

## 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 technician
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.