

Get ready!

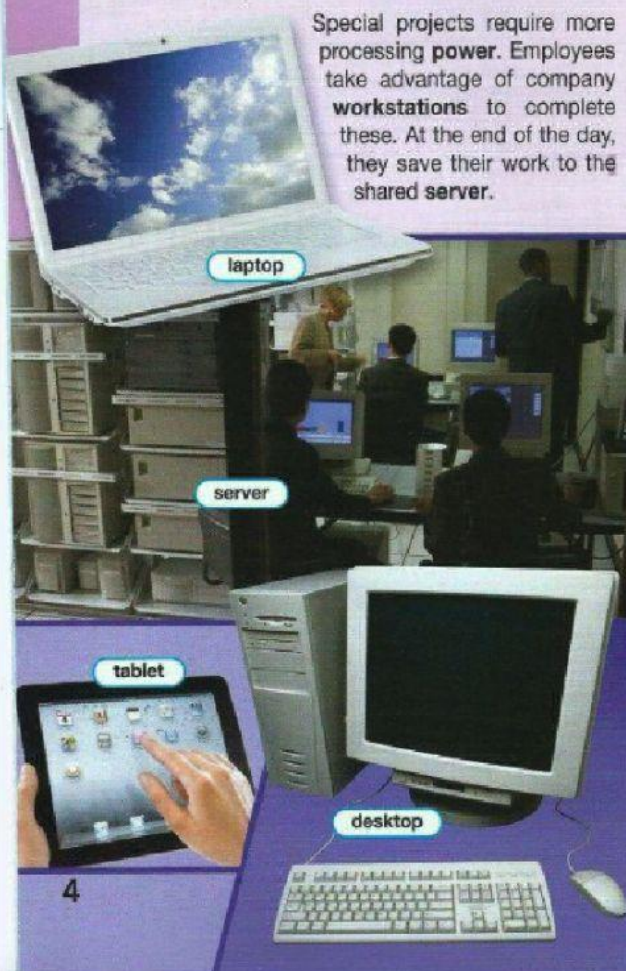
- 1 Before you read the passage, talk about these questions.
- What are some common types of computers?
 - What do office employees use computers for?

Computers in the Workplace

Computers are an important part of an employee's day. In many offices, every worker has their own **personal computer**. They prepare reports and other documents on it. They also check email and access the Internet with it. Usually this machine is a **desktop computer**. However, nowadays employees are using **laptops** more often, too. Employees can take these smaller **notebook** computers to meetings and to business talks.

An especially **portable** computer is the **tablet**. With a tablet an employee can keep in touch with co-workers from almost anywhere.

Special projects require more processing **power**. Employees take advantage of company **workstations** to complete these. At the end of the day, they save their work to the shared **server**.



Reading

- 2 Read the magazine article. Then, choose the correct answers.
- What is the main purpose of the article?
 - to promote the use of laptops in the workplace
 - to describe the kinds of computers employees use
 - to remind employees to save their work data
 - to recommend tablet computers over other kinds
 - Which of the following is NOT an advantage of laptop and tablet computers?
 - Unlike desktop computers, laptops and tablets are portable.
 - They are smaller than desktop computers.
 - Employees can take laptops and tablets to meetings.
 - Employees can get the most processing power from laptops and tablets.
 - Which kind of computer works well for more demanding projects?
 - workstations
 - tablets
 - desktops
 - notebooks

Vocabulary

- 3 Match the words or phrases (1-5) with the definitions (A-E).

- | | |
|------------------|------------------------|
| 1 __ laptop | 4 __ power |
| 2 __ workstation | 5 __ personal computer |
| 3 __ server | |

- a computer for use by one person
- a small, mobile computer
- part of a computer network that stores and processes information
- the ability of a computer to complete instructions
- a more powerful computer for special tasks

- 4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 desktop / tablet

- People use their _____ computer in a single location.
- A _____ is lightweight and can be moved.

2 portable / computer

- People use a _____ to create and process documents.
- A _____ device is one which is easy to use in many places.

2. Grammar

Choose the right option (escribir la letra minúscula correcta en el espacio provisto)

- 1 She ____ a dog.
 - a not have
 - b don't have
 - c don't has
 - d doesn't have
- 2 My coffee is ____ yours. I will burn by mouth.
 - a hotter than
 - b more hot than
 - c hotter as
 - d as hot
- 3 What time ____ work?
 - a starts he
 - b do he starts
 - c does he starts
 - d does he start
- 4 The ____ coffee in the world comes from indonesia.
 - a expensive
 - b expensivest
 - c more expensive
 - d most expensive
- 5 Sorry, I can't talk. I _____ right now.
 - a driving
 - b 'm driving
 - c drives
 - d drive
- 6 Sue _____ shopping every day.
 - a is going
 - b go
 - c going
 - d goes
- 7 If my new company is successful, I ____ employ people to help me.
 - a will
 - b be able to
 - c will be able to
 - d will able to
- 8 This party is boring. We ____ a good time.
 - a don't have
 - b aren't having
 - c don't having
 - d aren't have
- 9 I promise I _____ you tomorrow
 - a. will help
 - a am helping
 - b helps
 - c don't help
- 10 Mark plays football _____ anyone else I know.
 - a more good than
 - b as better as
 - c best than
 - d better than