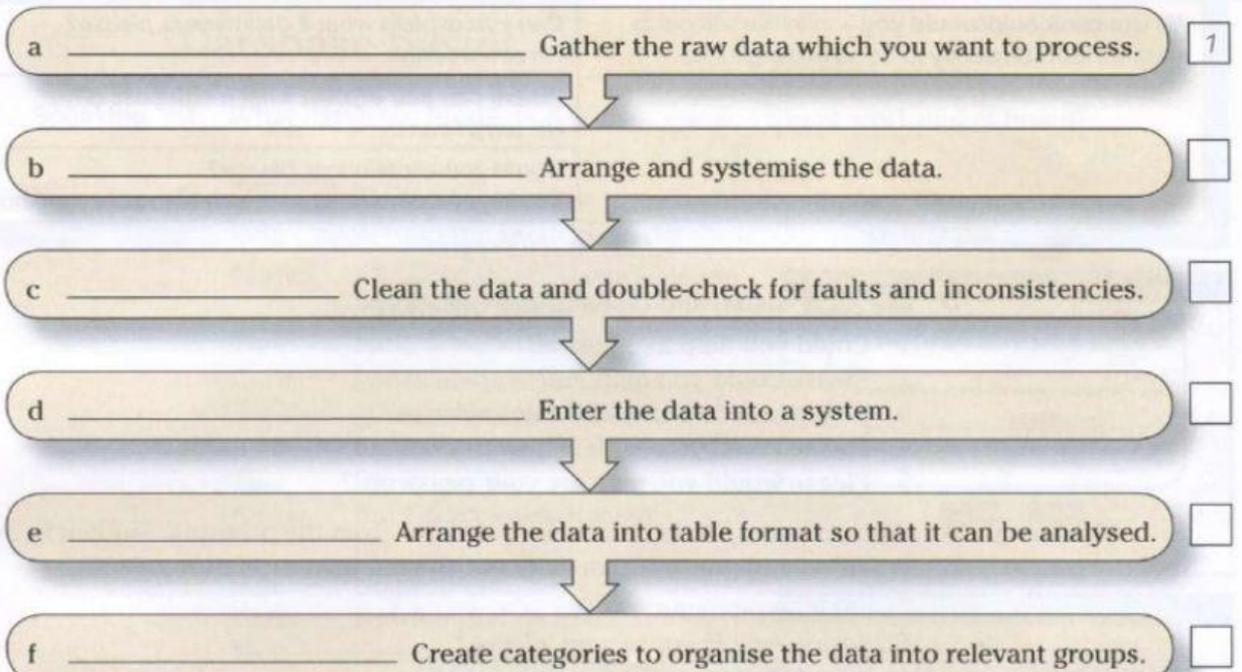


Data processing

Vocabulary 1 Match the headings in the box to the data processing steps a–f.

data coding data collection data entry data sorting
data tabulation data validation



2 Put the data processing steps in 1 into the correct order.

Listening 3  25 Listen to an IT expert describing the data processing steps to a colleague. Check your answers to 1 and 2.



4  26 Listen and mark the syllable stress in these nouns and verbs.

- | | |
|-----------------|-----------------|
| 1 <u>e</u> ntry | 7 gather |
| 2 collection | 8 create |
| 3 tabulation | 9 arrange |
| 4 validation | 10 enter |
| 5 sorting | 11 double-check |
| 6 coding | 12 format |

5 Listen again and repeat the words.