Get ready!

1 Before you read the passage, talk about these questions.

1 What are some common types of computers?
2 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.

1 What is the main purpose of the article?
- A to promote the use of laptops in the workplace
- B to describe the kinds of computers employees use
- C to remind employees to save their work data
- D to recommend tablet computers over other kinds

2 Which of the following is NOT an advantage of laptop and tablet computers?
- A Unlike desktop computers, laptops and tablets are portable.
- B They are smaller than desktop computers.
- C Employees can take laptops and tablets to meetings.
- D Employees can get the most processing power from laptops and tablets.

3 Which kind of computer works well for more demanding projects?
- A workstations
- B tablets
- C desktops
- D notebooks

Vocabulary

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

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

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

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

1 **desktop / tablet**
- A People use their _____ computer in a single location.
- B A _____ is lightweight and can be moved.

2 **portable / computer**
- A People use a _____ to create and process documents.
- B 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