

**Reading:**

Technology has had a large impact on our lives for centuries. By the 20th century communication became the leading source of development. It was less than 150 years ago that the first phone call was made from one room to another, and by now we can talk with wireless devices across continents. And we can do much more than that. The first mobile call was made more than 41 years ago on a \$3,500 phone. The first smartphones appeared in 1999 and by now around 200 million mobile phone users have a smartphone (73 percent in US – and growing) and they cost a fraction of what the first mobile phones cost. We use our phones 66.6 minutes on average a day. Pretty much everyone still uses them to make calls and send text messages but more and more of our time is spent using our phones for other purposes. Arguably, mobile phones have been the single biggest change makers in our lives. "Nomophobia" is the fear of being without your phone. More and more of us suffer from this disease. We wake up to our phones, we check our phones for messages within 15 minutes from waking up. We live with and by our phones. We can do anything if we have a phone on us.

Mobile phones have given us the feeling of being connected, being important and being in control. Many believe that this over-reliance on these devices helps the process of losing our independence and free will.

Mobile devices have become very important in education, too. Courses, resources, materials, instructions are becoming more and more widely available for teachers and students.

The workplace has also changed completely. Employees can connect and be connected 24/7. I believe the mobile phone is the single most important invention of the 20th century.

**Read and choose the correct answers:****1. The writer thinks**

- a) the mobile phone is a very good invention.
- b) the mobile phone is a bad invention.
- c) the mobile phone is good and bad at the same time.

**2. The first phone call was made**

- a) less than 150 years ago.
- b) in the 21st century.
- c) the text doesn't say.

**3. The cost of the first mobile phone was**

- a) three thousand dollars.
- b) more than three thousand and five hundred dollars.
- c) three thousand five hundred dollars.

**4. Today's smartphones cost**

- a) the same as the first mobile phone.
- b) a lot more than the first mobile phone.
- c) a lot less than the first mobile phone.

**5. The writer says that a lot of our time is spent**

- a) sending text messages and making calls.
- b) using our phones for other purposes.

c) sitting behind the computer screen.

**6. Mobile devices have become important for education because**

a) they provide resources and materials for teachers and students.

b) they help teachers and students communicate.      c) they are small and easy to carry.

**Read and choose whether the answer is true or false:**

**1. The first telephone call was made from one room to another.**

2. Nowadays we can talk between different continents.

3. The first smart phone appeared in the 90s.

4. You can do pretty much everything when you have your phone with you.

5. Using the phone all the time makes you more independent.

**Translate the following words into Arabic:**

No.	Word	Translation	No.	Word	Translation
1	Device		5	Invention	
2	Impact		6	Wireless	
3	Software		7	Continent	
4	In control		8		

**Choose the correct answer:**

1. An iPod, a mobile phone, a hard disk, a laser pen and a laptop are all.

a) devices      b) tools      c) machines

2. To be responsible and in charge of something is to be.

a) in control      b) reliable      c) independent

3. Shops that are open all day and all week long are open.

a) regularly      b) usually      c) 24/7 (twenty-four seven)

4. Something that was made/created for the first time, for example electricity and the telephone, is.

a) a discovery      b) a finding      c) an invention

5. Programs on computers or mobile phones are called.

a) hardware      b) software      c) games

6. A device that doesn't need cables, for example a mobile phone, is.

a) cableless      b) wireless      c) battery operated

7. A powerful influence or effect on your life is.

a) an accident      b) an impact      c) an event

**Choose the correct part of speech for the vocabulary:**

1. Device	a) noun	b) verb	c) adjective
2. Invention	a) verb	b) noun	c) adverb
3. Wireless.	a) pronoun	b) noun	c) adjective
4. Software	a) verb	b) noun	c) adverb
5. In control	a) adjective	b) adverb	c) verb
6. Impact	a) noun	b) verb	c) adverb

**Choose the correct spelling of the word:**

1. a) wireles	b) wireless	c) wiressless
2. a) invintion	b) invention	c) envention
3. a) softwear	b) software	c) souftware
4. a) in kontrol	b) incontroul.	c) incontrol
5. a) divice	b) devise	c) device
6. a) impact	b) impackt	c) imbact

**Complete the sentences. Choose from the following:**

Invention	impact	devices	in control	24/7	software
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1. The office doesn't close when we have a deadline, they're open .....
2. You're working on a laptop, using your mobile phone and listening to your iPod, you're using too many .....
3. When you are managing a project, you have to be .....
4. My laptop isn't working, I think there's a problem with one of the programs, it's a ..... problem.
5. I think the email is the greatest .....!
6. The accident left a big ..... on his life, he's afraid to drive now.

**Choose the word that doesn't match the other words:**

**Example:** a) green      b) blue      c) **hot**      c) orange

1. a) laptop	b) program	c) software
2. a) in control	b) responsible	c) deadline
3. a) continent	b) telephone	c) fax
4. a) gold	b) the internet	c) silver

**Grammar:**

**Present perfect**

When we want to talk about the past and present together, we use the **present perfect**. For example,

We use the present perfect **to talk about an action or state which continues from the past to the present**. There is always a connection with now. The action in the past has a result now.

I've used this email account for five years.

Note: The mail account opening is a past event with a present result that is still open.

We use the present perfect with words such as

- just
- already
- yet
- never (without a definite time)

She has just left the meeting.

This is how we form the present perfect.

**Choose the correct tense for these sentences.**

1. I [ use / have used ] this mobile phone for 2 years.
2. I [. Lived /. have lived. ] in Dammam last year.
3. She [. has sent. / sending. ] the email already, you'll find it in your inbox now.
4. They [ have worked./ worked ] here since the company opened.
5. The internet [. hasn't been. /. isn't. ] working since last Monday.

**Write the words in the correct order to make a sentence.**

Remember to use a capital letter at the beginning of each sentence and a full stop at the end.

1. we/on this project/have worked/May/since . .....
2. haven't ordered/the new scanners/yet/they . .....
3. have had/ this laptop/for/1/5 years . .....
4. since/ she's been/ the morning/her . .....
5. left/ he has/already/the office .....

**Choose the correct words to complete these sentences:**

1. She hasn't travelled \_\_\_\_\_, you can still call her.  
a) yet    b) since    c) just
2. She has \_\_\_\_\_ called me, I can still remember everything she said.

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a) since      b) just      c) never

**3. I've lived in Jeddah \_\_\_\_\_ I was born.**

a) since      b) just      c) for

**4. My parents have been in Riyadh \_\_\_\_\_ 2 weeks.**

a) since      b) already      c) for

**Re-write the sentences by changing them from the positive to the negative form. Use: hasn't  
haven't**

1. The manager has run this department since last May .....

2. I've lived here all my life. .....

3. Asma has worked on this project since she started working here.

.....

4. I've travelled a lot since I moved here. .....

**Translate the following words into Arabic:**

No.	Word	Translation	No.	Word	Translation
1	Audience		4	Whisper	
2	Body language		5	Podcast	
3	Volume		6		

**Read and choose the correct answer:**

1. The people watching or listening to someone talk in a presentation or sing or perform are the

a) audience      b) colleagues      c) classmates

2. To talk in a very low voice to someone usually when telling a secret is to

a) be quiet      b) whisper      c) chat

3. A recording you can download to your computer to learn new information about a topic is

a) an audio book      b) a podcast      c) a film

4. The level at which something is heard on a laptop, phone or TV is the

a) volume      b) sound      c) control

5. The way you move your body to show a positive or negative message to someone is

a) body language      b) etiquette      c) politeness

**Choose the correct part of speech for the vocabulary:**

1. Audience

a) noun      b) verb      c) adjective

2. Body language

a) verb      b) noun      c) adverb

3. Podcast

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a) pronoun    b) noun.    c) adjective

4. To whisper

a) verb    b) noun    c) adverb

5. Volume

a) noun    b) verb    c) adverb

**Read and choose the correct spelling of the word.**

1. a) odience    b) audience    c) oudiance

2. a) body languaje    b) body language    c) badylangauge

3. a) wisper    b) whisper    c) wizper

4. a) valume    b) volum    c) volume

5. a) podcaste    b) padcast    c) podcast

**From the words we have practised, type a suitable word in the blank:**

body language    Whisper.    podcast    audience.    volume

1. The TV is too loud, can you please turn down the \_\_\_\_\_.

2. Don't tell her, just \_\_\_\_\_ it to me so she can't hear.

3. Yesterday, I downloaded a \_\_\_\_\_ about office management. I learnt a lot!

4. I don't think the new boss likes me, his \_\_\_\_\_ seemed very negative towards me.

5. You have to know who the \_\_\_\_\_ is before you prepare your presentation. It is important so you know what they like.

### **Listening:**

**Read and choose the correct answer:**

**1. Listening to podcasts is a good method for learning because.....**

a) you can listen to them while doing something else    b) you get to learn from specialists in different topics    c) many of them are free    d) all of the above

**2. The podcast you have just listened to is about .....**

a) how to improve our communication skills    b) how we speak to other people  
c) the importance of body language when we communicate

**Read and choose the correct answer:**

**1. The best title for the podcast is .....**

a) What are communication skills?    b) 5 tips for being a successful communicator  
c) How to talk to people

**2. The topics mentioned in this podcast are .....**

- a) Self confidence, your relationship with your audience and how you dress.
- b) Volume, voice, body language, saying what you think and listening to what others have to say.
- c) Volume, voice, body language, preparing what you want to say on a paper before, taking notes of what others say.

**3. To improve your voice and volume, the speaker suggests .....**

- a) Singing in a low voice to practise.
- b) Whispering to your friends at home.
- c) Going to a speech specialist.

**Read and choose.**

1. Nowadays, communication is only about which device you have.
2. It is a good idea to be clear when speaking, so that your audience finds it easy to understand what you are trying to communicate.
3. Your body language should positive, welcoming and respectful.
4. It's good to shout when speaking to people, so that you make sure they are listening.
5. It's best to keep talking and finish your ideas and then listen to what people want to tell you.
6. The next podcast will share more tips about communication skills.