

Unit 1 - Living in a Digital Age

Part 1: The Digital Age

Exercise A

1. B	2. A
3. D	4. C

Exercise D

1. Do, work (Verb)	5. electronic signal in digital form (adjective)
2. MS Word (noun)	7. keep safe (noun/verb)
3. On the internet (adjective/adverb)	8. about money (adjective)
4. Get from the internet (verb/noun)	9. electronic display screen (noun/verb)
6. Inside a device (adjective)	10. information (noun)

Exercise E

a. Keep, save (7) <u>keep safe</u>	b. Execute, do (1) <u>do work</u>	c. Monetary (8) <u>financial</u>
d. Screen (9) <u>monitor</u>	e. Integrated (6) <u>built-in</u>	f. Connected to the internet (3) <u>online</u>
g. Collection of facts and figures (10) <u>data</u>	h. Describes information that is recorded of broadcast using computers (5) <u>digital</u>	i. Program used for text manipulation (2) <u>word processor</u>
j. Copy files from a server to your PC or mobile (4) <u>download</u>		

Part 2: Language Work: collocations 1

A:

1	Give	D	Presentations	Give presentations
2	Keep	E	Records	Keep records
3	Access	C	Databases	Access databases
4	Enter	B	A PIN	Enter a PIN
5	Transfer	A	Money	Transfer money

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B: Use collocation from A and the help box to complete the sentences.

1. .access the internet
2. .transfer money
3. .make calls
4. .give presentations
5. .do research
6. .store information
7. .send texts

Part 3: Computers at work

Exercise A

1	Composer	A music composer writes, plays, and records the music for videos and plays. Controls sounds with different synthesizers.
2	Secretary	A secretary writes memos, letters, faxes and emails to communicate to other offices around the world.
3	Electrical engineer	An electrical engineer designs electrical installations and lighting systems. He makes drawings, tests and keeps records.
4	Librarian	A librarian catalogues, and records all the books, newspapers, DVDs etc. He also assists (helps) in the use of IT (Information Technology) hardware and software. He helps people to find specific (special) information.

Part 4: The magic of computers

A:

- (a) 2
- (b) 5
- (c) 4
- (d) 1
- (e) 3

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B: Read the text and answer the questions.

1. Telephones, calculators, cars' electronic system, microwaves, and TV sets.
2. Hardware and software.
3. Letters, faxes, memos, legal documents, inventories, accounts, customers' list, and bills.
4. Because it enables you to interact with other computers and with people around the world.