

UNIT 12: INFORMATION TECHNOLOGY

PART 1:

Introduction & Interview (4–5 minutes)

1. How often do you use digital technology in your daily life?

around the clock digital workflow integral part online platforms

To be honest, I use digital technology pretty much (1) _____. From checking emails first thing in the morning to managing my (2) _____ during the day and unwinding on (3) _____ in the evening, it's become an (4) _____ of how I function.

barely notice deeply embedded digital technology keeping in touch

I'd say I use (5) _____ from morning till night. Whether I'm organising my schedule through online tools or (6) _____ via messaging apps, it's so (7) _____ in my routine that I (8) _____ how dependent I've become on it.

all the time digital content managing emails second nature

If I'm honest, I'm connected almost (9) _____. Between (10) _____, accessing online platforms for work, and relaxing with (11) _____ in the evening, technology has become (12) _____ rather than something I consciously think about.

2. What device do you rely on most for work or study? Why?

cloud storage operating system strikes the right balance

I rely most heavily on my laptop, mainly because it (13) _____ between power and portability. With a stable (14) _____ and access to (15) _____, it allows me to work efficiently whether I'm at home or on the move.

data transfer go-to device user interface

Without a doubt, my laptop is my (16) _____. It gives me access to a full (17) _____, supports multitasking, and allows seamless (18) _____, which is essential for handling demanding academic or professional tasks.

file management

focus and multitasking

rely primarily on

I (19) _____ my laptop, as it offers far more flexibility than a mobile device. With a reliable operating system, efficient (20) _____, and access to cloud storage, it supports both deep (21) _____.

3. Do you usually store information online or on physical devices?

data access

important documents

keep backups on

I mostly store my files online, as cloud storage makes (22) _____ incredibly convenient and reduces the risk of losing (23) _____. That said, I still (24) _____ a hard drive, just to be on the safe side.

backup system

cloud-based systems

synchronise files

I lean heavily towards online storage because (25) _____ make it easy to (26) _____ across devices. That said, for sensitive documents, I still maintain an offline (27) _____ to avoid unnecessary risks.

data synchronisation

instant access

physical backup

I tend to store most of my information online because it allows (28) _____ and smooth (29) _____ across devices. However, I still keep a (30) _____ for important documents, just in case something goes wrong.

4. How important is data protection to you personally?

digital footprint

non-negotiable

privacy settings

Data protection is (31) _____ for me. Given how much of our (32) _____ is exposed online these days, even a minor security lapse could lead to serious problems, so I'm quite cautious about passwords and (33) _____.

access controls

data breaches

online security

It's absolutely crucial, especially in an era where (34) _____ seem to be happening left, right and centre. I'm quite conscious of my (35) _____, so I make a point of using strong passwords and enabling (36) _____ wherever possible.

cautious about

compromise

continues to expand

It's extremely important, especially as our digital footprint (37) _____. I'm quite (38) _____ privacy settings and access control, because even a small mistake could (39) _____ sensitive information.

5. Have you ever needed tech support? What was the situation?

back up and running

software update

tech support

Yes, I have, and it was a bit of a nightmare at the time. My computer froze during a major (40) _____, and I had no choice but to contact (41) _____ to recover my files and get everything (42) _____.

boot up properly

fix the issue

rely on tech support

Yes, I've had to (43) _____ on a couple of occasions. The most memorable one was when my laptop wouldn't (44) _____, and I needed professional help to (45) _____ without losing valuable data.

restore my files

system crash

without warning

Yes, I have, and it was during a (46) _____ that happened (47) _____. I had to contact tech support to (48) _____ and ensure my backup system was working properly afterward.