
Welcome to our Online English Class

by Carolina

Get ready!

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

- 1 What types of application software do businesses typically use?
- 2 What types of application software do people typically use at home?

ShorSoft Software Developers

We are the most trusted name in **application software**. Our software will enhance any project.

Our **office suite** comes standard with **word processing** software. You can also add our optional **accounting** software. Our **spreadsheets** will keep your household or small business organized.

Do you own a large company? Get ShorSoft Deluxe. This **enterprise software** has everything you need to manage your business.

ShorSoft's **desktop publishing** software is very user-friendly. It allows users to create prints and web layouts. It even optimizes documents for different **web browsers**.

We also offer **video editing** and **image editing** software. Preserve your family memories with high-quality videos and photos.

Reading

2 Read the advertisement. Then, choose the correct answers.

- 1 What kind of software is available to add on to the office suite?
 - A video editing software
 - B word processing software
 - C accounting software
 - D desktop publishing software
- 2 Which of the following is NOT offered by the company?
 - A web browsers
 - B image editors
 - C accounting software
 - D word processing programs
- 3 What is a feature of the company's desktop publishing software?
 - A It keeps track of household information.
 - B It comes standard with word processing software.
 - C It makes documents easy to read on webpages.
 - D It allows high-quality photo and video preservation.

Vocabulary

3 Choose the sentence that uses the underlined part correctly.

- 1 A Application software can mean many different types of software.
 - B Desktop publishing software is used to keep track of purchases and expenses.
- 2 A Users can edit videos and photos with word processing software.
 - B Books and brochures are designed with desktop publishing software.
- 3 A Application software allows users to view web pages.
 - B Text documents are produced with word processing software.
- 4 A Video editing software lets users create movies on their computers.
 - B Spreadsheets can be played on computers or other consoles.



- 4 Fill in the blanks with the correct words and phrases from the word bank.

Word BANK

accounting office suite enterprise software
image editing web browser spreadsheet

- _____ software records and manages transactions.
- A(n) _____ usually includes a word processor.
- Many large corporations use _____ to maintain consistency in all their systems.
- _____ software can be used to retouch photographs.
- Users often check their email using a(n) _____.
- Large sets of data can be organized into a _____.

- 5 Listen and read the advertisement again. What types of application software does the company make?

Listening

- 6 Listen to a conversation between two software engineers. Mark the following statements as true (T) or false (F).

- ___ The man is excited about the accounting software.
- ___ The accounting software will be included in the office suite.
- ___ The engineers will develop the accounting software before they update the word processor.

- 7 Listen again and complete the conversation.

Engineer 1: Did you see 1 _____ from the CEO?

Engineer 2: Do you mean the one about the 2 _____?

Engineer 1: Yeah. They want a whole new program for 3 _____. We're supposed to develop it by the end of the month.

Engineer 2: I think that's a good idea. A lot of our customers probably use accounting anyway.

Engineer 1: Yeah, but I'm worried. What will that mean for the 4 _____ in our office suite?

Engineer 2: What do you mean?

Engineer 1: Well, our word processor needs to 5 _____. I'm afraid that a new program will take away from that.

Engineer 2: I 6 _____, but I think it'll be fine. Another team is scheduled to complete that update this week.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

*Did you see ... / I think ...
I see what you mean, but ...*

Student A: You are an engineer.
Talk to Student B about:

- developments at your software company
- your concerns about the developments

Student B: You are an engineer.
Talk to Student A about new developments at your software company.

Writing

- 9 Use the conversation from Task 8 to complete the company's software product index.

Product Descriptions



_____: Use this software to perfect your photos and preserve your family memories.

Office suite: _____

_____: This software will help you keep track of your budget on a monthly or weekly basis. It's a good program to have when tax season comes.

Video editing software: _____

Thank you for Coming!

See you Next Class