LESSON 3

13 **Read about how the people use computers. Complete the statements with words from the box.**

send instant messages	surf the Internet	join an online group
upload photos	download music files	

1. 

"I'm a designer, and I really need to learn about what people wear and why they wear it. So I decided to _____ called Fashion Friends. On the website I discuss clothing trends and style with other members."

2. 

"I have a lot of friends and I like to be in touch with them all the time. Talking on the phone isn't always practical, and e-mail is too slow. So, my friends and I _____ to each other all the time."

3. 

"I'm a huge music fan, but I never buy CDs at a music store. I _____ from the Internet, instead. I've got almost 10,000 songs on my MP3 player now!"

4. 

"I'm spending two months traveling through Europe. I want my friends and family to see all the fascinating places I'm visiting, so I _____ from my laptop to a website where everyone can view them."

5. 

"I spend about eight hours a day online. I usually just _____, clicking from one website to another without any real plan. I love to discover new and different websites about things that interest me."

14 **CHALLENGE. On a separate sheet of paper, write a paragraph about how you use computers. Be sure to answer the following questions.**

- How many hours a week do you spend on a computer?
- Do you spend more or less time on a computer than your friends or family members?
- Do you use a computer more for work or for fun?
- What do you use a computer to do?

LIVEWORKSHEETS

LESSON 4

15 **Read the article from a career advice website.**

File Edit Links Tools Help Chat

Social Networking: Could It Hurt Your Job Search?



To be the best candidate for a job, you'll need more than an impressive résumé and a nice suit. You also need to make sure there isn't any information about you online that could cause an employer not to hire you. A recent study found that 77 percent of recruiters search the Internet for information about applicants they are considering for a job. Thirty-five percent of these same recruiters say they have rejected an applicant based on information they have found online.

"A profile on a social networking site can show you a lot more of a person's character than a résumé," says Jen Romney, a corporate recruiter who recently began looking up the names of applicants on the Web. "It's surprising what you can find. I once had to make a difficult decision between two excellent applicants. When I found one of the applicants' profile on a social networking site, the decision became much easier. The man's profile was full of negative comments about his job and boss. In one post he wrote, 'I'm calling in sick today—because I'm sick of work!' I don't need to tell you that he didn't get the job."

Romney warns that as people share more of their lives online, it becomes harder to keep one's private life completely private. "Everything is public," says Romney. "It's called the World Wide Web for a reason. Anyone in the world can see it."

While not all employers research potential employees online, it's worth being a little careful to make sure that social networking doesn't ruin your career opportunities. You can protect yourself by following four simple rules:

1. **Think before you click.** Before you post photos of you and your friends partying or comments about how you hate your job, ask yourself: Would I be comfortable talking about this in a job interview?
2. **Take control.** Most social networking sites have privacy controls. Take the time to figure them out and use them wisely. Set your controls so that only people you've chosen as "friends" can view your profile and post messages on your page.
3. **Review.** Check your profile regularly to see what has been posted. Type your name and e-mail address into a search engine to see what is on the Internet about you.
4. **Delete.** Remove any potentially embarrassing or offensive posts, information, or photos. Ask friends to delete anything inappropriate about you on their own profiles.

INFORMATION SOURCE: CareerBuilder.com

16 **Use the context of the article to match the terms with their meanings.**

1. ____ recruiter	a.	only for a particular group to see, not for everyone
2. ____ search engine	b.	information, photos, comments, etc. put on a website
3. ____ profile	c.	a person who finds candidates to fill jobs
4. ____ post	d.	page on a social networking site with a member's personal information
5. ____ private	e.	a program that helps you find things on the Internet

LIVEWORKSHEETS