

Jobs In ICT

A. IT Professional

1. Complete these definitions with jobs the box with drop in.

software engineer	computer security specialis	blog administrator	help desk technican
DTP operator	hardware engineer	network administrator	webmaster

1. A designs and develop IT devices.
2. A writes computer programs.
3. A edits and deletes posts made by contributors to a blog
4. A uses page out software to prepare electronoc file for publication.
5. A manages the hardware and software that comprise a network
6. A designs and maintains websites.
7. A works with a companies to build secure computer systems.
8. A helps end-users with their computer problem in person by email or over the phone.

2. David is having an interview for a job as a webmaster. Choose the correct words from the drop-down menus

Interviewer: So why (1) for this position?

David: Well, (2) the last three years I (3) in an interesting, but very small, company, and I now feel ready to move on to a bigger challenge. I'd welcome the opportunity to continue my career at a company such as yours.

Interviewer: Right. And can you describe what your responsibilities are at – what's your current company called again? Ah, yes, at *Intertech*?

David: Of course. Well, I (4) working there three years (5), as I (6), and (7) July 2007 I (8) responsible for one aspect of the company's online presence – specifically, the online catalogue. However, I was then promoted and put in charge of the design and maintenance of the entire website. In January 2008, I (9) to implement a new e-commerce system, which allows people to buy directly from the catalogue using 'one-click' ordering. It (10) very successful so far.

Interviewer: That's very impressive. What about foreign languages? Your English is obviously very good, but do you speak any other languages?

David: Well, French – my mother tongue – obviously. I also (11) some time in Spain five years (12) as part of my degree, so I'd say I have intermediate Spanish. I (13) it much recently, though.

Interviewer: Well, it is hard to find the time, isn't it? OK, just one more thing.
(14) ever had experience of people management?

David: Yes, absolutely. At *Intertech* I'm in charge of one member of staff – a web editor. I've
(15) had any problems with the management side of my role; in fact,
I really enjoy it.

Interview: OK, well that's good news. Well, we need to have a think about it, but we'll let you
know ASAP.

David: Thank you for seeing me today. I look forward to hearing from you soon.

HELP box

Present perfect simple

We form the present perfect simple with
have/has + past participle.

I've used Microsoft Access for many years.

I haven't used Microsoft Access for years.

We use this tense to talk about:

- States that started in the past and continue to the present.
Since 2006, I've been a computer operator for PromoPrint.
- Past actions that continue to the present, where we put an emphasis on quantity (how many).
I have designed four programs in COBOL.
- Personal experiences, especially with **ever** and **never**.

Have you ever worked with databases?

I've never worked with databases.

Present perfect continuous

We form the present perfect continuous with
have/has been + present participle.

Since January I've been writing programs in C.

We use this tense to talk about:

- Actions which started in the past and are still happening.
For the last three years I've been working as a software engineer for Intelligent Software.
- Past actions that continue to the present, where we put an emphasis on duration (how long).
She's been working all morning.

Contrast with the past simple

We use the past simple to talk about events that happened at a specific time in the past that are now finished.

I graduated in May 2003.

Not: *I have graduated in ...*

I stayed in this job until March 2004.

Two years ago, I spent three months in Spain.

3. Look at the **HELP** box and then choose the correct words in brackets to complete these sentences.

1. He Maths
2. They on the project all day.
3. John the computer for hour – he looks really tired.
4. How many today.
5. She this essay since 9 o'clock.
6. They five candidates today.