UNIT 1. COMPUTER USERS. CAREERS IN COMPUTING.

Vocabulary

Word	Translation
1. computer literacy	
2. sales	
3. management	
4. accounting	
5. administrative assistant	
6. blogger	
7. data entry	
8. computer science	
9. tech support	
10. software engineer	
11. programmer	
12. web developer	
13. system administrator	
14. familiarity	
15. odds	
16. position	
17. memo	
18. appointment	
19. achievement	
20. basic	
21. willing	
22. computer-based	
23. vital	
24. brush up	
25. require	
26. improve	
27. type up	

28. keep track of 29. consider 30. refresh	

1. How do you use computers in your daily life? (3-5 sentences)

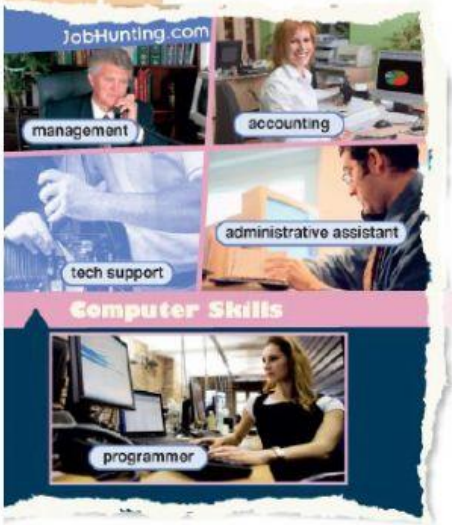
2. What are some jobs that would require you to have good computer skills? (3-5 sentences)

- Read the magazine article. Answer the questions.

  What is the article about?

  What does the article advise readers to do before they apply for a job?

12 Careers in Computing



Are you looking for a job? Then you need to brush up on your **computer literacy** skills. Most jobs require basic computer skills. Even if you're thinking of going into car **sales**, you'll need to use a computer. Many jobs require even more familiarity. But if you are willing to learn, your odds of getting a job improve.

For example, most **management** and **accounting** positions call for a good working knowledge of computers. If you want to find an **administrative assistant** job, you'll also need some computer skills. You'll be typing up memos, keeping track of appointments, or scanning and e-mailing important documents. Some companies hire **bloggers** to write about their achievements. Similarly, **data entry** is also almost completely computer-based.

If you're interested in **computer science**, consider a job in the **IT** department or **tech support**. Getting a job as a **software engineer** or **programmer** requires you to know a lot about programming languages. **Web developers** also need that knowledge. In addition, **system administrator** jobs require you to know about computer networks.

Computer literacy is very vital for the workplace these days. Before you go looking for a job, make sure you refresh your skills!

1 How do you use computers in your daily life?

2 What are some jobs that would require you to have good computer skills?

- Read the magazine article again. Then, choose the correct answer.

1 What is the purpose of the article?

- ○ **A** to stress the importance of computer literacy
- ○ **B** to list available computer jobs
- ○ **C** to demonstrate ways to improve computer skills
- ○ **D** to compare computer and non-computing career opportunities

2 According to the article, which of the following careers includes scanning documents?

- ○ **A** blogger
- ○ **B** data entry
- ○ **C** system administrator
- ○ **D** administrative assistant

3 According to the article, which of the following does NOT require knowledge of programming languages?

- ○ **A** programmer
- ○ **B** software engineer
- ○ **C** web developer
- ○ **D** tech support

The most important reason to have good computer skills is that they can help you [ ] a good [ ]. They can also help you succeed in your current job.

VOCABULARY

- Match the word with the definition.

IT | programmer | blogger | web developer | data entry | computer literacy | sales | accounting

A the ability to use computers correctly _____

B a person who creates websites _____

C a person who writes entries in an online journal _____

D a field that involves putting information into a database _____

E a field dealing with selling products _____

F a field involving the repair and maintenance of computers and data _____

G a person who writes computer programs _____

H a field dealing with finances _____

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

IT | accounting

1 A) The _____ department uses computers to track spending.

B) The _____ department keeps the office computers running.

programmer | blogger

2 A) A _____ writes code to make programs.

B) A _____ writes daily articles on a certain subject.

data entry | administrative assistant

3 A) A(n) _____ should have excellent typing skills.

B) To get a job in _____, you must be able to type.

system administrator | software engineer

4 A) A _____ creates computer programs.

B) The _____ is in charge of the whole computer network.

computer science | management

5 A) In a _____ position, employees must decide what other workers do.

B) A degree in _____ is required for many IT jobs.

THE LIST OF THE WORDS I DIDN'T KNOW

WORD	TRANSLATION

Digital habits across generations

Read an article about how people at different ages use computers and smartphones to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and do the exercises.

Preparation task

Match the definitions (1–8) with the vocabulary (a–h).

Vocabulary	Definitions
1. ..... to miss out on	a. websites and apps like Facebook, Twitter and Instagram
2. ..... addiction	b. in a funny or strange way because it's unexpected
3. ..... constantly	c. different from
4. ..... to be cut off from	d. to not get the benefits of
5. ..... unlike	e. needing something too much or in an unhealthy way
6. ..... social media	f. people who are the first to buy or use new technology
7. ..... ironically	g. all the time without a break
8. ..... early adopters	h. to have no access to

Reading text: Digital habits across generations

Today's grandparents are joining their grandchildren on social media, but the different generations' online habits couldn't be more different. The over-55s are joining Facebook in increasing numbers, meaning that they will soon be the site's second biggest user group, with 3.5 million users aged 55–64 and 2.9 million over-65s.

Sheila, aged 59, says, 'I joined to see what my grandchildren are doing, as my daughter posts videos and photos of them. It's a much better way to see what they're doing than waiting for letters and photos in the post. That's how we did it when I was a child, but I think I'm lucky I get to see so much more of their lives than my grandparents did.'

Ironically, Sheila's grandchildren are less likely to use Facebook themselves. Children under 17 are leaving the site – only 2.2 million users are under 17 – but they're not going far from their smartphones. Chloe, aged 15, even sleeps with her phone. 'It's my alarm clock so I have to,' she says. 'I look at it before I go to sleep and as soon as I wake up.'

Unlike her grandmother's generation, Chloe's age group is spending so much time on their phones at home that they are missing out on spending time with their friends in real life. Sheila, on the other hand, has made contact with old friends from school she hasn't heard from in forty years. 'We use Facebook to arrange to meet all over the country,' she says. 'It's changed my social life completely.'

Teenagers might have their parents to thank for their smartphone and social media addiction as their parents were the early adopters of the smartphone. Peter, 38 and father of two teenagers, reports that he used to be on his phone or laptop constantly. 'I was always connected and I felt like I was always working,' he says. 'How could I tell my kids to get off their phones if I was always in front of a screen myself?' So, in the evenings and at weekends, he takes his SIM card out of his smartphone and puts it into an old-style mobile phone that can only make calls and send text messages. 'I'm not completely cut off from the world in case of emergencies, but the important thing is I'm setting a better example to my kids and spending more quality time with them.'

Is it only a matter of time until the generation above and below Peter catches up with the new trend for a less digital life?

Tasks

Task 1
Are the sentences true or false?

	Answer	
1. More people aged 55 or more use Facebook than people aged 65 or more.	True	False
2. Grandparents typically use Facebook less than their grandchildren.	True	False
3. Sheila feels grateful to social media.	True	False
4. Peter found his own smartphone use affected how he felt about how much his children used their phones.	True	False
5. Peter has changed how much he uses his phone during the working day.	True	False
6. Peter feels that the changes make him a better parent.	True	False

Task 2
Write the phrases in the correct group.

are returning to older technology	are less keen on Facebook	like to keep their phones near them
use social media to find old friends	were the first generation to get smartphones	feel lucky to have the internet in their lives

Teens	Grandparents	Parents

Discussion
Who uses their phone the most among your family or friends?

THE LIST OF THE WORDS I DIDN'T KNOW

WORD	TRANSLATION