

## Lesson 6

### WORDS TO LEARN

access  
allocate  
compatible  
delete  
display  
duplicate  
failure  
figure out  
ignore  
search  
shut down  
warning

# Computers

*Study the following definitions and examples.*

1. **access** n., the ability or right to enter or use; v., to obtain; to gain entry
  - a. You can't gain access to the files unless you know the password.
  - b. We accessed the information on the company's web site.
2. **allocate** v., to designate for a specific purpose
  - a. The office manager did not allocate enough money to purchase software.
  - b. The software architect did not allocate enough memory for the sound card to work in your computer.
3. **compatible** adj., able to function together
  - a. This operating system is not compatible with this model computer.
  - b. Users of software applications want new versions to be compatible with current versions.
4. **delete** v., to remove; to erase
  - a. The technicians deleted all the data on the disk accidentally.
  - b. This button on the keyboard deletes the characters from the screen.
5. **display** n., what is visible on a monitor; v., to show
  - a. The light on the LCD display is too weak.
  - b. The accounting program displays a current balance when opened.
6. **duplicate** v., to produce something equal; to make identical
  - a. I think the new word processing program will duplicate the success of the one introduced last year.
  - b. Before you leave, please duplicate that file by making a copy on the CD-ROM.
7. **failure** n., an unsuccessful work or effort
  - a. Your failure to inform us about the changed password cost the company a day's work.
  - b. The repeated failure of her printer baffled the technician.
8. **figure out** v., to understand; to solve
  - a. By examining all of the errors, the technicians figured out how to fix the problem.
  - b. We figured out that it would take us at least ten minutes to download the file.
9. **ignore** v., not to notice; to disregard
  - a. When the director is working at the computer, she ignores everything around her.
  - b. Don't ignore the technician's advice when connecting cables.
10. **search** n., investigation; v., to look for
  - a. Our search of the database produced very little information.
  - b. The computer searched for all names that began with *W*.
11. **shut down** v., to turn off; to cease operations
  - a. Please shut down the computer before you leave.
  - b. We always shut down the air conditioning system on the weekend.
12. **warning** n., an alert to danger or problems
  - a. The red flashing light gives a warning to users that the battery is low.
  - b. Flashing images on a web page are warnings to attract users' attention.

## WORD FAMILIES

<b>noun</b>	access	To gain access to the computer lab, all users must have a valid ID.
<b>verb</b>	access	Internet cafés allow you to access your web-based e-mail account.
<b>adjective</b>	accessible	The staff assistant always keeps the door to her office open to show she is accessible.

<b>verb</b>	allocate	Marla didn't allocate enough time to train the new hires on our computer systems.
<b>noun</b>	allocation	A different allocation of resources could certainly strengthen the R&D department.
<b>adjective</b>	allocated	The allocated money was never spent on new monitors.

<b>verb</b>	duplicate	If we work hard, we can duplicate last year's sales records for computers.
<b>noun</b>	duplicate	Don't worry, I have a duplicate on my hard drive.
<b>noun</b>	duplication	His success at our company was based on the duplication of management techniques he had used elsewhere in his career.

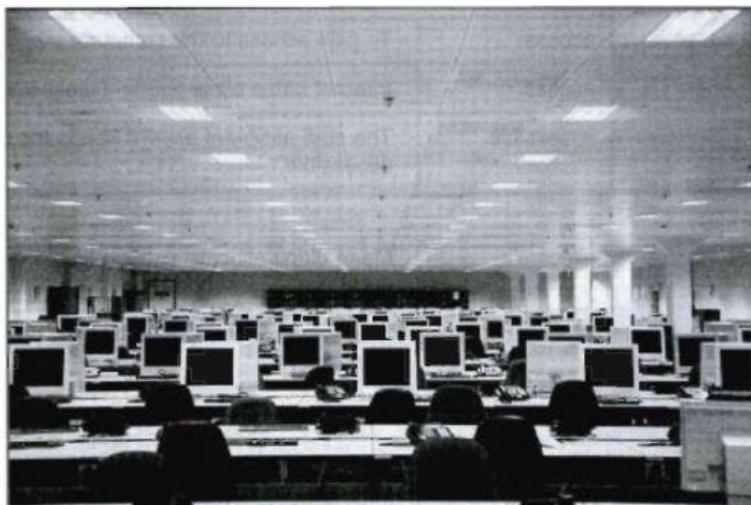
<b>noun</b>	failure	The power failure caused the system to shut down.
<b>verb</b>	fail	We failed to tell you that your records were deleted.
<b>adjective</b>	fallible	Everyone can make a mistake. Even a computer is fallible.

<b>verb</b>	ignore	Unfortunately, she ignored the warning about the virus.
<b>noun</b>	ignorance	His ignorance of this word processing program surprised everyone.
<b>adjective</b>	ignored	The ignored computer glitch caused the database to function improperly.

<b>verb</b>	warn	We were warned that our e-mail was not private.
<b>noun</b>	warning	The warning was written on the box.
<b>adjective</b>	warning	The warning signs were all there; we should have paid attention to them.

**WORD PRACTICE****LISTENING COMPREHENSION****Part 1 Photo**

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.



1. A B C D

**Part 2 Question-Response**

Listen to the question and the three responses. Choose the response that best answers the question.

2. A B C

3. A B C

**Part 3 Conversation**

Listen to the dialogue. Then read each question and choose the best response.

4. What happens when the man tries to access his e-mail?	6. What does the woman suggest doing?
(A) The computer shuts down.	(A) Working harder.
(B) A warning appears on the screen.	(B) Taking the computer back to the store.
(C) He hears a beeping noise.	(C) Calling someone to fix the computer.
(D) The screen turns black.	(D) Ignoring the problem.

5. What will the man do now?

(A) Turn off the computer.  
 (B) Get a new monitor.  
 (C) Use a different program.  
 (D) Wait some more time.

**Part 4 Talk**

Listen to the talk. Then read each question and choose the best answer.

7. What does the speaker suggest that listeners do?	9. What does the speaker recommend doing with files?
(A) Buy his software. (B) Read the manual. (C) Figure out the program by tinkering with it. (D) Consult the competitor's manual to check for compatibility.	(A) Reading them. (B) Accessing them. (C) Deleting them. (D) Copying them.

8. What problems could users face?

(A) Their warranties could be invalidated.  
 (B) Their warning systems could malfunction.  
 (C) Their computers could shut down without warning.  
 (D) Their manuals could be inaccurate.

## READING

### Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. In order to \_\_\_\_\_ your e-mail messages, you must type in your password.  
 (A) access (C) accessed  
 (B) accessible (D) accessibility

11. After reviewing the schedule, I realized we had not \_\_\_\_\_ enough time for the software training.  
 (A) allocate (C) allocating  
 (B) allocated (D) allocation

12. The computer staff is responsible for making sure all system files are \_\_\_\_\_.  
 (A) duplication (C) duplicator  
 (B) duplicated (D) duplicate

13. \_\_\_\_\_ to examine the capabilities of the computer carefully has cost us a lot of time and money.  
 (A) Fail (C) Failed  
 (B) Failure (D) Fallible

14. She \_\_\_\_\_ the warning that the hard drive was full, and consequently they were unable to save the test data.  
 (A) ignore (C) ignoring  
 (B) ignored (D) ignorant

15. The computer will \_\_\_\_\_ you to save your work before quitting.  
 (A) warning (C) warn  
 (B) warned (D) warns

### Part 6 Text Completion

#### Memo

To: All Office Staff  
 From: IT Department  
 Re: Avoiding Computer Problems

We are here to help you with any problems you may have with your computer. Please make our job easier by observing the following guidelines.

- If you have problems seeing the 16, check to make sure that your monitor is turned on.
- If your computer crashes, write down any warning message that appears. We can 17 a problem more easily if we have this information.
- Please do not install any new software without our approval. Some software is not compatible with what is already on the computer and can cause problems.
- Some parts of the company web site are 18 without a password. If you need a password, please let us know and we will assign you one.

16. (A) keyboard  
 (B) display  
 (C) printer  
 (D) controls

17. (A) figure out  
 (B) to figure out  
 (C) will figure out  
 (D) figures out

18. (A) accesses  
 (B) accessing  
 (C) accessible  
 (D) inaccessible

**Part 7 Reading Comprehension**

Questions 19–23 refer to the following note.

Jim,

I have decided to get a new computer for my home office, and I need your advice to help me select the right one. I have allocated a certain amount of money from my budget for this. I think it is enough for a completely new system including computer, monitor, printer, and scanner. I would like to continue using the software I already use, so I need a system that is compatible with my current system and software. However, I think I should get a different brand. I have had nothing but trouble with the computer I have now. It often shuts down without warning, and sometimes I can't access my files. I haven't been able to figure out the reason for these problems, and no one has been able to fix it for me.

I plan to go to some stores this Saturday and Sunday to search for my new computer. Would you be able to go with me? If not, I'll call you before the weekend to get your advice. I have a big project coming up next month, so I would like to get my new computer up and running soon. Let me know if you can help me this weekend.

Janet

19. What does Janet want Jim to help her with?  
 (A) Finding money to buy a computer.  
 (B) Accessing her files.  
 (C) Choosing a new computer.  
 (D) Repairing her computer.

20. What does Janet plan to do this weekend?  
 (A) Call Jim.  
 (B) Go on a date with Jim.  
 (C) Look for a new computer.  
 (D) Figure out the reason for her problems.

21. When will Janet's big project begin?  
 (A) Saturday.  
 (B) Sunday.  
 (C) Before the weekend.  
 (D) Next month.

22. The word *allocated* in line 3 is closest in meaning to  
 (A) earned  
 (B) designated  
 (C) borrowed  
 (D) removed

23. The word *access* in line 11 is closest in meaning to  
 (A) save  
 (B) write  
 (C) close  
 (D) open