



NAME: _____ DATE: _____

GROUP NUMBER: _____

1 Information Technology

IT Department Restructuring

DataPro Inc. is growing, and so our workload is increasing. But our IT department is not dealing with this increase effectively. So I am dividing the IT department into three sections: **quality assurance**, **data processing** and **information security**. The responsibilities of each section are:

- Quality Assurance**
 - Testing **hardware**
 - Providing **technical support**
- Data Processing**
 - Writing **code**
 - Organizing **data**
- Information Security**
 - Encoding **online** data transfers
 - Updating security **software**

These changes are not simple or easy. But smaller groups deal with tasks more efficiently than larger ones. See your supervisors for your new section assignment.

Thomas Jenkins,
CEO DataPro Inc.

1 data processing

2 information security

3 online

4 technical support

5 hardware

6 software

1. Read the statement from the DataPro Inc. CEO. Then, mark the following statements as true (T) or false (F).

- 1 ___ The IT Department is increasing.
- 2 ___ Data Processing employees now encode data.
- 3 ___ Supervisors know the employees' new assignments.

Vocabulary

2. Match the words (1-10) with the definitions (A-J).

- | | |
|----------------|-------------------------|
| 1 ___ software | 6 ___ online |
| 2 ___ code | 7 ___ technical support |
| 3 ___ hardware | 8 ___ data |



4 ____ data processing

9 ____ quality assurance

5 ____ information security

10 ____ encoding

- A. putting secret information into code
- B. the physical parts of a computer
- C. connected to the Internet
- D. numbers entered/held in a computer
- E. checking products for problems
- F. the act of using information
- G. programs/instructions added to computers
- H. helping people use/understand technology
- I. program language
- J. the act of protecting information

3. Fill in the blanks with the correct words from the word bank.

WORD BANK: quality, assurance, encoding

- 1. Enter the ____ into the computer.
- 2. The company uses _____ to protect information.
- 3. _____ finds and fixes problems in new products.