



Lesson 7

Activity 1: Study this chart.

Asking for and giving advice	
We use should/would + infinitive without to to give advice.	<i>I/You/He/She/It/We/They should/shouldn't (should not) ...</i>
	<i>What should I do?</i>
	<i>You should buy a flash drive.</i>
	<i>You shouldn't get a server.</i>
	<i>I/You/He/She/It/We/They would/wouldn't (would not) ...</i>
	<i>What would you recommend?</i>
	<i>I'd (would) recommend a flash drive.</i>
	<i>I wouldn't (would not) recommend a server.</i>

Activity 2: Read and listen to this dialogue. A colleague, Tim, is asking an IT expert, Sandy, what storage device to buy. Give Tim a piece of advice using "should."



[T = Tim; S = Sandy]

T: Sandy, could you give me some advice on storage devices?

S: Sure. How can I help?

T: I'm a bit worried about my computer at home.

S: Right.

T: I've got lots of music and photos on my computer and I think I should back them up.

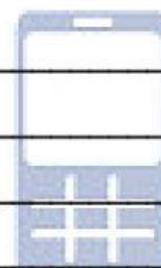
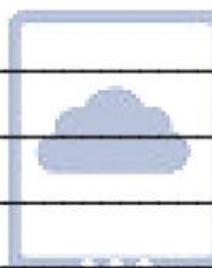
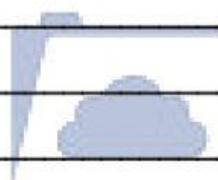
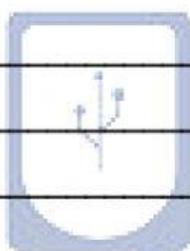
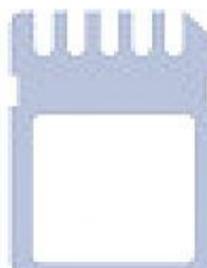
S: I know what you mean.

T: What should I buy?

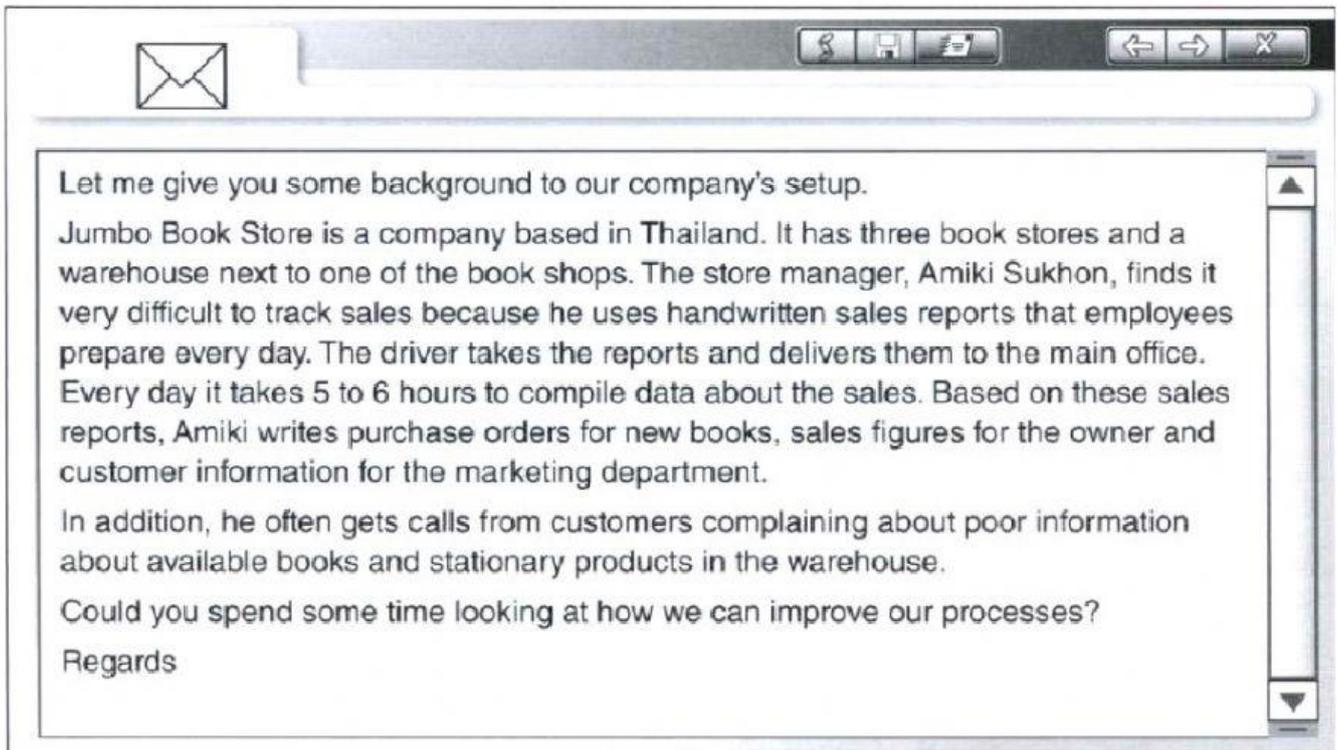
S: I'd recommend an external hard drive. That's what I've got at home. How much can you spend?

T: \$200.

S: That should be fine. You should be able to get something good for that. Oh, one thing: I'd really recommend you get one that backs up automatically from your computer when it is connected.



Activity 3: Read part of this email from the owner of Jumbo Book Store.



Activity 4:

1. What types of information does Jumbo Book Store communicate between its employees?

2. How do the employees exchange information in the company?

3. What documents does Amiki prepare?

4. How much time does it take to compile the data?

5. Why do the customers complain?

6. What are the benefits the book store will have with a database?

