10. *написаний через дефіс* - g
11. *виділений* - b

9 a, b.

1. full stop – *крапка* - q
2. comma – *кома* - g
3. exclamation mark – *знак оклику* - l
4. question mark – *знак запитання* - u
5. single quotes – *одинарні лапки* – o
6. double quotes – *подвійні лапки* – f
7. ampersand – *амперсанд* - a
8. asterisk – *зірочка* - v
9. hash – *решітка* - p
10. round brackets – *круглі дужки* - b
11. square brackets – *квадратні дужки* - m
12. curly brackets – *фігурні дужки* - h
13. angle brackets – *кутові дужки* - n
14. hyphen – *дефіс* - j
15. colon – *двокрапка* - c
16. semicolon – *крапка з комою* - d
17. “at” sing – *равлик (песик, вухо)* - s
18. forward slash – *скісна риска* - e
19. backward slash – *зворотна скісна риска* - i
20. rightwards arrow – *стрілка вправо* - k
21. up-down arrow – *стрілка вверх-вниз* - t
22. left-right arrow – *стрілка вліво-вправо* - r

10 a.

1. efficacious
2. owner

3. certainly
4. western
5. legislation
6. consider
7. shopping
8. investigator
9. oppressive
10. dictatorship

10 b. Open task

11.

1. aircraft	**aircraft**	21. software	**software**
2. application	**applications**	22. port	**ports**
3. basis	**bases**	23. radio	**radios**
4. cable	**cables**	24. router	**routers**
5. cargo	**cargos / cargoes**	25. server	**servers**
6. CMS	**CMSs**	26. sheep	**sheep**
7. crisis	**crises**	27. shelf	**shelves**
8. criterion	**criteria**	28. ship	**ships**
9. CSS	**CSSs**	29. spreadsheet	**spreadsheets**
10. database	**databases**	30. stereo	**stereos**
11. driver	**drivers**	31. syllabus	**syllabi**
12. email client	**email clients**	32. thief	**thieves**
13. fish	**fish / fishes**	33. touch pad	**touch pads**
14. fox	**foxes**	34. trout	**trout**
15. input	**inputs**	35. USB	**USBs**
16. louse	**lice**	36. video	**videos**
17. medium	**media**	37. VoIP	**VoIPs**
18. operating system	**operating systems**	38. wolf	**wolves**
19. phenomenon	**phenomena**	39. word processor	**word processors**
20. photo	**photos**	40. zero	**zero / zeroes**

12.

1) Instructions for using Cut and Paste:

First, select the item (text or picture) to cut.
Then right-click your selection and choose Cut from the Edit menu.
Next, choose Paste from the Edit menu.
Also you can Hold down Ctrl and press C to copy. Hold down Ctrl and press V to paste.

2) Instructions for using Text Wrap:

First, select the item to text wrap.
Then right-click your selection and choose Text Wrap in the Edit menu.
Finally, choose the wrapping options that you want to apply.

3) Instructions for changing alignment:

First, highlight the text you want to align.
Next, click Left-align, Center, Right-align, or Justify in the Paragraph group of the Home tab.

4) Instructions for changing indentation:

First, select one or more paragraphs that you want to adjust.
Then go to Home and select the Paragraph dialog box.

Next, choose the Indents and Spacing tab.

Finally, choose your settings and select OK.

13. Open task

14. Open task

15. Open task

UNIT 2

1. Open task

2 a. Open task

2 b.

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

2 c.

1. – 6
2. – 12
3. – 8
4. – 7
5. – 4
6. – 9
7. – 10
8. – 5
9. – 11
10. – 2
11. – 3
12. – 1

2 d.

1. intuitive and almost anonymous to us
2. relied on punch-card input
3. was considered small
4. easy to obtain, easily modified
5. represent files and folders
6. was a commercial failure
7. their next major evolution
8. light years ahead

2 e. Open task

3 a. Open task

3 b. Open task

3 c.

Array – a large number of products of a similar type.

Default – a standard setting or configuration.

Launch – to begin something such as a plan or introduce something new such as a product.

Terminate – to end or stop.

Kernel – the most important part of something.

Optimized – as effective or useful as possible.

Configuration – the way in which all the equipment that makes up a computer system is set to operate.
User Interface – the means in which a person controls a software application or hardware device.
Up-and-coming – making good progress and likely to become successful.
Office suite – a set of programs that are designed to work together or be used for routine tasks within an organization.

3 d. Open task

4.

1. interface
2. accustomed
3. available
4. distributions
5. customizable
6. freely
7. creator
8. technically
9. indistinguishable
10. popularity

5 a.

1. environment
2. convey
3. visibility
4. dragging
5. displayed
6. pull-down
7. yields
8. dock
9. widgets
10. scroll bar
11. associated
12. switch

5 b.

A – menu bar
B – pointer
C – icons
D – window
E – scroll bar
F – tabs
G – drop-down menu

6 a.

Noun	C	U	Noun	C	U
1. advice		✓	13. maths		✓
2. application	✓		14. news		✓
3. assistance		✓	15. oxygen		✓
4. equipment		✓	16. petrol		✓
5. file	✓		17. plastic		✓
6. glass		✓	18. program	✓	
7. headset	✓		19. research		✓
8. information		✓	20. scroll bar	✓	
9. intelligence		✓	21. silver		✓
10. interface	✓		22. switch	✓	
11. knowledge		✓	23. system	✓	
12. machinery		✓	24. widget	✓	

6 b. Open task
7. Open task
8. Open task

REVISION

1.

1. BIOS – Basic Input / Output System
2. CLI – Command Line Interface
3. CMS – Content Management System
4. CSS – Cascading Style Sheet
5. GUI – Graphical User Interface
6. OS – Operating System
7. USB – Universal Serial Bus
8. VoIP – Voice over Internet Protocol
9. WIMP – Windows, Icons, Menus, Pointer
10. WP – Word Processor

2.

1. T
2. T
3. F
4. F
5. F

3.

Software	Definition
1. Operating system	*computer software that helps all the programs in it to work together.*
2. Driver	*a software program that enables a specific hardware device to work with a computer's operating system.*
3. Spreadsheet	*a computer program that contains rows and columns of numbers that can be used to calculate something.*
4. Word processor	*computer software or a small computer that you use for writing letters and other documents.*
5. Graphics program	*software used for creating illustrations. It maintains an image in vector graphics format, which allows all elements of the picture to be isolated, moved and scaled independent of the others.*
6. VoIP application	*a voice communication application such as Skype.*
7. Database	*a collection of data arranged for ease and speed of search and retrieval.*
8. Log files	*These are computer-generated data files that contain information about usage patterns, activities, and operations within an operating system, application, server or another device.*
9. Web browser	*A computer program that makes it possible for you to read information on the Internet.*
10. Email client	*a desktop program that allows users to access their emails on their computer without having to log in via the web.*

4.

A	B
1. bold	жирний
2. italic	курсив
3. subscript	підрядковий
4. plain	некарбований (без зарубок)
5. superscript	надрядковий
6. serif	сериф (із зарубками)
7. struck through	закреслений
8. hyphenated	написаний через дефіс
9. знак оклику	exclamation mark
10. крапка з комою	semicolon
11. подвійні лапки	double quotes
12. скісна риска	forward slash
13. фігурні дужки	curly brackets
14. зворотний зв’язок	feedback
15. запатентований	proprietary

5.

1. advice – advice
2. alignment – alignments
3. basis - bases
4. hash – hashes
5. indentation – indentations
6. lens – lenses
7. means – means
8. medium – media
9. money - money
10. PC – PCs
11. person – people
12. printer cartridge – print cartridges
13. slash – slashes
14. spacecraft – spacecraft
15. WIMP – WIMPs
16. woman – women

6.

Noun	**C**	**U**	***Noun***	***C***	***U***
1. spreadsheet	✓		8. brackets	✓	
2. pneumonia		✓	9. feedback	✓	
3. machinery		✓	10. cord	✓	
4. equipment		✓	11. silicon		✓
5. hardware		✓	12. footer	✓	
6. information		✓	13. darkness		✓
7. artificial intelligence		✓	14. chaos		✓

7.

1. operating system
2. desktop publisher
3. desktop publisher
4. word processor
5. drawing program
6. drawing program
7. database
8. word processor

8. Possible answers

1) Instructions for using Print:

First, open the document or file you want to print.
Then click File tab.
Finally, choose Print from the drop-down menu.

2) Instructions for using Word count:

First, select the text you want to count.
Then on the Tools menu, click Word Count.

TAPESCRIPTS

UNIT 1

Without software applications, it would be very hard to actually perform any meaningful task on a computer unless one was a very talented, fast, and patient programmer. Applications are meant to make users more productive and get work done faster. Their goal should be flexibility, efficiency, and user-friendliness. Today there are thousands of applications for almost every purpose, from writing letters to playing games. Producing software is no longer the lonely profession it once was, with a few random geeks hacking away in the middle of the night. Software is a big business and the development cycle goes through certain stages and versions before it is released. Applications are released in different versions, including alpha versions, beta versions, release candidates, trial versions, full versions, and upgrade versions. Even an application's instructions are often included in the form of another application called a help file. Alpha versions of software are normally not released to the public and have known bugs. They are often seen internally as a 'proof of concept'. Avoid alphas unless you are desperate or else being paid as a 'tester'. Beta versions, sometimes just called 'betas' for short, are a little better. It is common practice nowadays for companies to release public beta versions of software in order to get free, real-world testing and feedback. Betas are very popular and can be downloaded all over the Internet, normally for free. In general, you should be wary of beta versions, especially if program stability is important to you. There are exceptions to this rule as well. For instance, Google has a history of excellent beta versions which are more stable than most company's releases. After the beta stage of software development comes the release candidates (abbreviated RC). There can be one or more of these candidates, and they are normally called RC 1, RC 2, RC 3, etc. The release candidate is very close to what will actually go out as a feature complete 'release'. The final stage is a 'release'. The release is the real program that you buy in a shop or download. Because of the complexity in writing PC software, it is likely that bugs will still find their way into the final release. For this reason, software companies will offer patches to fix any major problems that end users complain loudly about. Applications are distributed in many ways today. In the past most software has been bought in stores in versions called retail boxes. More and more, software is being distributed over the Internet, as open source, shareware, freeware, or traditional proprietary and upgrade versions.

UNIT 2

Narrator: We use computers every single day from desktops, laptops, tablets and smartphones. But in many ways we've become almost oblivious to how they actually work. The user interfaces used across all of these operating systems have become intuitive and almost anonymous to us. The majority of people watching this video will be like me – of a certain age where we've come to expect certain conventions and behaviors from the operating systems we use on a daily basis. When you look at your Windows PC, your MAC or Linux machine and indeed your Android or IOS device, you are looking at the collective sum total of years of software and hardware progress and development to reach the current look and feel you see before you. So in many ways the features we take for granted were in one day very alien concepts to those early computing pioneers. The modern OS has come from

somewhere and in this video I'm going to talk to you about how history has given birth to the modern operating system. This is the history of the operating system. In the beginning, computers were simply mainframes without operating systems that relied on punch card input as well as magnetic and paper tapes. The earliest stored program computer was developed by the Victoria University of Manchester in 1948. It was called the Manchester Automatic Digital Machine. In the 1960s, IBM were the leading computer hardware vendor and developed the OS 360. But it wasn't until later in the decade that the rise of Unix would change everything. AT&T laboratories developed the system for their old PDP-7 mini-computer. By today's standards there was nothing mini about it but back then a computer that didn't take up half a room was considered small. It cost seventy-two thousand dollars. It used flip-chip technology and would support a keyboard, printer, paper tape, and dual transport deck tape drives. By today's standards, it had a memory capacity of just nine kilobytes. But of course back then memory wasn't measured in bytes. It was measured in words of which you could store only four thousand. Unix proved popular because it was easy to obtain, easily modified, and completely free. The 1970s would bring us 8-bit processors including the Intel 8080, a precursor to the 386 processor, and later the Intel 486. I used to own a 486 back in the Disney … as they say… and I never will again… But it wasn't until the 1980s that we started to see a giant leap in computing development. This was because it had finally become commercially viable to produce smaller computers for the home. These included the Commodore 64, the Apple II series, the Atari 8-bit machine and of course who could forget the ZX Spectrum. In 1981 Xerox introduced the star office information system which would ultimately prove revolutionary because it gave Apple the idea to produce a GUI (graphical user interface) based operating system for the first time and include mouse-based input. This was the first time anyone had ever seen icons represent files and folders on a computing system. We take it for granted now but back then that was high-brow stuff and a lot of people found it very difficult to actually get to grips with. Even to this day you can still see where modern operating systems take their design cues and their general conventions and behaviors. From all the work that Xerox did back in the day, it gave us terms like desktop and property settings, but also delete, copy and move functions. To this day we still owe the majority of these breakthroughs to Xerox and not Apple or Microsoft. Of course at this time Microsoft DOS and PCDOS sold on IBM computers was the market leader and would remain relatively intact beneath Windows 95-98 and millennium as a software compatibility mode for older applications. It consumed very little installation space and was both flexible and more reliable than windows at that time. But of course it reached its demise in 2000 when development ceased. And of course Windows 2000 and XP would completely replace it. Backing things up a little bit though it was Apple's Lisa office system in 1983 that gave us the first graphical user interface based operating system that was commercially viable. As you can see it bears a striking resemblance to Xerox interpretation. However, Lisa was way too expensive for the average consumer and the machine itself was a commercial failure. Later Apple would develop system 1.0 in 1984 for the original Macintosh and then everything changed. Even today you can see that the first MAC operating system has some striking similarities to what we use today. The Apple logo, the general layout of folders, the taskbar at the top and the trash can in the bottom

right-hand corner in many ways. It's kind of like a primitive version of OS 10 or more accurately more like OS9, but you can still see that Apple have retained the general layout of their desktop operating system after all these years. Microsoft would copy Apple in developing Windows and of course Windows 95 was the biggest operating system of the 90s. When you look at these operating systems developed by Microsoft and Apple over the years although a lot's changed in many ways they still retain the same design elements and UI conventions that we see today. But of course operating systems have evolved beyond the mouse and keyboard. With the advent of touchscreen devices and social media, operating systems have begun to go through their next major evolution. Now social media networks pervade desktop environments with reminders and notifications. They've become far more simplified and appliance-like. Users expect them to be ever more intuitive and easier to use with all of the complexity and technology hidden away from them. We take so many of the great features and functions of our operating systems today for granted and it can be all too easy to forget where the ingenuity and creativity actually came from. There's no doubt that the operating systems up today are light years ahead of what we had in the 70s 80s and 90s, but the fundamental principles and core commitment to meet the users' needs and recognize the importance of breaking down the barrier between the hardware and the software and the human interface remains an evolving project. We can only speculate where operating systems will be in the next 10 or 20 years but one thing's for sure wherever we're headed, the progress we make will be built on a mountain of developmental successes and failures made by those first computing pioneers from the dawn of the computing age.

REFERENCES

1. *Basic Computer Software Quiz* (2021). – Retrieved from: https://www.english-online.org.uk/comp/comp4.htm
2. *Cambridge dictionary* (2019). – Retrieved from: https://dictionary.cambridge.org/
3. *Collins Concise English Dictionary* (2021). – Retrieved from: https://www.collinsdictionary.com/dictionary/english
4. *Computers Survey* (2019). – Retrieved from: https://breakingnewsenglish.com/1907/190722-alan-turing.html
5. *CSS* (2021). – Retrieved from: https://techterms.com/definition/css
6. *Database* (2021). – Retrieved from: https://www.yourdictionary.com/database
7. *Databases* (2021). – Retrieved from: https://www.english-online.org.uk/comp/comp41.htm
8. *Desktop publishing* (2021). – Retrieved from: https://en.wikipedia.org/wiki/Desktop_publishing
9. Dooley, J., & Evans, V. (2000). *Grammarway 3. Student's Book (with answers).* Berkshire*:* Express Publishing.
10. *Drawing program* (2021). – Retrieved from: https://www.yourdictionary.com/drawing-program
11. *Driver* (2021). – Retrieved from: https://techterms.com/definition/driver
12. Esteras, S. (2011). *InfoTech. English for computer users*. Cambridge: Cambridge University Press.
13. *Formatting toolbar* (2019). – Retrieved from: https://www.computerhope.com/jargon/f/formatting-toolbar.htm
14. *Graphical User Interface (GUI)* (2021). – Retrieved from: https://www.tutorialspoint.com/graphical-user-interface-gui
15. *GUI* (2021). – Retrieved from: https://www.computerhope.com/jargon/g/gui.htm
16. Hardware and Software (2014). In *Information Technology* (p. 1). Linguahouse E-zine.

17. *How to write a survey report* (2010)? – Retrieved from: https://mgimo.ru/files/640/HOW_ TO_WRITE_ SURVEY_REPORT_2010.doc
18. *Learning about Operating Systems* (2021). – Retrieved from: https://www.english4it.com/module/core/unit/3/reading
19. *Longman Dictionary of Contemporary English* (2019). – Retrieved from: https://www.ldoceonline.com/dictionary/
20. *Online OXFORD Collocation Dictionary* (2021). – Retrieved from: https://www.freecollocation.com/search?word=criticism
21. *Oxford Learner's Dictionaries* (2021). – Retrieved from: https://www. oxfordlearnersdictionaries.com/
22. *The office suite – software working together (2021).* – Retrieved from: https://www.english-online.org.uk/comp/comp14.htm
23. *What does formatting toolbar mean* (2021). – Retrieved from: https://www.definitions.net/definition/standard+toolbar
24. *What is an e-mail client* (2021)? – Retrieved from: https://computing.which.co.uk/hc/en-gb/articles/207142539-What-is-an-email-client-
25. *What is dock, and how do I use it* (2021)? – Retrieved from: https://etc.usf.edu/techease/mac/files-sharing/what-is-the-dock-and-how-do-i-use-it/
26. *What is Linux* (2021)? – Retrieved from: https://opensource.com/resources/linux
27. *Word processing: definition and meaning* (2021). – Retrieved from: https://www.webopedia.com/definitions/word-processing/
28. *Word processing: meaning & definition* (2021). – Retrieved from: https://www.webopedia.com/definitions/word-processing/
29. *Word processor* (2020). – Retrieved from: https://www.computerhope.com/ jargon/w/word-processor.htm

Audio

1. The History of Operating Systems. – Retrieved from: https://www.youtube.com/watch?v=MKfEYM6-mdt
2. Software development cycle. – Retrieved from: https://www.englishforit.com/ module/core/unit/4

Photos

1. http://seofiles.s3.amazonaws.com/seo/media/uploads/2017/06/21/operating-system.jpg
2. https://docs.microsoft.com/en-us/dotnet/media/flowdoc-textalign-left.png?view=net-5.0
3. https://docs.microsoft.com/en-us/dotnet/media/flowdoc-textalign-right.png?view=net-5.0
4. https://emojipedia-us.s3.dualstack.us-west-1.amazonaws.com/thumbs/120/lg/57/desktop-window_1f5d4.png
5. https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcTELwnzowQ6JXBFwFVI8FJ6Z4NQS4DINuIbjg&usqp=CAU
6. https://etc.usf.edu/te_mac/files/i/dock1.jpg
7. https://i.pinimg.com/originals/2f/7a/d2/2f7ad28ef095511e8b2bd7b20b634004.jpg
8. https://i.stack.imgur.com/pVVwN.png
9. https://image.ibb.co/haG1LG/1.png
10. https://lh3.googleusercontent.com/proxy/2BWqpzeOucivsitTCSDMIg6oVXIyC3sdUpQahSoMD1Xrm5FwZGanRL45ZkNQ5T9doPbFXJwBDgKFP5LFBZ0nj4wiirrWTBDAfHc
11. https://steemitimages.com/640x0/https://cdn.steemitimages.com/DQmVbTDU2w6cU3mdCdj5SGNfQ7ts42mKDUrAf8TH64ENULj/a3cedb5718ac51c9706943f6b9ade0b1_pair-work-clipart-clipartxtras_450-300.png
12. https://study.com/cimages/videopreview/videopreview-full/what-is-a-graphical-user-interface-gui-definition-components-examples_117052.jpg
13. https://support.apple.com/library/content/dam/edam/applecare/images/en_US/osx/desktop_elements.png
14. https://techandall.com/wp-content/uploads/2017/05/user_interface_flat_icons_set.jpg

15. https://thumbs.dreamstime.com/b/instructions-complex-like-puzzle-pictured-as-word-instructions-puzzle-pieces-to-show-instructions-can-be-difficult-164221016.jpg
16. https://www.computerhope.com/jargon/w/word.jpg
17. https://www.goodcore.co.uk/blog/wp-content/uploads/2019/08/types-of-software.png
18. https://www.icharts.net/wp-content/uploads/2019/01/Operating-Systems-750x386.jpeg
19. https://www.iphones.ru/wp-content/uploads/2020/02/ubuntu_19.10_review-34.jpg
20. https://www.logolynx.com/images/logolynx/9f/9fa5d0d7931f676b0562a54146eb235b.jpeg
21. http://w.sunybroome.edu/basic-computer-skills/functions/word_processing/images/ word_processing2.jpg
22. https://lh3.googleusercontent.com/proxy/qfg6hmNKl6_JedMAlMm4ddbH0sKe4KtSk5MuZawOOFrRYBQKR7nTxSAXAp3aXAoqjq9TnumU6CDqIMghaTOYEEdP3LfYPnUqenHfL1ig_y4ji_mdChQj4E7izdp0e35M8GCpaZNZY4k