

## Get ready!

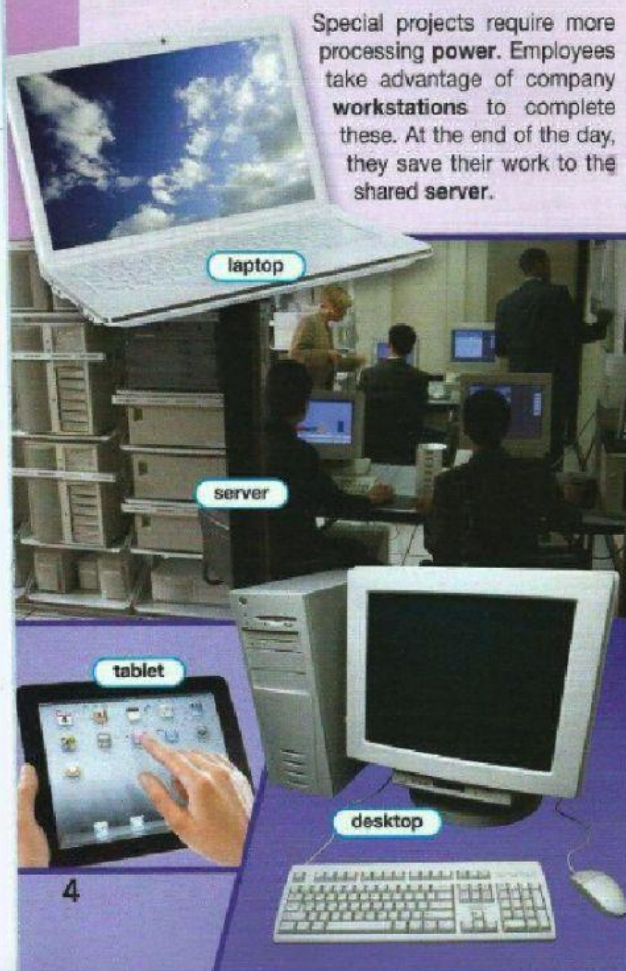
- 1 Before you read the passage, talk about these questions.
- What are some common types of computers?
  - What do office employees use computers for?

## Computers in the Workplace

Computers are an important part of an employee's day. In many offices, every worker has their own **personal computer**. They prepare reports and other documents on it. They also check email and access the Internet with it. Usually this machine is a **desktop computer**. However, nowadays employees are using **laptops** more often, too. Employees can take these smaller **notebook** computers to meetings and to business talks.

An especially **portable** computer is the **tablet**. With a tablet an employee can keep in touch with co-workers from almost anywhere.

Special projects require more processing **power**. Employees take advantage of company **workstations** to complete these. At the end of the day, they save their work to the shared **server**.



## Reading

- 2 Read the magazine article. Then, choose the correct answers.
- What is the main purpose of the article?
    - to promote the use of laptops in the workplace
    - to describe the kinds of computers employees use
    - to remind employees to save their work data
    - to recommend tablet computers over other kinds
  - Which of the following is NOT an advantage of laptop and tablet computers?
    - Unlike desktop computers, laptops and tablets are portable.
    - They are smaller than desktop computers.
    - Employees can take laptops and tablets to meetings.
    - Employees can get the most processing power from laptops and tablets.
  - Which kind of computer works well for more demanding projects?
    - workstations
    - tablets
    - desktops
    - notebooks

## Vocabulary

- 3 Match the words or phrases (1-5) with the definitions (A-E).

- |                  |                        |
|------------------|------------------------|
| 1 __ laptop      | 4 __ power             |
| 2 __ workstation | 5 __ personal computer |
| 3 __ server      |                        |

- a computer for use by one person
- a small, mobile computer
- part of a computer network that stores and processes information
- the ability of a computer to complete instructions
- a more powerful computer for special tasks

- 4 Read the sentence pairs. Choose which word or phrase best fits each blank.

## 1 desktop / tablet

- People use their \_\_\_\_\_ computer in a single location.
- A \_\_\_\_\_ is lightweight and can be moved.

## 2 portable / computer

- People use a \_\_\_\_\_ to create and process documents.
- A \_\_\_\_\_ device is one which is easy to use in many places.

## 2. Grammar

Choose the right option (escribir la letra minúscula correcta en el espacio provisto)

- 1 She \_\_\_\_ a dog.
  - a not have
  - b don't have
  - c don't has
  - d doesn't have
- 2 My coffee is \_\_\_\_ yours. I will burn by mouth.
  - a hotter than
  - b more hot than
  - c hotter as
  - d as hot
- 3 What time \_\_\_\_ work?
  - a starts he
  - b do he starts
  - c does he starts
  - d does he start
- 4 The \_\_\_\_ coffee in the world comes from indonesia.
  - a expensive
  - b expensivest
  - c more expensive
  - d most expensive
- 5 Sorry, I can't talk. I \_\_\_\_\_ right now.
  - a driving
  - b 'm driving
  - c drives
  - d drive
- 6 Sue \_\_\_\_\_ shopping every day.
  - a is going
  - b go
  - c going
  - d goes
- 7 If my new company is successful, I \_\_\_\_ employ people to help me.
  - a will
  - b be able to
  - c will be able to
  - d will able to
- 8 This party is boring. We \_\_\_\_ a good time.
  - a don't have
  - b aren't having
  - c don't having
  - d aren't have
- 9 I promise I \_\_\_\_\_ you tomorrow
  - a. will help
  - a am helping
  - b helps
  - c don't help
- 10 Mark plays football \_\_\_\_\_ anyone else I know.
  - a more good than
  - b as better as
  - c best than
  - d better than