

**КАЗАНСКИЙ ФЕДЕРАЛЬНЫЙ УНИВЕРСИТЕТ  
ИНСТИТУТ МЕЖДУНАРОДНЫХ ОТНОШЕНИЙ**

*Кафедра иностранных языков для физико-математического  
направления и информационных технологий*

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# **ENGLISH GRAMMAR FOR IT**

## **Part 2**

Учебное пособие

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Данное пособие является второй частью серии учебных пособий по грамматике английского языка для студентов ИВМиИТ. Оно отвечает программным требованиям и посвящено изучению таких основных грамматических тем английского языка, как модальные глаголы, сослагательное наклонение, артикли, предлоги, правила построения предложений в косвенной и прямой речи и пр. Отличительной особенностью данного учебного пособия является то, что все упражнения на развитие и отработку грамматических навыков у студентов созданы с учетом изучаемой ими специальности – информационные технологии. Учебное пособие предназначено для студентов вузов, аспирантов и преподавателей.

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## **ВВЕДЕНИЕ**

Учебное пособие “English Grammar for IT. Part 2” предназначено для занятий со студентами 1 и 2 курсов Института вычислительной математики и информационных технологий (ИВМиИТ) Казанского (Приволжского) федерального университета с уровнем владения языком A2, B1.

Данное пособие является второй частью серии учебных пособий по грамматике английского языка для студентов ИВМиИТ. Оно отвечает программным требованиям и посвящено изучению таких основных грамматических тем английского языка, как модальные глаголы, сослагательное наклонение, артикли, предлоги, правила построения предложений в косвенной и прямой речи и пр. Отличительной особенностью данного учебного пособия является то, что все упражнения на развитие и отработку грамматических навыков у студентов созданы с учетом изучаемой ими специальности – информационные технологии.

Целью пособия является изучение и отработка основных грамматических тем английского языка на лексическом материале по основной специальности студентов ИВМиИТ КФУ; расширение словарного запаса по изучаемой специальности; развитие навыков грамотного чтения и перевода оригинального материала по специальности.

Учебное пособие состоит из 11 уроков (Units), каждый из которых посвящен конкретному грамматическому явлению. Урок включает в себя краткое изложение теории в виде таблицы, в которой приводятся основные правила образования грамматической конструкции, ее значения и примеры. Далее изученный материал отрабатывается на практических упражнениях. В конце каждого урока дано упражнение на перевод предложений с русского языка на английский с учетом пройденной темы. По каждой теме в конце урока представлен оригинальный текст на английском языке с разработанным к нему грамматическим заданием. Все уроки идентичны по своей структуре. Задания к упражнениям четко сформулированы, что позволяет достичь поставленной

цели. В конце учебного пособия приводятся ключи к упражнениям, что позволяет использовать данное пособие как для аудиторной, так и для самостоятельной работы.

Используемые в учебном пособии тексты современны и аутентичны. Они заимствованы из оригинальных Интернет-источников. При отборе текстов учитывались их познавательная ценность и тематическое соответствие. Материалы пособия прошли апробацию на занятиях со студентами.

## UNIT 1

### Modal Verbs

#### Have to

##### Rules, obligations, necessity

- *I **have to** use the company's internal email server at work*
- *With a broadband connection, you usually **have to** pay a fixed monthly fee*

Present	Past	Future
<b>I/you/we/they have to</b> <b>He/she/it has to</b>	<b>Had to</b> <i>(the same form for all the persons)</i>	<b>Will have to</b> <i>(the same form for all the persons)</i>
<b>I/you/we/they don't have to</b> <b>He/she/it doesn't have to</b>	<b>Didn't have to</b> <i>(the same form for all the persons)</i>	<b>Won't have to</b> <i>(the same form for all the persons)</i>
<b>Do I have to?</b> <b>Does he have to?</b>	<b>Did I have to?</b> <b>Did he have to?</b> <i>(the same form for all the persons)</i>	<b>Will I have to?</b> <b>Will he have to?</b> <i>(the same form for all the persons)</i>
<b>Examples:</b> (+) <i>I have to type fast</i> <i>He has to type fast</i> (-) <i>I don't have to type fast</i> <i>He doesn't have to type fast</i> (?) <i>Do I have to type fast?</i> - Yes, I do.	<b>Examples:</b> (+) <i>I had to type fast</i> (-) <i>He didn't have to type fast</i> (?) <i>Did they have to type fast?</i> - Yes, they did. - No, they didn't.	<b>Examples:</b> (+) <i>I will have to type fast</i> (-) <i>He won't have to type fast</i> (?) <i>Will they have to type fast?</i> - Yes, they will. - No, they won't.

- <i>No, I don't.</i> <i>Does he have to type fast?</i> - <i>Yes, he does.</i> - <i>No, he doesn't.</i>		
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**Exercise 1. Solve the problems that may appear with your computer and its peripherals. Use *have to* and the appropriate verb from the box.**

*Example: I have to buy an extension cable because this wire is very short.*

replace the computer fan	clean the print-heads
<del>buy an extension cable</del>	lift the cover
reload the paper tray	change the cartridge
change the computer internal CD drive	repair the paper feed

1. I have to \_\_\_\_\_ because my computer is having problems with reading and writing CDs.
2. My computer gets overheated quite often. I have \_\_\_\_\_.
3. The ink has run out. I \_\_\_\_\_.
4. To change the cartridge I \_\_\_\_\_ first.
5. My printer keeps getting jammed. I \_\_\_\_\_.
6. The printer is working. It's out of paper. I \_\_\_\_\_.
7. The print quality of my printer has got worse. I \_\_\_\_\_.

**Exercise 2. Match the profession with its duty using the proper form of *have to*.**

- |                           |  |
|---------------------------|--|
| 1. Network administrators | a. write software for the company's computers.                       |
| 2. A software developer   | b. plan IT projects and make sure they're finished on time, and also |

that they don't cost too much money.

3. A system analyst
  - c. look after all the computers in a company's offices (set up new computers, install software and generally keep everything working).
4. A helpdesk supervisor
  - d. supervise a team of technical support people (when customers have a problem, they help clients to get things working again).
5. Support technicians
  - e. study a company's computer needs and provide them with suitable software and equipment.
6. Project managers
  - f. set up firewalls, security levels, wireless connections, usernames and passwords.
7. A network architect
  - g. plan and design the network.

**Exercise 3. Open the brackets using *have to* in the correct form of present, past or future tenses.**

1. You (install) the latest version of Windows to run this software.
2. He (work) on the computer 8 hours a day.
3. They (delete) any other programs to install this application. The hard drive has enough free space.
4. She (type) in all that text right now because it should be finished in a week.
5. What time you (be) at work?
6. What a database analyst (deal) with? (data processing).

7. My computer kept crashing down because of the viruses I had got get surfing the net, so I (install) a good anti-virus software program.
8. Jake (log in) using his user name and password last time because before that he had clicked "Remember me".
9. You (uninstall) some applications to free up some space on the hard drive before you could install that software?
- 10.If you haven't got an account yet, you (create) one to start shopping online.
- 11.I think that we (work) till late at night next week.
- 12.If I buy a new printer, you (install) the driver to use it?

### **Must**

#### **Rules, obligations**

- *You **must use** original licensed software*
- *You **must not** load pirated software onto your machine*

<b>Present</b>	<b>Past</b>	<b>Future</b>
Must <i>(the same form for all the persons)</i>	Had to*	Will have to*
Must not (mustn't) <i>(the same form for all the persons)</i>	Didn't have to	Won't have to
Must I? Must he?	Did I have to? Did he have to?	Will I have to? Will he have to?
<b>Examples:</b> (+) <i>I must type fast</i> <i>He must type fast</i> (-) <i>I mustn't type fast</i>	<b>Examples:</b> (+) <i>I had to type fast</i> (-) <i>He didn't have to type fast</i>	<b>Examples:</b> (+) <i>I will have to type fast</i> (-) <i>He won't have to type fast</i>

<i>He mustn't type fast</i> (?) <i>Must I type fast?</i> - <i>Yes, I must.</i> - <i>No, I mustn't.</i> <i>Must he type fast?</i> - <i>Yes, he must.</i> - <i>No, he mustn't.</i>	(?) <i>Did they have to type fast?</i> - <i>Yes, they did.</i> - <i>No, they didn't.</i>	(?) <i>Will they have to type fast?</i> - <i>Yes, they will.</i> - <i>No, they won't.</i>
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\*The modal verbs *have to* and *must* are very similar in their meanings. Both mean obligation and necessity of doing something (used with rules and laws), thus the past and future forms of *must* coincide with ones of *have to*. In present tenses *must* is more preferable than *have to* especially when the speaker imposes obligation (e.g., a teacher to students, parents to children). Note that the negative form of *must* and *have to* in the present tense is different. So is the meaning (you mustn't=it's prohibited; you don't have to=you can do it if you want, but it's not obligatory/necessary) (see ex.3,4,5).

### Exercise 1. Match the sentences using *must*.

- |                      |  |
|----------------------|--|
| 1. Parents           | a. use a secure server, so the sent data is encrypted.                           |
| 2. Employees         | b. have an Internet browser capable of accepting and playing the applet.         |
| 3. Graphic designers | c. disconnect the electricity supply when you remover the cover from a computer. |
| 4. Children          | d. help their kids to stay safe online.  |
| 5. The end user      | e. enter a security code to prove that you have a license to use the software.   |
| 6. You               | f. check the proofs for errors before a  |

document goes to press.

7. Sites that ask for a  
credit card  
number or other  
personal  
information

g. learn about cyber-safety at school.

## **Exercise 2. Computer's dos and don't's.**

**Write the sentences with *must* or *mustn't* according to the meaning.**

*For example: You must keep the keyboard and screen clean.*

*You mustn't load unauthorized software.*

1. ~~Keep the keyboard and screen clean.~~
2. ~~Load unauthorized software.~~
3. Eat food or drink near the keyboard or computer. Blow smoke over the PC.
4. Run Sundisk regularly to check and repair you file systems.
5. Turn the computer off for lunch breaks.
6. Shut down the laptop computer first if you need to move it.
7. Keep CDs and DVDs in covers and hold then by the edge when using.
8. Connect the peripherals before you switch the computer on.
9. Secure the hardware from sudden power surges.
10. Move or lift your desktop computer when it's on. Drop your laptop.
11. Disconnect the keyboard, mouse, monitor, printer and any other peripheral if the PC is on.
12. Clean the hardware with a household polish or cleaner.

**Exercise 3. Write the rules of a company using *have to* and *must* in the positive and negative forms according to the meaning.**

1. You \_\_\_\_\_ to put on a company's uniform at work, but you \_\_\_\_\_ wear it during your lunch breaks.

2. Your uniform \_\_\_\_\_ be clean but you \_\_\_\_\_ wash it by yourself.  
There is a laundry in our company.
3. You \_\_\_\_\_ eat in the dining-room, but you \_\_\_\_\_ to buy anything in the canteen.
4. You \_\_\_\_\_ come to work on time.
5. You \_\_\_\_\_ be late for work.
6. You \_\_\_\_\_ disturb other employees but you \_\_\_\_\_ be silent.
7. You \_\_\_\_\_ finish on time, but you \_\_\_\_\_ work till late so you \_\_\_\_\_ start on time.

**Exercise 4. Write an IT company's systems and network security policy using *have to* and *must* in the positive and negative forms according to the meaning.**

*Example: You must/have to install the latest antivirus and antispyware tools.*

*You mustn't install and use the software the management has not approved.*

- ~~1. Install the latest antivirus and antispyware tools.~~
- ~~2. Install and use the software the management has not approved.~~
3. Keep current with security software updates and patches.
4. Follow office health and safety standards.
5. Choose a password which is easy to guess.
6. Keep your password private.
7. Change your password every 6 months.
8. Configure your email software to use secure protocols.
9. Use company official e-mail software only.
10. Double check that you're sending your message to the right recipient.
11. Send sensitive data over the network.
12. Use mail encryption to send sensitive data.
13. Download unknown files or files for private use, such as movies and music.
14. Transfer files via a secure connection.
15. Back up files regularly on the server in your home folder.

16. Use external drives.

17. Notify the supervisor or IT help desk about damage, misuse, irregularities or secure breaches.

**Exercise 5. Translate from Russian into English using *must* and *have to* according to the meaning.**

1. Прежде чем начать совершать покупки, Вы должны зарегистрироваться на этом сайте.
2. Дети должны пользоваться интернетом только в присутствии родителей.
3. Запрещено есть и пить за компьютерным столом.
4. Мне не нужно платить ежемесячно за интернет, потому что я заплатил за год вперед.
5. Им пришлось удалить некоторые программы, чтобы установить это приложение.
6. Нельзя открывать приложения в электронном письме, если Вы не знаете его отправителя.
7. Все, что Вы должны будете сделать, это запустить Ваш интернет-браузер.
8. Вы должны продлить подписку на антивирусное программное обеспечение, когда она истечет.
9. Я должен вводить свой логин и пароль каждый раз, когда я хочу подключиться к интернету?
10. Как только вы закончите онлайн покупки, Вы должны нажать на кнопку «Перейти к оформлению заказа».

**Should**

**Advice**

- *You should protect your computer from unwanted viruses with anti-virus software*
- *You should not work on the computer without breaks*

<i>The same form for all the persons and tenses</i>
---

Present	Past	Future
Should	Should	Should
Should not (shouldn't)	Should not (shouldn't)	Should not (shouldn't)
Should I do? Should he do?	Should I do? Should he do?	Should I do? Should he do?
<b>Example:</b> (+) <i>I should type fast</i> (-) <i>He shouldn't type fast</i> (?) <i>Should they type fast?</i> - <i>Yes, they should.</i> - <i>No, they shouldn't</i>	<i>See the 1<sup>st</sup> column</i>	<i>See the 1<sup>st</sup> column</i>

<b>Remember:</b> <i>You <b>should</b> protect your computer = You <b>ought to</b> protect your computer</i>
--

**Exercise 1. Write the sentences with *should* and the proper verb from the box.**

*Example: You should scroll up to see the pages above.*

<del>scroll up</del>	roll	plug in	hold down	press
double-click	use	hit	scroll down	scan
	adjust	double click	choose	

1. You \_\_\_\_\_ to see the pages below.
2. You \_\_\_\_\_ the left button and move the mouse pointer to select text.
3. You \_\_\_\_\_ the tab key to insert a tabulation.
4. You \_\_\_\_\_ the mouse wheel to move up and down a page.
5. You \_\_\_\_\_ on the folder to open it.
6. You \_\_\_\_\_ the backspace key to go back one space.
7. You \_\_\_\_\_ at 300 dpi or higher for high image quality.

8. You \_\_\_\_\_ the brightness and the contrast if the image is too light or too light.
9. You \_\_\_\_\_ a file format to save the image.
10. You \_\_\_\_\_ a mouse or \_\_\_\_\_ the touchpad to work on a laptop.

**Exercise 2. Write the sentences using the positive and negative form of *should* according to the meaning.**

1. You (back up) all your files onto a storage device or Cloud.
2. You (download) unknown files from the Internet.
3. You (press) the “Start” button to turn on the computer.
4. New software (meet) safety standards and it (be) counter-intuitive.
5. I think that loading the software (be) quick and simple.
6. You (clean up) your mailbox by deleting your old emails.
7. You (install) special software to view the information in the file.
8. You (buy) a new computer, it’s not obsolete at all.
9. You (lift) the lid and (put) the original on the scanner glass to scan a document.
10. I think you use a USB flash drive if you want to back up data and update it every day.

**Exercise 3. Rewrite the sentences with *ought to*.**

1. Parents should control children’s Internet use.
2. Children should learn about cyber-safety at school.
3. Teachers should instruct pupils how to recognize suspicious sites.
4. People should be polite even if they communicate in virtual reality.
5. I think the Internet should be safe and available to everybody.

**Exercise 4. Translate from Russian into English using *should* or *ought to*.**

Во время работы на компьютере следует:

1. Сидеть прямо;
2. Поставить стопы на пол;

3. Плечи держать расслабленными;
4. Предплечья и кисти держать прямо;
5. Бедра отвести немного в сторону;
6. Расположить экран таким образом, чтобы не было бликов;
7. Расположить экран таким образом, чтобы верхняя часть экрана была на уровне глаз или чуть ниже;
8. Делать перерыв в работе каждые 30 минут;

Во время перерыва не следует:

1. сидеть за компьютерным столом;
2. выключать компьютер.

### Can

#### Ability, possibility

- *Most computers **can view** photos as a slideshow and thumbnails*
- *You **can send** almost any file as an attachment*

Present	Past	Future
Can <i>(the same form for all the persons)</i>	Could <i>(the same form for all the persons)</i>	Will be able <b>to</b> <i>(the same form for all the persons)</i>
Cannot (can't)	Could not (couldn't)	Will not be able <b>to</b> (won't be able to)
Can I? Can he?	Could I? Could he?	Will I be able <b>to</b> ? Will he be able <b>to</b> ?
<b>Examples:</b> (+) <i>I can type fast.</i> (-) <i>He cannot (can't) type fast.</i>	<b>Examples:</b> (+) <i>I could type fast.</i> (-) <i>He could not (couldn't) type fast.</i>	<b>Examples:</b> (+) <i>I'll be able <b>to</b> type fast.</i> (-) <i>He will not (won't) be</i>

(?) <i>Can they type fast?</i> - <i>Yes, they can.</i> - <i>No, they can't.</i>	(?) <i>Could they type fast?</i> - <i>Yes, they could.</i> - <i>No, they couldn't.</i>	<i>able to type fast.</i> (?) <i>Will they be able to type fast?</i> - <i>Yes, they will.</i> - <i>No, they won't.</i>
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**Exercise 1. Open the brackets using *can/can't* according to the meaning.**

1. You (say) "key" or "button".
2. You (connect) to the Internet with the wrong password.
3. You (cancel) printing if it has started.
4. We (learn) about major news events on TV and the Internet as well.
5. A major drawback is that you (filter) emails or spam.
6. You (run) a program by clicking on its icon.
7. The battery is low, but I still (use) my mobile phone.
8. You (chat) to people from around the world with the Internet.
9. Have you customized the desktop? I (see) the icon for the program I need.
10. He (use) Word but he (use) Excel.

**Exercise 2. Make questions with *can* and give the short answers (Yes/No).**

*For example: Inkjet printers/print out at 100 ppm or more.*

*Can inkjet printers print out at 100 ppm or more? Yes, they can.*

1. Mobile phones and PDAs / communicate with computers via Bluetooth?
2. You / activate the "Ctrl" functions by pressing control key?
3. You / change the capital letters permanently by hitting the Shift key?
4. An all-in-one printer-scanner / print, scan and copy?
5. You / increase the functions or performance of a computer with an expansion card?
6. You / draw directly on a computer screen with a light pen?
7. Anti-virus software / detect viruses on a computer and on removable media (such as floppy disks)?

8. A mobile phone / work without a SIM card?
9. You / change the desktop background to a picture, for example a personal photo taken on a digital camera?
10. Graphic design applications / export documents as PDF files?

**Exercise 3. Use the verb in brackets to complete each sentence with *could/couldn't* and the correct form of *be able to*.**

1. I went to a cybercafé yesterday where I (access) the Internet from my mobile phone to check e-mails.
2. I (eject) the CD yesterday because the drawer had stuck.
3. You (type) very fast when you had just bought your first computer?
4. Parents (control) children's Internet use with this new software.
5. Unfortunately, I (burn) you a copy of this CD tomorrow.
6. Users (download) the software for free in the future?
7. Before the Internet was invented, people (find) information in encyclopedias. Nowadays this way of searching information is hardly used.
8. I'm sorry but this program is too complicated for me and I (help) you with it.
9. He (use) his mobile phone, the battery was flat.
10. You (check) to see how many people have visited our website at 0:01 when the next day starts.

**Exercise 4. Translate from Russian into English.**

1. Я не могу открыть документ из-за сбоя в программе.
2. Ты можешь отправить мне это предложение по электронной почте?
3. Он не смог заказать билет на самолет онлайн, потому что система не работала.
4. Вы сможете подключиться к интернету, если будете использовать мой пароль.
5. Некоторые электронные ящики в одном электронном письме могут принимать приложения до определенного размера.

6. Когда мы познакомились, мы могли писать друг другу сообщения целыми днями.
7. Ты сможешь помочь мне обновить операционную систему моего компьютера?
8. Мог ты представить пару лет назад, что социальные сети будут такими популярными?
9. Я думаю, что мы не сможем использовать это программное обеспечение, так как оно трудное для понимания.
10. Вы можете защитить свой компьютер от нежелательного спама с помощью специального программного обеспечения.

## May

### Possibility

- *You **may** get the browser to delete the cookies it has stored*
- *You can download shareware for free but then developers **may charge** you for it*

Present	Past	Future
May <i>(the same form for all the persons)</i>	Might* <i>(the same form for all the persons)</i>	Will be allowed <b>to</b> <i>(the same form for all the persons)</i>
May not (no contraction)	Might not (mightn't)	Will not (won't) be allowed <b>to</b>
May I? May he?	Might I? Might he?	Will I be allowed <b>to</b> ? Will he be allowed <b>to</b> ?
<b>Example:</b> (+) <i>I may type very fast</i> (-) <i>He may not type very</i>	<b>Example:</b> (+) <i>I might type very fast</i> (-) <i>He mightn't type very</i>	<b>Example:</b> (+) <i>I will be allowed <b>to</b> type very fast</i>

<i>fast</i> (?) <i>May they type very fast?</i> - <i>Yes, they may.</i> - <i>No, they may not.</i>	<i>fast</i> (?) <i>Might they type very fast?</i> - <i>Yes, they might.</i> - <i>No, they mightn't.</i>	(-) <i>He will not be allowed to type very fast</i> (?) <i>Will they be allowed to type very fast?</i> - <i>Yes, they will.</i> - <i>No, they won't.</i>
---	--	---

\* There is an independent modal verb ***might*** which is very similar to the modal verb *may* in the meaning of future possibility. Thus they are often interchangeable in this meaning. The little difference between the modal verbs is that ***might*** expresses less possibility (I may go=I think it's possible that I'll go; I might go=I think it's less possible that I'll go) (see ex. 4, 5).

**Exercise 1. Write the possibilities the search engine can offer you for information search process. Follow the pattern:**

*You may enter “**English vocabulary**” to make the search engine look for the pages containing the phrase English vocabulary.*

1. ~~“**English vocabulary**” => pages containing the phrase English vocabulary;~~
2. **English +vocabulary** => pages where both words appear;
3. **English OR vocabulary** => pages containing one of the words, but not both;
4. **English NOT vocabulary** => all pages contain *English* except the ones which also contain vocabulary;
5. **English NEAR vocabulary** => pages where the two words appear close together.

**Exercise 2. Write the possibilities Microsoft PowerPoint application can offer you for your presentations. Complete the sentences with the suitable verb and *may*.**

*Example: You may choose between a blank presentation, a design template and the AutoContent wizard.*

choose (3)	present	give
record	rehearse	include

1. ~~Choose between a blank presentation, a design template and the AutoContent wizard;~~
2. a transition effect to move from one slide to another.
3. animations (moving pictures) in your presentation.
4. a colour scheme for your presentation.
5. your presentation over the Internet as an online broadcast.
6. statistics in the form of a table or chart.
7. the timing of your presentation.
8. the narration on your computer or give it live.

**Exercise 3. Open the brackets putting *may* in the correct tense form.**

1. You (say) “surf the net” or “navigate the Web”.
2. Some broadband contacts (limit) the amount of traffic you have each month.
3. If a company provides a broadband internet connection, you (choose) a pay-as-you-go tariff.
4. Our company used to provide a wide range of software packages. You (choose) a set of programs which suited your requirements best.
5. You (go) as soon as you switch off the light and your computer.
6. You (exchange) messages in real time about anything you like with strangers in chatrooms.
7. About 15 years ago a lot of people already (have) PCs.

**Exercise 4. Complete the sentence with *might/might not* and a verb from the box.**

*Example: You might get spammed if you give out your e-mail address online.*

contain	run	have	be	take
get (3)	need	make	want	crush

1. You \_\_\_\_\_ repetitive strain injury if you use a mouse for many hours.
2. You \_\_\_\_\_ a virus on your computer if some applications are working properly.
3. I want to store some files on a CD-RW. I \_\_\_\_\_ update them in the future.
4. There are several reasons why you \_\_\_\_\_ to use a data compression utility.
5. The program \_\_\_\_\_ properly, because your computer is a bit obsolete.
6. Ok, post and/or email me direct if you are or \_\_\_\_\_ interested.
7. Your computer \_\_\_\_\_ if it's running several applications at the same time.
8. Disconnect the electricity supply when you move your computer. Otherwise you \_\_\_\_\_ an electric shock.
9. Don't click on unknown pop-out windows while surfing the net. They \_\_\_\_\_ viruses.
10. I've got some many programs installed on my computer so it \_\_\_\_\_ some time to boot it up. But I think the applications \_\_\_\_\_ my computer break down.

**Exercise 5. Translate from Russian into English.**

1. Можно настроить браузер так, чтобы он блокировал всплывающие окна.
2. Возможно, я смогу помочь тебе с установкой этого программного обеспечения, но я не уверен.
3. Они могут задержаться на пару минут.
4. Вы можете добавить дополнительные панели инструментов в окне браузера.
5. Возможно, у нее нет достаточно денег, чтобы купить новый компьютер.
6. Возможно, это хорошая идея попытаться скачать эту программу из интернета.
7. Некоторые вирусы могут становиться причиной повреждения данных.

8. Я могу ошибаться, но, по-моему, банк также представляет банковское обслуживание через интернет.
9. Возможно, я не куплю этот новый гаджет, если он мне не понравится.
10. Со словосочетанием «программное обеспечение» вы можете использовать глаголы «написать», «проектировать», «разрабатывать».

NOTE: We use **Can I? Could I? May I?** to ask for permission.

We use **Can you? Could you?** to ask someone to do something

The requests with **could** and **may** are more formal and polite.

### **Exercise 1. Write the sentences with *Can I? Could I? May I?***

*Example: Can I borrow your light pen?*

*Could I borrow your light pen?*

*May I borrow your light pen?*

1. ~~Borrow your light pen;~~
2. Customize the desktop?
3. Work on your laptop?
4. Use your password to access the Internet?
5. Install this software on your computer?
6. Compress these photos? They take up a lot of hard disk space.

### **Exercise 2. Write the sentences with *Can you? Could you?***

*Example: Can you put the files onto the external hard drive?*

*Could you put the files onto the external hard drive?*

1. ~~Put the files onto the external hard drive;~~
2. Help to uninstall this application?
3. Download the software from the internet?
4. Convert this video to MP3?
5. Copy the files from this USB flash drive?

6. Burn a cope if this CD?

## THE MODALS.

### Exercise 1. Rewrite the sentences using the appropriate modal verb.

1. The operating system on the computer doesn't support the latest version of this application. It's necessary to get an older version or buy a new computer.
2. To divide text in two parts, it's obligatory to insert a page break.
3. Children are prohibited to be online unattended.
4. These files are small. It's not necessary to compress them with WinZip.
5. The computer says it doesn't have enough memory to run this program. I think it's the right thing if you should close down all the applications you've got open.
6. Your computer is not obsolete at all. I think it's not a good idea if you buy a new PC.
7. By examining the cookie, Web sites are able take note of what other sites you have visited.
8. It's possible to filter out spam with special software.
9. It is possible to post messages about your favourite pop group and reply to other fan's messages in discussion group.
10. I think there's a possibility of a bug in this software. Have you checked to see if there are any updates available on the Internet?
11. Am I allowed to close down this application?
12. Do me a favour, please. Arrange the icons on the desktop.

### Exercise 2. Open the brackets using the appropriate modal verb.

1. You (be) at work on time.
2. You (allow) your children to eat and drink at the computer desk.
3. You (back up) the files every day. You (make) a back-up copy once a month.
4. I (access) the Internet at home. There's something wrong with it. Contact you Internet service provider. They (solve) the problem.

5. You (get) the browser to delete the pages you have viewed. You (go) then to *Tools*, then to *Internet Options*, then to *Delete Files*. – You (do) it with me?
6. A bitmap image is made of pixels so you (expand) to any size it as it will lose resolution. So you (expand) it without needing to. – But I (compress) them without loss of resolution?
7. You (want) your computer to remember the log-in details. You (click) on “Remember me” when you visit, for example, a social networking site.
8. Before you (connect) to the Internet for the first time, you (set up) an account with an ISP.
9. I (resize) this photo? It’s too big.
10. Spreadsheets (perform) mathematical calculations. You (enter) a formula to get a worksheet to perform a mathematical calculation. Spreadsheets cells (contain) text, numerical values and formulas. You also (add) pop-out comment boxes containing additional information (choose Comment from the Insert menu). You (use) the Fill and Autofill commands for making multiple copies of the contents of a cell. You (improve) the appearance of a spreadsheet very quickly by using the AutoFormat Feature.

## **Text.**

### **Exercise 1. Read the text and translate it if you need.**

#### **Internet Safety for Children**

The increasing popularity of social networking sites and mobile phone texting have presented society with problems in how to protect children online. More and more youngsters are becoming victims of Internet predators and bullies. Parents are finding it more difficult to ensure their kids are safe online. Gone are the days when Mum and Dad could keep an eye on their child’s surfing with parental controls on the family computer. Today’s new mobile and networked world poses new and dangerous threats to online kids. Two recent initiatives aim to teach children about cyber-safety. Internet safety will soon be taught in UAE schools, while in Indiana, USA, parents will attend an Internet Social Networking conference.

The UAE has launched a nationwide programme aimed at educating students on how to use the Internet safely and avoid suspicious websites. Spokesman Jay Bavisi said: “Advances in instant communication media, including the likes of Twitter, Facebook, and other instant messaging services, drive the very fabric of our modern society. Parents, siblings, teachers and children alike will need to understand the dangers the connected world presents.” The Indiana conference will explore topics like cyber-bullying, sexting and online child exploitation. Local attorney Steven DeBrotta said: “The number one way to keep a kid safe is for them to be skeptical. If they do not believe automatically what people tell them, they will be safer.”

[http://www.breakingnewsenglish.com/1011/101116internet\\_safety.html#ixzz4OvzyBNY2](http://www.breakingnewsenglish.com/1011/101116internet_safety.html#ixzz4OvzyBNY2)

**Exercise 2. Write what precautions people should take to stay safe online and help children be safe online. Use the modal verbs and the following statements:**

- |  |  |
|--|--|
| • Surf the Internet safely                           | • Choose a password that's easy to remember but keep it secret |
| • Avoid suspicious websites                          | • Chat online about your hobbies and holidays                  |
| • Don't give your full name, address or phone number | • Delete e-mails from people you don't know                    |

## UNIT 2

### Articles

The indefinite article A/AN is used with countable nouns only

- **a** ... = one thing or person

*I work in **a** company*

*I've got **a** computer*

*There is **a** processor under my desk*

- **an** before vowels (a,e,i,o,u)

***an** application*

***an** intuitive program*

Note: **an hour** (silent *h*)

**a university**  
**a USB drive**  
**a European**  
**country**

} (pronounced as /ju:/)

**another** = an + other

*Can I install **another** application on your computer?*

1. To say what a thing or a person is

➤ *This is **a** smart phone.*

➤ *A stylus is **a** thing shaped like a pen used for writing on **a** special computer screen.*

➤ *John is **an** old friend of mine.*

➤ *What **an** obsolete laptop!*

➤ *They have **an** up-to-date PC.*

2. To talk about professions/jobs

➤ *Jenny is **a** graphic design expert.*

3. To talk about frequency, prices, speed

➤ *I back up files once **a** month*

➤ *It costs 2 euros **a** kilo.*

➤ *Speed limit is 60 km **an** hour.*

**We do not use a/an with nouns in plural. Compare:**

*This is **a** tablet computer*

*I like working on **tablets computers**. You can always carry this gadget with you.*

**Exercise 1. Fill in the gaps with a/an where necessary.**

1. Laptop computer with screen you can write on is called tablet PC;
2. Jane is IT help desk coordinator. She works three days week ;
3. Key board is data input device;

4. One click of mouse is called single click;
5. Two clicks of mouse are called double click;
6. He is database analyst. He deals with data processing;
7. Scanners, printers, webcams are peripherals;
8. It's optical mouse. It doesn't have ball;
9. Space in website where you enter information is called field;
10. Database administrators design databases, then develop them and later maintain them.

**The definite article THE is used with countable and uncountable nouns**

- |   |  |
|---|--|
| <p><b>1. When it's clear what people/thing with talk about.</b></p> | <p><i>I bought <b>a</b> smart phone and <b>a</b> stylus yesterday.</i></p> <p><i><b>The</b> smart phone was expensive and <b>the</b> stylus was cheap.</i></p> <p><i><b>The</b> tablet computers that our company have bought for the employees are up-to-date.</i></p>  |
| <p><b>2. With unique objects</b></p>                                | <ul style="list-style-type: none"> <li>• <i>the door/the ceiling/the floor/the light</i></li> <li>• <i>the garden/the kitchen/the bathroom, the carpet</i></li> <li>• <i>the center/the station/the airport</i></li> <li>• <i>the sun/the moon/the earth/the sky/the environment/the internet</i></li> <li>• <i>the top/the end/the right/the left/ the middle</i></li> <li>• <i>in the north, in the south, in the west, in the east</i></li> </ul> |
| <p><b>3. With the superlative degree</b></p>                        | <p><i>This is <b>the latest</b> version of this software</i></p>   |

of the adjective      *This is **the most obsolete** laptop I've ever*  
(usually      with      *worked on!*  
**Present Perfect)**

4. With      musical      *I play **the** violin*  
instruments      *Jane plays **the** guitar*

5. With some proper      ***the** Netherlands, **the** Philippines;*  
names (which are      ***the** Bahamas, **the** Canaries (islands clusters)*  
used in plural form      ***the** Ands, **the** Alps, **the** Urals (mountain range)*  
or contain such  
words      as      ***the** United **Kingdom***  
federation/kingdom      ***the** Russian **Federation***  
and rivers, seas,      ***the** French **Republic***  
oceans, gulfs etc,      ***The** United States*  
except for lakes)

<i><b>the</b> Atlantic (ocean)</i>	}	<i><b>BUT</b> Lake Baikal</i>
<i><b>the</b> Red Sea</i>		
<i><b>the</b> Volga, <b>the</b> Thames</i>		
<i><b>the</b> Gulf of Mexico</i>		
<i><b>the</b> Bay of Bengal</i>		
		<i>Lake Michigan</i>

**We do not use *a* or *the* with such proper nouns as**

- languages (English, Spanish)
- meal names (fish and chips, borsch)
- country names (England, Russia, France, America)
- city names (London, Moscow, Paris, Washington DC)
- single island/mountain/lake names (Everest, Ibiza, Baikal)
- streets/stations/airport names (Oxford Street, Heathrow airport)

**Remember:**

- the Internet, the police, the army, the fire brigade, the radio, the same
- television, breakfast, lunch, dinner

**Exercise 2. Put in *the* where necessary.**

1. What is name of this village?
2. What is largest city in Canada?
3. Don't sit on floor. It's very dirty.
4. Can you turn on radio, please? I want to listen to some music.
5. Is Tom in bathroom or kitchen? – He's in kitchen. He is making breakfast
6. I turned light, opened door and went out.
7. Alan is most talented software designer I've ever met! And I know that he speaks Chinese and plays saxophone very well.
8. How far is it from here to airport?
9. What is name of owner of company we talked to last night?
10. Our IT company's headquarters is in United Arab Emirates. We're so lucky to see Persian Gulf every day.

**Exercise 3. Put in *the* where necessary.**

The head office of our IT company is in \_\_London which is \_\_\_\_capital of \_\_United Kingdom. Since our company is big there are a lot of its offices all over the world. There are four regional offices in \_\_Europe (\_\_\_\_French Republic, \_\_Kingdom of Spain, \_\_Italian Republic and \_\_\_\_Netherlands),7 in \_\_USA and 10 in \_\_Russian Federation. Our company transfers employees quite often. As for me, I've worked in \_\_\_\_Russia, \_\_\_\_America,\_\_\_\_ Italy, \_\_France and \_\_\_\_Spain. \_\_Russia is famous for \_\_\_\_Saint-Petersburg which is considered to be \_\_cultural capital of \_\_Russian Federation, \_\_\_\_lake Baikal (\_\_largest lake in the world) and \_\_Volga (\_\_\_\_longest river in\_\_\_\_Europe). In \_\_Spain I

liked \_\_\_\_ Teide most of all. It is the volcano on \_\_\_\_largest island of\_\_\_\_Canary Islands — \_\_ Tenerife. As for the mountains I've been to \_\_\_\_ Mont Blanc (the mountain in\_\_\_\_ Europe between \_\_\_\_ France and \_\_\_\_Italy) and \_\_\_\_Andes which are the mountains in \_\_\_\_ South America. Besides I've flown over \_\_\_\_Atlantic Ocean many times. I love my job very much because it gives me so many opportunities to travel all over \_\_\_\_world.

**Exercise 4. Complete the sentences with a suitable word from the box and the appropriate article (a/an/the).**

*Example: We met in a cybercafé in Paris two years ago.*

cybercafé	top	icons	internet	center
week	email	left	trial version	head
	support technician		operating systems	

1. I send her \_\_\_\_\_ but it never arrived.
2. Windows XP, Macintosh OSX, Linux are \_\_\_\_\_.
3. Jane is \_\_\_\_\_. She has to diagnose the company computers problems and fix them.
4. Jims is \_\_\_\_\_ of our company's hardware department.
5. Our company is in \_\_\_\_\_ of the city.
6. We have to back the company's files once \_\_\_\_\_.
7. The icon "Print" is at \_\_\_\_\_ of the window, on \_\_\_\_\_ part of the toolbar.
8. I've downloaded this software for free from \_\_\_\_\_.
9. This is \_\_\_\_\_, you'll have to pay for the program in a month.
10. \_\_\_\_\_ are small signs or pictures on a computer screen that are used to start particular operations.

**Exercise 5. Fill in the gaps with a/an/the.**

1. We are \_\_\_\_ long way from \_\_\_\_ nearest transmitter.

2. \_\_\_IT support officers make sure that all \_\_\_computers in \_\_\_office work properly.
3. Add \_\_\_extra USB ports to you computer with \_\_\_USB hub.
4. Turn on \_\_\_ computer. It usually takes some time to boot up.
5. \_\_\_Microsofts Word,\_\_\_ Adobe Acrobat are \_\_\_ programs or \_\_\_applications.
6. It's easy to move \_\_\_files into \_\_\_folder. Just hold and drag.
7. \_\_\_very pale image behind \_\_\_text is called \_\_\_watermark.
8. You'll have \_\_\_virtual private network with \_\_\_firewall which will help stop \_\_\_cyber attacks \_\_\_the network perimeter.
9. He is\_\_\_owner of \_\_\_computer software company.
- 10.\_\_\_cookies are \_\_\_data sent by \_\_\_internet server to \_\_\_browser. They identify\_\_\_user and track \_\_\_user's access to \_\_\_server.

#### **Exercise 6. Translate from Russian into English.**

1. Это головной офис компании, который находится на улице Тверская.
2. Джек – программист, Лиза и Джейн – графические дизайнеры.
3. Я работаю на полставки, поэтому хожу на работу 3 дня в неделю.
4. Мне нравится последняя версия этого программного обеспечения. Оно стало более интуитивным.
5. Он читает лекции по информационным технологиям в местном колледже.
6. Мы познакомились в интернете год назад.
7. Я никогда не играю в компьютерные игры. Я считаю, что это пустая трата времени.
8. Иконка, которую ты ищешь, находится внизу рабочего стола компьютера.
9. Я никогда не обедаю за компьютерным столом.
10. Мои родители купили мне новый гаджет.

**Text. Read the text and fill in the gaps with the articles. Translate it then if you need.**

### **Tech support scams on the rise**

\_\_\_ fraudsters have \_\_\_ new method to trick \_\_\_ people into losing money. They are pretending to be \_\_\_ technical support of ISPs (Internet Service Providers). This scam looks real, even to \_\_\_ experienced Internet users. \_\_\_ fraudsters target an IP – this is \_\_\_ computer's online ID number. Once \_\_\_ fraudsters have the IP, \_\_\_ victim gets \_\_\_ pop-up window with \_\_\_ message to say \_\_\_ computer has \_\_\_ malware. \_\_\_ victim is then advised to phone for \_\_\_ help. \_\_\_ Internet security company Malwarebytes said: “\_\_\_ scammers are trying to get \_\_\_ people to call them. \_\_\_ people are literally paying to be scammed.” Malwarebytes said most of \_\_\_ scams so far are in \_\_\_ USA and UK, but they will spread worldwide. \_\_\_ malware expert at Malwarebytes said: “It caught me by surprise.... It was only when I looked in closer detail that I saw it was \_\_\_ scam.” \_\_\_ fraudsters infect \_\_\_ online adverts that then work out your IP number. You do not have to click on \_\_\_ ad for \_\_\_ computer to get infected by \_\_\_ malware. Malwarebytes' advice is to call \_\_\_ tech support number you got when you signed up for \_\_\_ Internet. They said never trust \_\_\_ phone numbers in \_\_\_ pop-up windows.

<http://www.breakingnewsenglish.com/1606/160624-tech-support-2.html>

## UNIT 3

### Quantifiers

Countable nouns	Uncountable nouns
<ul style="list-style-type: none"> <li>• An application</li> <li>• Many applications</li> </ul> <p>How many applications?</p> <ul style="list-style-type: none"> <li>• A few applications/ Few applications*</li> </ul> <p>*A few= some but not many (+) Few = nearly no (-)</p>	<ul style="list-style-type: none"> <li>• Software</li> <li>• Much software</li> </ul> <p>How much software?</p> <ul style="list-style-type: none"> <li>• A little software/ Little software*</li> </ul> <p>*A little= some but not much (+) Little = nearly no (-)</p>
<p><b>We use the determiner <i>some</i> both with countable and uncountable nouns to talk about a number of people/things or amount of something when the number/amount is not stated or to talk about a number of people/things or amount of something when the number/amount is not large:</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p><i>I have to install <b>some applications</b> on the computer</i></p> <p><i>I have to design <b>some software</b> by the end of the year</i></p> </div> <div style="font-size: 3em; line-height: 1;">}</div> <div> <p>несколько</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div> <p><i><b>Some applications</b> are intuitive</i></p> <p><i><b>Some software</b> is counter-intuitive</i></p> </div> <div style="font-size: 3em; line-height: 1;">}</div> <div> <p>некоторые</p> </div> </div>	

#### Exercise 1. Put in *much/many* or *how much/how many* where it's needed.

1. There are so \_\_\_\_\_ icons on your desktop. Do you use all of them?
2. My computer doesn't have \_\_\_\_\_ storage space.
3. \_\_\_\_\_ hardware does your company produce every year?
4. \_\_\_\_\_ employees work in your IT company?
5. I've got red sore eyes. I have been typing up \_\_\_\_\_ reports today.
6. There wasn't \_\_\_\_\_ Internet traffic yesterday.
7. I just wonder \_\_\_\_\_ people know your password?
8. It won't take long. I don't have data \_\_\_\_\_ to be analyzed.
9. I would recommend you not to send so \_\_\_\_\_ files in one email.

10. \_\_\_\_\_ freeware did you download from that site?

**Exercise 2. Put in a few/a little.**

1. Does your computer have any storage place? – Yes, \_\_\_\_\_.
2. Have you got any data to be analyzed? – Yes, \_\_\_\_\_.
3. Have you got any files to be compressed? - Yes, \_\_\_\_\_.
4. Are there any IT companies in your town? – Yes, \_\_\_\_\_.
5. Have you downloaded any freeware from this site for free? – Yes, \_\_\_\_\_.

**Exercise 3. Put in very few/very little.**

1. The hard drive has got \_\_\_\_\_ free space. I won't be able to install this software.
2. I'm absolutely satisfied with my Internet provider company. There have been \_\_\_\_\_ problems with the Internet connection.
3. He doesn't like this shareware design company. They provide computer software use for \_\_\_\_\_ time (about a week).
4. You don't like online shopping, because you've done it \_\_\_\_\_ times and haven't understood yet how convenient it is.
5. I'm not a social network addicted person. I don't check my profile very often and I've uploaded \_\_\_\_\_ photos.

**Exercise 4. Put in few/ a few and little/a little.**

1. Turn on the computer. It usually takes \_\_\_\_\_ minutes to boot up.
2. He has to search for a lost file. He needs \_\_\_\_\_ luck then.
3. I have to copy these files onto a disk because there is \_\_\_\_\_ space on your USB flash drive.
4. We won't be able to write a lot of software this year because \_\_\_\_\_ software developers are working in our company now.
5. I can't go right now. I need \_\_\_\_\_ time to finish my work.

**Exercise 5. Use *much/many, few/little, a few/a little, some* with these words.**

*Example: I've tried to upload these photos a few times.*

times	shareware programs	programs (2)	time (2)	copies
colleagues	emails	information	computing knowledge	use
	work		space	

1. I sent \_\_\_\_\_ last night.
2. Can I download \_\_\_\_\_ from this website for free?
3. Can you give me \_\_\_\_\_ to finish my work?
4. I'm sorry but I've found \_\_\_\_\_ on your topic on the Internet.
5. There's too \_\_\_\_\_ but \_\_\_\_\_ to do it.
6. Look! I've burned \_\_\_\_\_ of this CD for you.
7. There are so \_\_\_\_\_ installed on your computer but they are of \_\_\_\_\_. Can you imagine how \_\_\_\_\_ they take up?
8. Are you designing this software alone? – No, with \_\_\_\_\_.
9. \_\_\_\_\_ can be useful to you.
10. \_\_\_\_\_ are available to reject and delete cookies.

**Exercise 6. Translate from Russian into English.**

1. Данная IT-компания не разработала большого количества программного обеспечения в этом году.
2. Сколько сотрудников работает здесь?
3. Сколько времени у тебя занимает добраться до работы?
4. У меня осталось очень мало времени, поэтому я должен поторопиться, если я хочу закончить работу вовремя.
5. На жестком диске все еще есть немного места, поэтому я установлю это приложение.
6. Некоторые сайты могут быть опасными.

7. Тебе следует сделать несколько копий этого документа, если у тебя их осталось совсем мало.
8. У меня есть несколько (немного) копий этого документа, поэтому я могу поделиться ими с тобой.
9. Сколько фотографий ты обработал?
10. Мне нравится этот интернет-провайдер, потому что у меня было мало проблем с интернет-соединением.

### **Text .**

#### **Exercise 1. Read and translate the text if you need. Find the quantifiers.**

##### **Mobile phones in class lower test scores**

There is bad news for students who use their mobile phones in class. New research shows that students do not learn very well when they text and use social media in class. The research looks at the effects of texting and social media on student learning. Researchers looked at 145 American university students in the classroom. Some of the students used their mobile phones in class, while the others had their phones switched off. The students who did not use their mobile phones during the class got higher scores on tests they took at the end of the class.

One of the biggest challenges teachers have in the classroom is the battle to keep students working. Many students feel they need to be online and checking messages, even when they had work to do in class. The researchers said it is common for students to be physically present in class, but mentally absent because they are using their mobiles. Many teachers are fighting a "losing battle" because students are more interested in social media than classwork. Research in England found that test scores went up by six per cent after mobile phones were banned in class.

<http://www.breakingnewsenglish.com/1506/150612-mobile-phones-2.html>

#### **Exercise 2. Answer the following questions:**

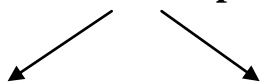
1. What is new research about?
2. How many universities were examined?

3. What did the research show?
4. What is the biggest challenge of a teacher now?
5. What did the mobile phones ban at lessons in England result in?
6. Do you think mobile phones should be banned at school and colleges?

## UNIT 4

### Passive Voice

#### to be + Past Participle



**regular verbs = V+ed \***

\*for spelling see Past Simple Unit

“English Grammar for IT. Part 1”

*fix=>fixed*

*copy =>copied*

*plan=>planned*

*install=>installed*

**irregular verbs = the 3<sup>rd</sup> column from  
the list of irregular verbs**

*write=>written*

*keep=>kept*

*set=>set*

*send=>sent*

**PRESENT** *They design a piece of software every year.*

*They write 10 programs every year.*

+	-	?
<i>One piece of software <b>is designed</b> every year</i>	<i>One piece of software <b>isn't designed</b> every year</i>	<i><b>Is</b> one piece of software <b>designed</b> every year?</i>  - Yes, it is. - No, it isn't.
<i>10 programs <b>are written</b> every year</i>	<i>10 programs <b>aren't written</b> every year</i>	<i><b>Are</b> 10 programs <b>written</b> every year?</i>  - Yes, they are. - No, they aren't.

**PAST** *They designed a piece of software last year.*

*They wrote 10 programs last year.*

+	-	?
<i>One piece of software <b>was designed</b> last year</i>	<i>One piece of software <b>wasn't designed</b> last year</i>	<i><b>Was</b> one piece of software <b>designed</b> last year?</i>

<p>10 programs <b>were written</b> last year</p>	<p>10 programs <b>weren't written</b> last year</p>	<p>- Yes, it was. - No, it wasn't.</p> <p><b>Were</b> 10 programs <b>written</b> last year?</p> <p>- Yes, they were. - No, they weren't.</p>
--	---	--

**FUTURE** They will design a piece of software next year.

They'll write 10 programs next year.

+	-	?
<p>One piece of software <b>will be designed</b> next year</p>	<p>One piece of software <b>will not be designed</b> next year</p>	<p><b>Will</b> one piece of software <b>be designed</b> next year?</p> <p>- Yes, it will. - No, it won't.</p>
<p>10 programs <b>'ll be written</b> next year</p>	<p>10 programs <b>won't be written</b> next year</p>	<p><b>Will</b> 10 programs <b>be written</b> next year?</p> <p>- Yes, they will. - No, they won't.</p>

**Exercise1. Write sentences from the words in brackets.**

Example: Making changes to a text is called editing.

- ~~1. Making changes to a text/called/editing.~~
2. TV and computer screens/ usually/ measure/ in inches.
3. The computer /connect/to the telephone line/ via a modem.
4. SD cards/read/in a computer's card reader?
5. A computer/cool/ by a fan?
6. Colour images/print/by mixing green, yellow and red ink.
7. An image on TV or computer screen/ make up/ of thousands of pixels.
8. Laptops/power/ by batteries or mains electricity.
9. Image resolution/usually/measure in dpi?

10. This image/blur/ at the edges. This effect/know/ as feathering.
11. The data and applications on the computer /store/ on the hard drive?

## Exercise 2. Rewrite the sentences in the passive.

*Example: Scott Fahlman used the first emoticons :-) and :-( in 1982.*

*The first emoticons :-) and :-( were used by Scott Fahlman in 1982.*

1. Ralph Benjamin invented the first trackball called roller ball in 1946, patented in 1947. This was a computer mouse prototype.
2. Karlheinz Brandenburg developed the widespread mp3 method for audio data compression.
3. Charles Babbage is called the father of computer. He invented the first mechanical computer.
4. A group of computer and WAN companies including IBM, Intel, Nokia and Ericsson developed Bluetooth technology.
5. John Logie Baird made the first television set of old cars, bicycle parts, lenses and other things.
6. Baird demonstrated the first TV receiver in 1925.
7. They opened the first TV service in Britain in 1936.
8. They first used colour TV in the United States in 1956.
9. In the early days of TV few people bought television sets because they were expensive.
10. They formed the BBC in Britain according to the monarch's order.
11. They soon developed new technologies and built a lot of TV stations.

## Exercise 3. Complete the sentences with the word from the box. Put the verbs in the Future Passive form.

*Example: Otherwise, the net's addressed cells will be reset at random.*

reset	connect	copy	call	upload
publish	install	stretch	upgrade	reload

delete	send
--------	------

1. The page \_\_\_\_\_ automatically in a few seconds.
2. If you copy a file from the Internet onto your computer it \_\_\_\_\_ an upload, it will be a download.
3. These regulations \_\_\_\_\_ on the Internet?
4. This is a webcam so the camera \_\_\_\_\_ to the Internet directly.
5. Don't enlarge this foto. The image \_\_\_\_\_ then.
6. Unfortunately, this program \_\_\_\_\_ on your computer as there is very little free space on the hard disk.
7. These video clips \_\_\_\_\_ to YouTube?
8. They have decided that the entire computer system \_\_\_\_\_ .
9. The text \_\_\_\_\_ into a new document.
10. If you delete a document, it \_\_\_\_\_ from the computer memory. It \_\_\_\_\_ to the recycle bin first.

**Exercise 4. Passive or active voice? Choose the correct verb form.**

1. When you pay/are paid by credit card, your card swipes/is swiped.
2. The printer is worked/is not working. Some paper jams/is jammed inside.
3. A laptop computer with a screen you can write/can be written on is called/calls a tablet PC.
4. When you are deleted/delete a document, it's usually sent/sends to the recycle bin.
5. As the glitches find and correct/are found and corrected, the process will be speeded up/will speed up.
6. The pages you have viewed store/are stored in the Temporary Internet Files Folder. You can always be deleted/delete them.
7. LAN pronounces/is pronounced "lan" and stands/is standed for Local Area Network.

8. Full bleed is meant/means that the page is printed/prints right up to the edges – there are no white margins.
9. The earliest attempt to produce a mechanical writer device recorded/was recorded in 1714. But only in 1873 Remington was produced/produced the first useable typewriter.
10. Like desktop printers most colour printing presses are printed/print in four colours: cyan (light blue), magenta (dark pink), yellow and black. Before printing a document divides/is divided into the four colours. This process calls/is called colour separation. These separations are turned/turn then into plates – one for each of the inks will use/will be used. Prior to colour separation, coloured images, graphics and text convert/are converted from RGB (Red, Green, Blue), the colour format of computer displays, to CMYK (Cyan Magenta Yellow Black), the colour format of printing presses.

### **Exercise 5. Translate from Russian into English.**

1. Сообщения было отправлено поздно ночью из интернет–кафе в Торонто.
2. Если компьютер не подключен к интернету, то он находится в режиме оффлайн.
3. Программное обеспечение будет написано для предотвращения спама.
4. Теперь видео клипы смотрят на видеохостингах, например YouTube.
5. Как еще называют пиратскую копию?
6. Она такая хорошенькая на этой фотографии. Заметь, что фото не было отретушировано.
7. С помощью чего принтер будет подсоединен к компьютеру?
8. Сетевое электричество преобразуется в электричество низкого напряжения с помощью преобразователя.
9. Учетные записи компании были утеряны из-за сбоя в работе компьютера?
10. Для чего применяются программы Microsoft Word и PowerPoint?

**Text.**

**Open the brackets using Active or Passive voice. Pay attention to the tenses.**

### **QR CODES**

The Quick Response code, usually shortened to QR code, is a two-dimensional barcode which can (read) faster than a traditional barcode and also (have) a much greater storage capacity. It originally (invent) for use in the automobile industry to keep track of vehicles during production. Its uses in business and industry (include) traceability, picking, inventory management, document management and admission control and it can (find) in all areas from a manufacturing plant, to a retail outlet, warehouse or pharmacy. Recently, its use (become) extremely common in consumer advertising and marketing. These black and white squares of code (place) everywhere: on adverts and bus shelters, in magazines and stores. A potential customer can (use) his or her smartphone, with a QR scanner app, to scan the code and (take) directly to a company website, for example, with more product information, discounts or special offers.

[http://www.elionline.com/res/ftpeli/resources/bestcommercialpractice/int/M1\\_W2\\_int.pdf](http://www.elionline.com/res/ftpeli/resources/bestcommercialpractice/int/M1_W2_int.pdf)

## UNIT 5

### Conditionals

#### Conditional I

**If + Present, will + infinitive (Future Simple)**

***If I type** in this report very fast, I **will finish** the work on time.*

***If he doesn't type** in this report very fast, he **won't finish** the work on time.*

***Will** the computer **run** this program **if I don't upgrade** the operating system?*

\*You can also use ***the imperative*** or ***can*** in the main clause:

***If you accidentally delete** a file, **you can restore** it from the recycle bin.*

***If you accidentally delete** a file, **restore** it from the recycle bin.*

**Exercise 1. Match the browser toolbar buttons with the function following the pattern:**

*Example: If you click on the **Back** button on the browser toolbar, it will display the page you were on before.*

1. ~~Back~~

2. Stop

3. Home

4. Forward

5. Refresh/Reload

6. Search

7. Media

8. Mail

a) Display the page that you have set as your home page

b) Print the current page

c) Display the page you were on before using the *Back* button

d) Open the media bar, accessing Internet radio, music video

e) Stop a page from downloading

f) Show the latest version of the page

g) Display the web addresses you've chosen as your favourites

h) Show a list of the websites you've visited

recently

9. *History*

i) ~~Display the page you were on before~~

10. *Print*

j) Open the search panel

11. *Favourites/Bookmarks*

k) Show email options

**Exercise 2. Complete with correct form of the verbs.**

1. It's plug and play. If he (connect) this to the computer, it (work) immediately.
2. If you (leave) the computer on without using it, after a while it (go) into standby mode.
3. If you (save) photos as JPEGs, you (use) less memory.
4. I'm sure that he (find) the answer to this question if he (look) it up on the Internet.
5. If you (download) this suspicious file, it (contaminate) your computer with a virus.
6. If a company (pay) a search engine company, the search engine (return) the "sponsored links".
7. If you (click) "Confirm" you (can) change anything.
8. If you (make) a hotel reservation over the Internet, you (receive) the notification of booking by email.
9. If you (cancel) your reservation in a week or more in advance, they (return) you the deposit you paid while booking.
10. If you (install) anti-virus software it (scan) regularly your computer for viruses.

**Exercise 3. Complete these sentences. Use the verbs from the box and *the Imperative* or *Can*.**

*Example: If your hard disk hasn't got enough free space to store the files, you can store them/store them on a hard disk drive.*

store	buy	book	use	try	call
-------	-----	------	-----	-----	------

1. If you don't remember your password to access the Internet, \_\_\_\_\_ mine.
2. If you don't have enough time for shopping, \_\_\_\_\_ shopping online.
3. If you can't install software, \_\_\_\_\_ me. I'll try to help you out.
4. If you make an online reservation in advance, \_\_\_\_\_ tickets for a lower price.
5. \_\_\_\_\_ expensive tickets then if you can't find cheap ones.

### Future time clauses

#### When + Present, will + infinitive (Future Simple)

*When I get home I will text you*

*Let me know when you come home*

#### Exercise 4. Which is right? Choose the correct form.

1. Text me when you send/will send me an email.
2. The computer starts/will start working again when they will diagnose/diagnose and fix/will fix the problem.
3. When he will buy/buys a router, they set/will set wireless network.
4. Log off after a session when you will finish/finish working.
5. When you will rename/rename the file, remember to tell me about this.
6. He puts/will put the report on the USB flash drive when he will finish/finishes typing it.
7. When you will buy/buy a new computer, install licensed software.
8. When you click/will click on that button on the task bar, you will make/make the program run.
9. We will find/won't find a solution when we will get to know/get to know what the computer problem is.
10. I show/will show you the photos when I have touched them up/will touch them up.

### Exercise 5. Translate from Russian into English.

1. Скажи ей, что она не будет получать спам, если установит специальное программное обеспечение.
2. Скажи ей, что она продолжит получать спам, если не установит программное обеспечение.
3. Будет смотреться лучше, если я изменю направление текста?
4. Я скопирую эти файлы на USB флеш-накопитель, если не смогу записать их на диск.
5. Если твой компьютер не запустит эту программу, тебе придется обновить операционную систему. Когда ты сделаешь это, компьютер будет работать должным образом.
6. Я очень разозлюсь, если он выложит это видео в интернет.
7. Когда он подключит беспроводной широкополосный интернет, скорость интернета будет большой.
8. Если Вы запустите Yandex браузер, главная страница Yandex загрузится как стартовая, в случае если Вы не установили страницу другого сайта как домашнюю.
9. Если ты хочешь всегда слушать свою любимую музыку, создай свой собственный плейлист.
10. Ты можешь персонализировать рабочий стол компьютера, если тебе не нравится, как расположены ярлыки на рабочем столе.

#### Conditional II

**If + Past Simple, would + infinitive**

***If I liked** History I **would become** a historian, but I am a software designer.*

*I **would not be** a software designer **if I weren't** good at math.*

*What **would** you **do** **if there were no** computers?*

\*In Conditional II sentences you can use **were** instead of **was** with the verb **be** for **I** and **he, she, it**. We always use **were** in the set-expression ***If I were you***

***If he weren't (wasn't) fond of computers, he would not be interested in IT so much.***

***If I were you I would enter the Institute of Computational Mathematics and Information Technologies.***

### Exercise 6. Match the sentences halves.

*Example: I would feel much better if I didn't have a lot of work to do.*

- |  |   |
|--|---|
| 1. <del>I would feel much better</del>   | a) If she didn't like her job very much                                       |
| 2. He would be so happy                  | b) if I had spare time  |
| 3. Would you open an attachment          | c) if he got an email with the conformation of his appointment as IT director |
| 4. They would not promote him            | d) if they decreased your salary  |
| 5. Jane would not stay at work till late | e) if the company granted her a new powerful computer.                        |
| 6. Would you keep working here           | f) if you didn't know who the sender is                                       |
| 7. She would appreciate                  | g) even if he never left for home   |
| 8. I would surf the Internet more often  | h) <del>if I didn't have a lot of work to do.</del>                           |

### Exercise 7. Complete with the correct form of the verbs.

1. If I (know) his email address, I (email) him this report right now.
2. You (write) more programs if you (work) harder.
3. You (upgrade) the operating system if the computer (run) some programs?
4. He (have) broadband if it (be) so expensive.

5. I (customize) the desktop if a computer (belong) to me.
6. I (close) down some applications if the computer (work) properly.
7. If I (be) a support technician I (diagnose) the problem my computer's got.
8. I (call) the Internet Service Provider if I (have) some problems with the Internet connection.
9. You (buy) a program if you (like) its trial version?
10. She never (upload) a photo if she (like) it.

**Exercise 8. Complete the sentences. Put the verb in the brackets into the correct form.**

*Example: If I were you I would connect office equipment to the LAN because you can then share devices between users.*

1. ~~If I were you I (connect) office equipment to the LAN because you can then share devices between users.~~
2. If I were you I (empty) the recycle bin once a fortnight to free some storage space on the disk drive.
3. If I were \_\_\_\_\_ I (download) anything from this suspicious website.
4. If I \_\_\_\_\_ I (expand) this photo. It will have even lower resolution.
5. If \_\_\_\_\_ I (disconnect) the computer from the power supply when you remove it.
6. \_\_\_\_\_ I (tell) anyone my online banking password.

**Write 5 sentences using your own ideas. Starts the sentences with *If I were the president of an IT company ...***

7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

### **Exercise 9. Translate from Russian into English.**

1. Я бы никогда не переписывался с людьми в интернете, если бы не знал их лично.
2. Тебе бы нравилась твоя работа больше, если бы она не была такой стрессовой?
3. На твоём месте я бы отретушировал эти фотографии. Изображение немного смазано.
4. Я бы подождал пару минут, если интернет-страница не загружается. Возможно, это из-за медленного соединения с интернетом.
5. Он бы не был программистом, если бы не интересовался так информационными технологиями.
6. Если мой интернет провайдер ограничивал интернет-трафик, я бы поменял провайдера.
7. Ты бы удалил какие-нибудь приложения с компьютера, чтобы освободить место на диске?
8. Я бы не сделал этого, если бы я использовал эти программы. Я бы скопировал все фото на жесткий диск и удалил с компьютера, чтобы освободить место на диске.
9. На твоём месте, я бы делал резервную копию каждую неделю.
10. Она бы никогда не была дизайнером компьютерной графики, если бы не была художником, который замужем за программистом.

### **Text.**

#### **Exercise 1. Read the text and translate it if you need.**

##### **Get an electric shock to stop buying things**

A British firm has developed a new product to help us save money. The product is a wristband that gives us an electric shock if we spend too much money. The wristband is called Pavlok. It is linked to our bank account. It knows how much money we have in the bank. If we go shopping and there is not enough money in our bank account, the wristband delivers a 255-volt electric shock to our wrist. This warns us not to

overspend. The company is called Intelligent Environments. It wants to work with banks to help customers with their money. So far, no banks in Britain have said they would offer the Pavlok to their customers. They could start doing this in the future. The Pavlok wristband is part of the Internet of Things. This is the idea that everything in our life will be connected to the Internet. The CEO of Intelligent Environments, David Webber, said people liked the idea of the Pavlok. Shoppers would rather get a small electric shock in the store from the wristband than get a big shock later when they see their credit card bill. Mr Webber said the Pavlok would be great for people who cannot stop spending because they have no willpower or their willpower is weak. He added that many young people suffer from the "ostrich effect". This is when people stick their heads in the sand and buy things rather than look at how much money they have in their bank.

<http://www.breakingnewsenglish.com/1605/160521-electric-shock.html>

**Exercise 2. Answer the following questions:**

1. What other inventions do you think people will need in the future?
2. Which inventions will you use if they are invented?
3. What recent inventions do you regard as the most important ones? What inventions would you die without?
4. What inventions would you disinvent?

## UNIT 6

### Reported (Indirect) Speech

#### Reported Sentences

TENSE	DIRECT SPEECH	TENSE	INDIRECT SPEECH
<b>Present Simple</b>	<i>"I <u>always type</u> fast"</i>	<b>Past Simple</b>	<i>He said (that) he <u>always typed</u> fast</i>
<b>Present Continuous</b>	<i>"I <u>am typing</u> fast at the moment"</i>	<b>Past Continuous</b>	<i>He told me (that) he <u>was typing</u> fast at that moment</i>
<b>Present Perfect</b>	<i>"I <u>have typed</u> fast since I bought my first computer"</i>	<b>Past Perfect</b>	<i>He said (that) he <u>had typed</u> fast since I had bought his first computer</i>
<b>Past Simple</b>	<i>"I <u>typed</u> fast yesterday"</i>	<b>Past Perfect</b>	<i>He told me (that) he <u>had typed</u> fast the day before</i>
<b>Future Simple</b>	<i>"I <u>will type</u> fast tomorrow"</i>	<b>Would + infinitive</b>	<i>He said (that) he <u>would type</u> fast on the following day</i>
<b>Imperative</b>	<i>"Type fast" "Don't type fast"</i>	<b>Infinitive</b>	<i>He told me <u>to type</u> fast He told me <u>not to type</u> fast</i>

\* this => that

these => those

now => then

here => there

today => that day

yesterday => the day before,

on the previous day

can => could

must => had to

may => might

will => would

shall => should

last year => the year before  
 (three days) ago => (three days) before  
 tomorrow => the next day,  
 on the following day  
 next year => the next year

## Reported Questions

DIRECT SPEECH	INDIRECT SPEECH
"Do you type fast?"	He asked me <b>if</b> <u>I typed</u> fast
"How fast do you type?"	He asked <b>how</b> fast <u>I typed</u>
"Can you type fast?"	He asked <b>if</b> <u>I could</u> type fast.
"Are you a fast typist?"	He asked <b>if</b> <u>I was</u> a fast typist.
"Have you always typed fast?"	He asked <b>if</b> <u>I had</u> always <u>typed</u> fast.

## Exercise 1. Write the sentences in reported speech.

Example: Jane said (that) she loved online shopping.

- ~~"I love online shopping"~~ Jane said.
- "He doesn't like playing computer games" Tom told us.
- "Susan is surfing the net now" her brother said.
- "The speed of the Internet will be better tomorrow" the support technician said.
- "He upgraded the operating system yesterday" he told me.
- "Hackers have attacked the government computers and have stolen important data" they said.
- "I can't install this software" Jack said.
- "The computer isn't functioning well. You have to reboot it" my father told me.
- "The connection has dropped. It may be a glitch in the computers system" he said.
- "Stop downloading those films! It's illegal" my sister told me.

11. "Don't download unknown files from the internet" our teacher said.

## **Exercise 2. Make reported questions.**

*Example: She asked me what I was uploading?*

1. ~~"What are uploading?" she asked.~~
2. "What are you coping and pasting from the net?" the teacher asked me.
3. "Have you installed the anti-virus software that I recommended?" my friend asked.
4. "What is the URL of your favourite website?" Jim asked.
5. "Did you book the tickets yesterday?" my mother asked.
6. "Why do you like shopping online?" my brother asked.
7. "May I customize the desktop?" I asked.
8. "When did she back up the files last?" the boss asked.
9. "Will he have to learn a new program if he starts working in a new department?" she asked.
10. "Are you a software developer?" the employer asked.
11. "Can I use your password to access the Internet?" I asked my colleague.

## **Exercise 3. Put in *say* or *tell* in the correct form.**

1. My parents \_\_\_\_\_ me not to talk to strangers online.
2. He \_\_\_\_\_ that the computer wasn't working properly at the moment.
3. She \_\_\_\_\_ me to close down the session that is why I didn't log off.
4. I \_\_\_\_\_ he had already uninstalled that application.
5. \_\_\_\_\_ you that I would work as a graphic designer?

## **Exercise 4. Translate from Russian into English**

1. Учительница спросила, почему этот компьютер не работает.
2. Начальник спросил меня, напечатала ли я отчет.
3. Начальник отдела сказал, что они закупят планшеты для всех работников компании в следующем году.

4. Брат сказал мне, что он случайно удалил мою папку с фотографиями.
5. Представитель компании, предоставляющей нам интернет, сказал нам никому не сообщать мой пароль и имя пользователя.
6. Я сказала, что отправила сообщение по электронной почте вчера.
7. Мой друг сказал мне не удалять это приложение, если компьютер не сможет запустить эту программу. Он сказал, что поможет мне выявить неполадку в системе компьютера.
8. Мама спросила меня, нашел ли в интернете необходимую ей информацию.
9. Она спросила, как часто он очищает свой электронный ящик.
10. Учительница сказала нам, что по всему миру увеличиваются случаи кибербуллинга и что, если мы стали жертвой интернет-травли, не нужно бояться сказать об этом родителям.

**Text. Read the text and convert sentences in direct speech into reported speech**

**Amazon.com testing drone delivery service**

The online store Amazon is testing a new method of delivering parcels. It wants to start using drones to get packages to customers, in just 30 minutes. The drones are small, remote-controlled helicopters called 'octocopters'. They look like toys. Amazon's CEO Jeff Bezos talked about them on the American TV show '60 Minutes'. He said: "I know this looks like science fiction. It's not." He added: "We can do half-hour delivery...and we can carry objects, we think, up to 2.3kg, which covers 86 per cent of the items that we deliver." He joked that Amazon would not be able to deliver some things. He said: "It won't work for everything. We're not going to deliver kayaks, or table saws this way." The new delivery system is going to be called 'Prime Air'. It could be in operation before the year 2018. Mr Bezos believes it will be good for the environment. "It's very green and it's better than driving trucks around," he said. The project still needs the green light from the U.S. government. The company is making sure the 'octocopter' meets all of the country's flying safety standards. Bezos only has one concern with his 'octocopters'. He said: "This thing can't land on

somebody's head while they're walking around their neighborhood." He said Amazon needed to keep finding new ways to stay ahead. He knows that companies can have a short life span and that other businesses can overtake them, especially those using technology.

<http://www.breakingnewsenglish.com/1312/131204-drone-delivery-service.html#ixzz4NuUDcC8q>

## UNIT 7

### Comparatives/Superlatives

#### Comparative degree of adjectives

		Adjective	Comparative
<b>1) - er</b>	<b>one syllable words</b> (short words)	<i>quick</i> <i>slow</i> <i>fast</i> <i>big</i> <i>hot</i>	<i>quicker</i> <i>slower</i> <i>faster</i> <i>bigger</i> <i>hotter</i> } one v+one c = double con-t
	<b>2-syllable words</b> that end in -y	<i>busy</i> <i>lucky</i> <i>pretty</i>	<i>busier</i> <i>luckier</i> <i>prettier</i> } y+er =ier
<b>2) more</b>	<b>more than 2 syllables</b> words (long words)	<i>interesting</i> <i>serious</i> <i>careful</i>	<b>more</b> <i>interesting</i> <b>more</b> <i>serious</i> <b>more</b> <i>careful</i>
<b>3) irregular forms</b>		<i>good</i> <i>bad</i> <i>far</i>	<i>better</i> <i>worse</i> <i>further/farther</i>

#### Comparative degree of adverbs

Adverb	Comparative	Adverb	Comparative
<b>More/less + regular adverbs</b>		<b>Irregular adverbs</b>	
<i>quickly</i> <i>slowly</i>	<i>more quickly</i> <i>less slowly</i>	<i>hard</i> <i>fast</i> <i>well</i> <i>badly</i>	<i>harder</i> <i>faster</i> <i>better</i> <i>worse</i>

		<i>far</i> <i>little</i> <i>much/many</i>	<i>further/farther</i> <i>less</i> <i>more</i>
<b>Remember:</b> <i>often =&gt; more often</i> <i>early =&gt; earlier</i>			

- We say **than** *me/ him/her/ us/them*:

*I am a slow typist. I am a slower typist than her / than she is.*

*I type slowly. I type more slowly than her/than she does.*

- We say **mine/yours/his/hers/its/ours/theirs** in the following sentences:

*Your computer has got a bigger screen than mine.*

*The Internet speed in their office is faster than in ours.*

- **not as...as** (no comparison; both for adjectives and adverbs)

*Your browser is slower than mine = My browser is **not as slow as** yours.*

*This computer looks older than it is = This computer is **not as old as** it looks.*

- **more/less than ...**

*This smart phone costs too much, **more than** 2000 \$.*

*My computer takes **less than** 1 minute to boot up.*

### **Exercise1. Open the brackets. Use a comparative.**

1. Shopping on the Internet is becoming (popular).
2. It's (easy) to book online.
3. An ergonomic key board is (good) for arms and back.
4. Some files compress (easily).

5. Nowadays the Internet is becoming (dangerous).
6. In the car it's (safe) to use a hands-free phone.
7. Home-use version is a simplified version which is (cheap) to buy.
8. Click on the thumbnails to view a (large) version of each image.
9. Computers become (light), (small) and (portable) every year.
10. WIMPs: windows, icons, menus and pointers are different ways of making programs (user-friendly).

**Exercise 2. Write comparative sentences with *than*.**

1. My computing skills/bad/her skills.
2. My tablet/only 1centimeter thick/your tablet.
3. But the screen on you tablet/bright/on my tablet.
4. My computer processor/work/slowly/your processor.
5. Greyscale images/take up/ little/disk space/colour images.
6. I/upload/ many videos/he.
7. Last year/my computer/cost/much money/her computer.
8. Children/often/good/at using computers/their parents.
9. This command centre/work/well/toolbar buttons.
- 10.This software/compatible/ the one /we/just/uninstall.

**Exercise3. Rewrite the sentences so that they mean the same. Use *not as...as*.**

*Example: A new operating system is cheaper than a new computer purchase.*

*A new computer purchase is not as cheap as a new operating system.*

- ~~1. A new operating system is cheaper than a new computer purchase.~~
2. Social networking sites are more popular than Internet dating websites.
3. My file sizes are large than theirs.
4. Internet connection speed is higher at home than at work.
5. Your computer monitor gives brighter image than her computer monitor does.
6. Broadband connection is faster than dial-up.

7. This software is more intuitive than the previous one.
8. Your computer boots faster than mine.
9. The mouse is handier than the touch screen.
10. Boys play videogames more often than girls.
11. Girls are more selfie addicted than boys.

**Exercise 4. Put in *as* or *than*.**

1. The previous software is less counter-intuitive \_\_\_\_ this one.
2. The new monitor isn't as big \_\_\_\_ the old one.
3. I just love this mouse. It's a lot better \_\_\_\_\_ my previous one.
4. Your processor isn't as fast \_\_\_\_\_ mine.
5. This software isn't as user-friendly \_\_\_\_\_ the previous one.

**Put in *less than* or *more than*.**

6. Surprisingly, the number of Internet users has decreased. It is \_\_\_\_\_ in previous years.
7. You haven't written as many programs as me. I have done \_\_\_\_\_ you have.
8. I just love this browser. It searches for information \_\_\_\_\_ 2 seconds.
9. I think that you should not buy this printer as it fits your requirements \_\_\_\_\_ the one we saw last time.
10. Low quality equipment should not cost \_\_\_\_\_ high quality one.

**Exercise 5. Translate from Russian into English.**

1. Мой ноутбук старше и тяжелее, чем твой.
2. Это процессор более надежный, чем тот, который был у Павла.
3. Разрешение экрана моего компьютера не такое высокое, как у твоего.
4. Мы стараемся разработать программное обеспечение, более удобное для пользователей.
5. Эта версия браузера загружает страницы медленнее, чем предыдущая.
6. Твой процессор работает быстрее, чем мой.

7. Дети пользуются интернетом больше, чем их родители.
8. Простая бумага стоит меньше, чем фотобумага.
9. Последняя версия этого программного обеспечения не такая интуитивно-понятная, как предыдущая.
10. Я не делаю резервную копию так часто, как ее делаешь ты.

### Superlative degree of adjectives

		Adjective	Superlative
<b>1) the + - est</b>	<b>one syllable words</b> (short words)	<i>quick</i> <i>slow</i> <i>fast</i> <i>big</i> <i>hot</i>	<i><b>the quickest</b></i> <i><b>the slowest</b></i> <i><b>the fastest</b></i> <i><b>the biggest</b></i> <i><b>the hottest</b></i>
	<b>2-syllable words</b> that end in -y	<i>busy</i> <i>lucky</i> <i>pretty</i>	<i><b>the busiest</b></i> <i><b>the luckiest</b></i> <i><b>the prettiest</b></i>
<b>2) the most</b>	<b>more than 2 syllables</b> words (long words)	<i>interesting</i> <i>serious</i> <i>careful</i>	<i><b>the most interesting</b></i> <i><b>the most serious</b></i> <i><b>the most careful</b></i>
<b>3) irregular forms</b>		<i>good</i> <i>bad</i> <i>far</i>	<i><b>the best</b></i> <i><b>the worst</b></i> <i><b>the furthest/the farthest</b></i>

### Superlative degree of adverbs

		Adverbs	Superlative
<b>1) the + - est</b>	<b>Irregular adverbs</b>	<i>hard</i> <i>fast</i>	<i><b>the hardest</b></i> <i><b>the fastest</b></i>

<b>2) the most</b>	<b>Regular adverbs</b>	<i>quickly</i> <i>slowly</i>	<i><b>the most quickly</b></i> <i><b>the most slowly</b></i>
<b>3) irregular forms</b>		<i><b>well</b></i> <i><b>badly</b></i> <i><b>far</b></i> <i><b>much/many</b></i> <i><b>little</b></i>	<i><b>the best</b></i> <i><b>the worst</b></i> <i><b>the furthest/the farthest</b></i> <i><b>the most</b></i> <i><b>the least</b></i>

- This is ***the best*** computer I've ever had!
- She is ***the fastest*** typist **in** the world/She is ***the fastest*** typist **of** this year.
- She types ***the fastest***, he types ***the most slowly***.

**Exercise1. Complete the sentences with a superlative. Choose the suitable adjective from the box.**

*Example: Cloud computing is the most convenient way of data storage.*

<b>convenient</b>	<b>safe</b>	<b>near</b>	<b>low</b>	<b>common</b>	<b>good</b>
<b>useful</b>	<b>prominent</b>	<b>powerful</b>	<b>annoying</b>	<b>slow</b>	

- ~~1. Cloud computing is \_\_\_\_\_ way of data storage.~~
- Cyberbullying and sexting are \_\_\_\_\_ Internet dangers.
- \_\_\_\_\_ way to protect your computer from viruses is to avoid suspicious websites.
- Times New Roman is \_\_\_\_\_ type of font.
- What are \_\_\_\_\_ ways to stay safe online?
- We are a long way from \_\_\_\_\_ transmitter.
- The mainframe is \_\_\_\_\_ computer.
- What is \_\_\_\_\_ invention?
- \_\_\_\_\_ form of Internet connection is dial-up.

10. Which networks has \_\_\_\_\_ call charges?

11. Adware is \_\_\_\_\_ type of software.

**Exercise 2. Write sentences with *ever*.**

*Example: She is the most gifted graphic designer I've ever met.*

1. ~~She/gifted/graphic designer/I/ever/meet.~~
2. This/ bad/program I/ ever/use.
3. This/slow/browser I/ ever/have.
4. This/compatible/ software/ I/ever/run across.
5. This ISP/ provide/ fast/Internet connection/that/ I/ ever/have.
6. This/counter-intuitive/ software/they/ever/develop.
7. This/thin/display/they/ever/produce.
8. This/reliable/CPU/ he/ever/have.
9. This/messy/desktop/ I/ever/see.
10. This/secure/password/ she/ever/create.
11. This/user-friendly/version/the program/I/ever/try!

**Exercise 3. Complete the sentences with the correct superlative form of the word in the brackets. Put in the prepositions *in* or *of*.**

1. My new smart phone is (late) model \_\_\_\_ this year.
2. He is (talented) programmer \_\_\_\_ our company.
3. This (thin) gadget \_\_\_\_ the range of the company's products.
4. It was (lucky) day \_\_\_\_ his life when he won a computer in a lottery.
5. Facebook is (popular) social networking site \_\_\_\_ the world.
6. What is (useless) device \_\_\_\_ the recent years?
7. This is (advanced) IT company \_\_\_\_ Russia.
8. The day I crashed down my first laptop is (sad) day \_\_\_\_ my life.
9. What are (late) exchange rates \_\_\_\_ the world?
10. An encounter in an Internet cafe turned out to be (happy) day \_\_\_\_ their lives.

#### **Exercise 4. Translate from Russian into English.**

1. Это самый безопасный сайт для скачивания бесплатных программ.
2. Я думаю, что планшетный компьютер – самое полезное изобретение последних лет.
3. Это самая удобная для пользователя версия программы.
4. Он самый опытный специалист по технической поддержке компьютеров в нашей IT команде.
5. Интернет-покупки – это самый удобный и быстрый способ покупок.
6. Это худшее антивирусное программное обеспечение, которое я когда-либо устанавливал.
7. Троянский конь – самое опасное программное обеспечение. Оно может выглядеть безвредным, однако оно запрограммировано на уничтожение данных.
8. Это самая полезная информация, которую он нашел в интернете.
9. Программа Adobe Photoshop – самый популярный графический редактор в мире.
10. Внешний жесткий диск - лучший способ хранения личных файлов, который мне был когда-либо известен.

#### **Text.**

##### **Exercise 1. Read the text and translate it if you need.**

##### **Texting while walking is dangerous**

Writing text messages while walking is dangerous. A study says it is more dangerous than texting while driving. Researchers found that there are more injuries to texting pedestrians than there are to texting motorists. Their report says walking is not as easy as we think. We must focus on many things at the same time to walk safely in a straight line. The researchers said that people forget how to walk properly, so dangerous things happen to them. They bump into walls and other people. They walk into cars, fall over things in the street, and even fall into holes or down stairs. A professor said walking is a difficult action. There are several reasons why texting

makes walking dangerous. One is that people cannot see the street. Another is that they are focused on their phone keyboard instead of their feet. A final reason is that their minds are somewhere else - they are not thinking about walking from A to B safely. The professor said over 6,000 people visited his hospital last year because of texting. He said the worst cases are head injuries. When a pedestrian is tossed into the air he/she has nothing to protect the head. The damage can be serious.

<http://www.breakingnewsenglish.com/1403/140312-texting-while-walking-2.html>

**Exercise 2. Answer the following questions:**

1. Are there more injuries to texting pedestrians than to texting motorists?
2. Is walking as easy as we think?
3. Why is writing text messages while walking more dangerous than texting while driving?
4. What injuries may occur to pedestrians while walking and texting at the same time?
5. What are the worst injuries pedestrians may have?

## UNIT 8

### Infinitives/Gerunds

#### Infinitive

<b>1. after some verbs</b> (decide , forget, help, hope, learn, need, offer, plan, pretend, promise, want, would like, start*, try*, remember*)	<i>I <u>want</u> <b>to buy</b> a new smart phone.</i> <i>He <u>needs</u> <b>to upgrade</b> his computer.</i>
<b>2. after adjectives</b>	<i>This application is <u>easy</u> <b>to use</b>.</i>
<b>3. as the purpose</b>	<i>We've entered the Institute of Computational Mathematics and Information Technologies <b>to study</b> computing.</i>

**Gerund = V + ing** (for spelling see Present Continuous Unit, “English Grammar for IT. Part 1”)

<b>1. after some verbs</b> (enjoy, finish, go on, hate, like, love, mind, spend, stop)	<i>He <u>loves</u> <b>playing</b> videogames.</i> <i>I <u>hate</u> <b>cyberbulling</b> on the Internet.</i>
<b>2. as the subject of a sentence</b>	<i><b>Surfing</b> the net is a waste of time.</i>
<b>3. after prepositions</b>	<i>He left <u>without</u> <b>logging</b> out.</i>

<b>start*doing=start to do</b>	
<i>I <b>started working</b> as a database analyst a year ago =</i> <i>I <b>started to work</b> as a database analyst a year ago</i>	
<b>try*</b>	
<b>try doing</b> =experiment to see if something works <i>Why don't you <b>try rebooting</b>?</i>	<b>try to do</b> = make an effort to do something <i>Please, <b>try not to infect</b> your computer</i>

	<i>with a virus when you visit suspicious sites.</i>
<b>remember*</b>	
<b>remember      doing      =remember</b> something after it happened <i>I closed down the session because I remember logging out.</i>	<b>remember to do=</b> do not forget to do something <b><i>Remember to log out</i></b> when you finish.

**Exercise 1. Complete the sentences with the infinitive from the box.**

*Example: He pretended to know who she was texting to.*

know	buy (2)	help	share	unplug
change	study	touch up	enter	type

1. He pretended \_\_\_\_\_ who she was texting to.
2. I've decided \_\_\_\_\_ the Institute of Computational Mathematics and Information Technologies.
3. I never forget \_\_\_\_\_ all the electrical equipment when I go on vacation.
4. It's possible \_\_\_\_\_ your broadband connection with other users via a wireless router.
5. She has always wanted \_\_\_\_\_ computing.
6. Do you promise \_\_\_\_\_ me with the installation of this program?
7. \_\_\_\_\_ normal text to italic, first you must select the text you want to format.
8. I would like \_\_\_\_\_ a new tablet.
9. Will you help me \_\_\_\_\_ these photos?
10. She is learning \_\_\_\_\_ fast.
11. We need \_\_\_\_\_ good anti-virus software to protect our computer.

**Exercise 2. Form the gerund from the verbs from the box and complete the sentences.**

*Example: She likes mobile phone texting.*

text(2)	create	write	check	type
remember	read	shop	surf	download

1. ~~She likes mobile phone~~ \_\_\_\_\_.
2. Stop \_\_\_\_\_ movies from the Internet. It's illegal.
3. We've just finished \_\_\_\_\_ new anti-virus software.
4. I am really bad \_\_\_\_\_ at passwords.
5. He spends hours \_\_\_\_\_ the net.
6. You should open a new document to start \_\_\_\_\_ a new letter.
7. \_\_\_\_\_ is sometimes annoying. Especially if a person you're talking to is texting messages all the time.
8. I enjoy \_\_\_\_\_ so the e-reader is my favourite electronic device.
9. I don't mind \_\_\_\_\_ online. It saves a lot of time.
10. I feel uneasy without \_\_\_\_\_ my emails in the morning.
11. She has always been interested in \_\_\_\_\_ firewalls.

**Exercise 3. Open the brackets. Use the infinitive or the gerund.**

1. Before you start (work) on the computer, adjust the height of you chair.
2. You can press *escape key* to stop the computer (do) something.
3. Teenagers like (visit) social networking sites.
4. Don't forget (shut down) the computer when you finish.
5. (post) is a new way of sharing your thoughts online.
6. Click on this icon (launch) Google Chrome.
7. She hates (chat) online. She prefers live communication.
8. Be careful not (download) anything from this suspicious website!
9. People should learn how (protect) themselves from phishing.
10. Go on (study) Maths if you want (become) a programmer.

#### **Exercise 4. Open the brackets.**

##### **Remember to do/remember doing.**

1. Please remember (turn off) the computer when you finish your work.
2. Thank you for lending me your flash drive. - Are you sure? I don't remember (give) you any.
3. Do you remember (back up) files every week?
4. When you see John, remember (congratulate) him on his appointment as the head of IT projects department.
5. Someone has taken my light pen. I clearly remember (leave) it on the computer desk and now it has gone.

##### **Try to do/try doing**

6. I was very tired. I tried (finish) my IT project but I couldn't.
7. My computer suddenly turned off when I was working on it yesterday. I tried (reboot) it but it didn't work.
8. We tried (resume) the Internet connection by ourselves but then we called the ISP support call center.
9. Ann needed to upgrade the operating system. She tried (ask) Tom for help and he helped her out.
10. I tried (use) that software but it was counter-intuitive.

#### **Exercise 5. Translate from Russian into English.**

1. Пожалуйста, оставьте его одного. Ему нужно работать, и он пытается сконцентрироваться.
2. Что касается меня, то я не люблю писать текстовые сообщения. Я предпочитаю телефонные звонки.
3. Они планируют выпуск новой компьютерной игры в следующем году.
4. Программирование – процесс создания компьютерных программ.
5. Щелкните на значке «Печать» на панели инструментов, чтобы распечатать документ.

6. Он надеется стать хорошо оплачиваемым разработчиком программного обеспечения.
7. Я не имею ничего против выкладывания фотографий и видео в интернет.
8. Невозможно пользоваться этим приложением. Оно очень неудобное для пользователя.
9. Зарядное устройство перестало работать.
10. Не забудь отключиться от интернета, как закончишь работать.

### **Text.**

#### **Exercise 1. Read the text and translate it if you need.**

##### **Shoppers in Venezuela to be fingerprinted**

There are many food shortages in Venezuela. Many Venezuelans cannot buy basic goods. This problem is made worse because people buy too much of something when they see it in the stores. It's a kind of panic buying. President Nicolas Maduro has started a new system to stop people buying too much. Shoppers must soon start scanning their fingerprints when they buy food at grocery stores and supermarkets. This is to make sure that more people can buy an equal share of food and groceries. Mr Maduro has not said when the new system will start, but people close to him say it could be January. It is also unclear how much food people can buy and what happens if they buy too much.

There are many reasons for Venezuela's food shortages. The government blames smugglers who buy cheap goods and take them to Colombia to resell them for up to four times their original price. Another reason is that the government controls the price of food. Many food companies say the price is too low for them to make a profit, so they do not produce as much as they could. A final reason is the strength of the US dollar against Venezuela's currency. This means it is very expensive to import food from other countries. Critics say the fingerprinting takes away people's privacy and will not work. They say the whole economy needs to change and that the government needs to have less control.

<http://www.breakingnewsenglish.com/1408/140825-food-shortages.html>

**Exercise 2. Find the gerund in the text and explain its use.**

**Exercise 3. Find the infinitive in the text and explain its use.**

## UNIT 9

### Prepositions

#### IN

##### time

**in 2000** (*years*)

**in June** (*months*)

**in winter** (*seasons*)

**in the morning/afternoon/evening**

##### place

**in Russia/in Moscow** (*countries/cities*)

**in a library/ in an office**  
(*buildings/rooms*)

**in a drawer/in a folder/ in a car**  
(*closed spaces*)

#### AT

##### time

**at 4:45 p.m./at a quarter to 3** (*times*)

**at Christmas/at Eve/at the weekend**  
(*festival periods*)

##### place

**at a concert/ at a football match**

(*event*)

**at college/at school /at work/at home**  
**at the airport/ at a bus stop**

#### ON

##### time

**on September 1<sup>st</sup>** (*dates*)

**on Fridays** (*days of the week*)

##### place

**on a bus/on a ship** (*transport*)

**on the floor/on a table** (*a surface*)

#### **REMEMBER:**

**in** portrait orientation

**at** the top

**on** campus

**in** landscape orientation

**at** the bottom

**on** the Internet

**on** the website

#### **Exercise 1. Write at/in/on (time).**

1. \_\_December 31<sup>st</sup>

a) \_\_the 1990s

I. \_\_Christmas day

- |                                   |                    |                      |
|-----------------------------------|--------------------|----------------------|
| 2. __Christmas                    | b) __Monday night  | II. Late __night     |
| 3. __autumn                       | c) __May           | III. __his birthday  |
| 4. __the 18 <sup>th</sup> century | d) __5 a.m         | IV. __the evening    |
| 5. __Tuesday                      | e) __2015          | V. __weekends        |
| 6. __half past two                | f) __the same time | VI. __New Year's Eve |

**Exercise 2. Write at/in/on (place).**

- |                     |                       |                               |
|---------------------|-----------------------|-------------------------------|
| 1. __a conference   | a) __campus           | I. __Kazan Federal University |
| 2. __Kazan          | b) __a birthday party | II. __a computer desk         |
| 3. __a file cabinet | c) __Tatarstan        | III. __the station            |
| 4. __a hard drive   | d) __a bus stop       | IV. __classroom               |
| 5. __college        | e) __a drawer         | V. __a locker room            |
| 6. __a shelf        | f) __a desktop        | VI. __a bus                   |

**Exercise 3. Fill in the gaps with prepositions.**

1. Toolbar is a row of small pictures \_\_the top of a computer screen that allow you to do particular things \_\_ a document.
2. You can access all the programs \_\_the computer from the start menu.
3. You can view two Word documents \_\_ the screen \_\_ the same time.
4. Open the document\_\_ a new window.
5. Cut and copied text is temporally stored \_\_ the clipboard.
6. I can't get the driver for my new printer \_\_work. You have to uninstall the driver for your old printer first.
7. I can't find my briefcase. I think I left it\_\_the train and it's got a lot of documents \_\_it and my tablet!
8. "Can I make a call, please?" "Yes, the telephone is\_\_ the shelf behind the desk".
9. I have just saved the document \_\_ the hard disk.

10. \_\_Saturday morning we will have a look at all the changes that have occurred \_\_campus \_\_recent years.

#### **Exercise 4. Translate from Russian into English**

1. Компьютерная мышь движется по коврику.
2. Она работает в центре обработки телефонных звонков.
3. Мы подключили беспроводную сеть на работе в понедельник.
4. Я храню свои фотографии в папке под названием «Фото».
5. Это страница в книжной ориентации, а эта – в альбомной.
6. У меня 6 новых сообщений на электронной почте.
7. Он хранит документы и на компьютере, и на внешнем жестком диске.
8. На рабочий стол компьютера я установил фотографию моей семьи.
9. Он не бывает в интернете в последнее время. Последний раз он был на Facebook 1 мая в 14:13.
10. Я учусь в Казанском Федеральном Университете и живу в кампусе. Я стал студентом Института вычислительной математики и информационных технологий в 2019 г.

**Text. Read the text and fill in the gaps with the suitable preposition.**

#### **My office**

Like most offices, my office is a place where I can concentrate on my work and feel comfortable \_\_ the same time. Of course, I have all the necessary equipment\_\_ my desk. I have the telephone next to the fax machine\_\_the right side of my desk. My computer is \_\_the centre of my desk with the monitor directly in front of me. I have a comfortable office chair to sit on and some pictures of my family between the computer and the telephone. In order to help me read, I also have a lamp near my computer which I use \_\_the evening if I work late. There is plenty of paper \_\_one of the cabinet drawers. There are also staples and a stapler, paper clips, highlighters, pens and erasers\_\_ the other drawer. \_\_the room, there is a comfortable armchair and

a sofa to sit on. I also have a low table in front of the sofa on which there are some industry magazines.

[https://en.islcollective.com/resources/printables/worksheets\\_doc\\_docx/my\\_office/computers--technology/27448](https://en.islcollective.com/resources/printables/worksheets_doc_docx/my_office/computers--technology/27448)

## UNIT 10

### Defining Relative Clauses

- *A mouse is a small object **which** you move with your hand to give instructions to a computer (**a thing**)*
- *Steve Jobs is a US computer designer and businessman **who**, together with Steve Wozniak, designed and built the first real personal computer and started the Apple computer company (**a person**)*
- *A cash-and-carry store is a large shop **where** customers representing a business or organization can buy large quantities of goods at cheap prices (**a place**)*

#### Exercise 1. Complete the definitions with **who**, **which**, or **where**.

1. Expansion card a circuit board \_\_\_\_\_ fits into a computer and makes it possible for the computer to do more things, for example produce sounds, play CD ROMs, or use a telephone line.
2. Spreadsheet is a computer program \_\_\_\_\_ can show and calculate financial information.
3. Internet traffic is the number of people \_\_\_\_\_ use the Internet.
4. A search engine is a computer program \_\_\_\_\_ allows you to search for information on the Internet (e.g., Google or Yandex).
5. A hard drive is the part of a computer \_\_\_\_\_ information and programs are stored, consisting of hard disks and the electronic equipment that reads what is stored on them.
6. An Internet service provider is a company \_\_\_\_\_ allows you to connect to the Internet).
7. Utility is a piece of computer software \_\_\_\_\_ has a particular use.
8. A software developer (designer) is a person \_\_\_\_\_ designs software.

9. A wireless Internet is a service \_\_\_\_\_ allows you to use the Internet with a mobile phone or a wireless computer.
10. Silicon Valley is a part of California, in the area between San Francisco and San José, \_\_\_\_\_ many important inventions have been discovered and many large and small companies producing computer software and hardware are based. Silicon Valley is known as a centre of the computer industry.

**Exercise 2. Write sentences with *who*, *which*, or *where*.**

*Example: A webcam is a thing which feeds its images in real time to a computer.*

1. ~~A webcam/thing/ feed/its images in real time to a computer.~~
2. Software/set/programs/tell/ the computer what to do.
3. Application/piece/software/make/a computer do to a task (for example, edit an image).
4. Driver/software/operate/a peripheral/such as a scanner or printer;
5. Firewall/software/prevent/an unauthorized access to your computer over the Internet.
6. A hacker/person/illegally/access/somebody's else computer over the Internet.
7. Security code/series/letters and numbers/you/have to enter/before installing some programs.
8. Font/set/letters/a \_\_\_\_\_ particular size and style/ \_\_\_\_\_ use/ for printing books, newspapers etc. or on a computer screen.
9. A keylogger/piece/software/record/which computer keys are pressed.
10. Systems analyst/employee/responsible for studying of a company's computer needs and its further provision with suitable software and equipment.
11. A flash drive /small piece/electronic equipment/use flash memory/and/ information can be stored.

### **Exercise 3. Translate from Russian into English.**

1. Ноутбук – это персональный компьютер, который легко носить с собой.
2. Фотоаппарат – это устройство, которое используют для фотографирования.
3. Специалист по технической поддержке – это человек, который устанавливает компьютеры, программное обеспечение и следит за тем, чтобы все в офисе работало.
4. Интернет-кафе – это кафе с компьютерами, где люди могут заплатить за интернет для того, чтобы воспользоваться им.
5. Телевизор – это устройство, которое показывает движущееся изображение со звуком.
6. Принтер – это устройство, которое распечатывает документ с компьютера.
7. Машинист(ка) – это человек, который использует для работы компьютерную клавиатуру или печатную машинку.
8. Буфер-обмена – это часть компьютерной памяти, где хранится информация во время перемещении ее из одного документа в другой.
9. Планшет – это переносной компьютер, который управляется касанием по экрану.
10. Калькулятор – это электронный прибор, который складывает, вычитает, умножает и делит.

### **Text.**

#### **Exercise 1. Read the text and translate it if you need.**

##### **South Korea to Swap Textbooks for Tablets**

South Korea's government has announced ambitious plans to revolutionize school classrooms and provide the world's first "smart education" system. It intends to digitize all textbooks in all schools by 2015. This means bulky, paper-based books are out and handheld tablets and e-readers are in. First in line to go digital are elementary schools, which will switch to online devices by 2014. South Korea's Ministry of Education says it will invest \$2.4 billion to create and deliver the e-

learning and mobile-learning materials. Education Minister Lee Ju Ho explained the need to ensure teachers are sufficiently trained in using the new tech in class. "It's very important to make sure that the two can work together," he said.

The Ministry has not yet made a decision on which make of products it will bring into the classroom. Many industry experts predict it will opt for Korean-made devices such as Samsung's Galaxy Tab rather than gadgets from international rivals Apple or Sony. In addition to digital content in the classroom, the Ministry is also hoping to make online classes available for students who miss lessons. South Korea is well known for its embrace of technology and high-speed Internet. A Ministry official stated: "Korean students have ranked first in terms of digital literacy among developed nations...That's why Korean students, who are already fully prepared for digital society, need a [major] shift in education."

<http://www.breakingnewsenglish.com/1107/110706-tablets.html>

**Exercise 2. Find the relative clauses in the text and explain the use of sentence building words.**

## UNIT 11

### Connectors: so, because, but, although

<i><b>because and so</b></i> ( <u>reason</u> and <u>result</u> )	<i><b>but and although</b></i> (to show contrast)
<ul style="list-style-type: none"> <li>• <i>My inbox is virtually empty <b>because</b> I've just emptied my email box</i></li> <li>• <i>I've just emptied my email box, <b>so</b> there is plenty of room</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>I use encryption <b>because</b> it's safer</i></li> <li>• <i><b>Although</b>* I use encryption I never tell anyone my personal computer password</i></li> </ul> <p>* <i>Although</i> can go at the beginning or in the middle of the sentence</p>

#### Exercise 1. Complete with *so, because, but, or although*.

1. There is a spare power point in the works station, \_\_\_\_ you can plug in your mobile phone charger.
2. I can't open the document you emailed me yesterday, \_\_\_\_\_ I don't have Microsoft Word installed on my computer.
3. This is a shared computer, \_\_\_\_\_you can use it with my password.
4. The icon is just a shortcut to the application, \_\_\_\_ if you delete the icon, the program will still be on the computer.
5. \_\_\_\_\_I emailed her yesterday she hasn't received the message yet due to a software glitch.
6. I can't understand this program \_\_\_\_\_ it's too complicated for me.
7. You can set your computers to remember the log-in details, \_\_\_\_ you don't have to type them in each time.
8. Companies want to reach more customers, \_\_\_\_\_they go online.
9. \_\_\_\_\_ this program is all in French I can use it \_\_\_\_\_ it's intuitive.

10. I've bought a new printer \_\_\_\_ I can't use it right now \_\_\_\_ I've not installed its driver yet.

**Exercise 2. Match the sentences halves and complete with *so, because, but, or although*.**

*Example: I can't find the document although I remember its name. I think I've deleted it by mistake.*

- |   |   |
|---|---|
| 1. <del>I can't find the document</del> ____                  | a) I am not satisfied with it at all;   |
| 2. I had to finish the project ____                           | b) I want to finish work in time;   |
| 3. I have anti-virus software installed on my computer        | c) I had a problem with the Internet connection;                              |
| 4. I'm typing so fast ____                                    | d) I never visit suspicious websites;   |
| 5. I bought the smart phone a shop assistant recommended ____ | e) I like working on the last one more because it's mobile and more powerful; |
| 6. He had touched up the photos ____                          | f) they look better now;  |
| 7. I take a lot of photos                                     | g) I can always download it from the Internet;                                |
| 8. I called ISP call center yesterday ____                    | <del>h) I remember its name. I think I've deleted it by mistake</del>         |
| 9. I've got a desktop computer and a laptop ____              | i) she didn't follow my advice;   |
| 10. I told her to keep her password secret                    | j) I stayed at work till late at night;                                       |
| 11. I haven't got a media player on my computer ____          | k) I never put them on social networking sites.                               |

### Exercise 3. Translate from Russian into English.

1. Я не могу найти документ, потому что кто-то переместил его.
2. Это удобная для пользователя программа, поэтому она проста в эксплуатации.
3. Это процессор достаточно старый, но все еще надежный.
4. Хотя это версия программы для домашнего использования, она достаточно дорогая.
5. Этот ноутбук более современный, поэтому он более мощный.
6. На USB флеш-накопителе, который ты дал мне, было мало места, поэтому я записал тебе CD.
7. Хотя этот компьютер старый, он хорошо работает.
8. Говорят, что это программное обеспечение интуитивное, но я не знаю точно, поскольку я им еще не пользовался.
9. Я рекомендую этот планшетный компьютер, потому что он дешевле, но он того же качества, что и дорогой планшет.
10. Хотя мне и понравилась пробная версия программы, я не куплю это приложение, так как оно очень дорогое.

**Text. Fill in the gaps with *so, because, but, or although*.**

#### **Disney bans selfie sticks at theme parks**

Disney will ban selfie sticks at its theme parks worldwide from July the 1st. \_\_\_\_\_ Universal Studios and many museums have already banned them, Disney has become the latest company to ban the sticks. A Disney spokeswoman said the ban was \_\_\_\_\_ the sticks were dangerous for customers and workers. She said: "We strive to provide a great experience for the entire family, \_\_\_\_\_ selfie sticks have become a growing safety concern for both our guests and cast." Staff have had to stop rides \_\_\_\_\_ people were using selfie sticks on them. Nowadays people like taking self-portraits with mobile cameras to put on social media sites, \_\_\_\_\_ selfie sticks have become very popular recently, \_\_\_\_\_ many people are getting angry with them,

especially at tourist attractions. One passenger who used the stick on a Disney rollercoaster shut the ride down for nearly an hour. The PC World magazine has an answer to this problem. It wrote: "Maybe you should...use the selfie sticks that we're all born with - your arms."

<http://www.breakingnewsenglish.com/1506/150630-selfie-sticks-2.html>

## **APPENDIX**

### **Keys to exercises**

#### **UNIT 1. HAVE TO**

**Ex.1** 1) change the computer internal CD drive 2) to replace the computer fan 3) have to change the cartridge 4) have to lift the cover 5) have to repair the paper feed 6) have to reload the paper tray 7) have to clean the print-heads

**Ex.2** 1f (have); 2 a (has); 3 e (has); 4 d (has); 5 c(have); 6 b (have); 7 g (has)

**Ex.3** 1) have to 2) has to 3) don't have to 4) doesn't have 5) do you have to be 6) does a database analyst have to deal with 7) had to 8) didn't have to 9) did you have to 10) will have to 11) won't have to 12) will I have to

#### **MUST**

**Ex.1** 1d ;2e; 3f ;4g; 5b; 6c; 7a.

**Ex.2** 3 -;4+; 5-;6+;7+;8+;9+,10-;11-,12-.

**Ex.3** 1) must/have to; don't have to 2) must/have to; don't have to 3) must/have to; 4) must/have to 5) mustn't 6) mustn't /don't have to 7) must/have to; mustn't; must/have to.

**Ex.4** 3) have to/must 4) have to/must 5) mustn't 6) have to/must 7) have to/must 8) have to/must 9) have to/must 10) have to/must 11) have to/must 12) have to/must 13) mustn't 14) have to/must 15) have to/must 16) mustn't 17) have to/must

#### **Ex. 5**

1. You have to sign in to the site before you start shopping.
2. Children must use the Internet only in the presence of their parents
3. You mustn't eat and drink at the computer desk.
4. I don't have to pay a fixed monthly fee for the Internet, because I've paid a year fee in advance.
5. They had to delete some programs to install that application
6. You mustn't open an email attachment unless you know who sent it (unless you know who the sender is).
7. All you will have to do is start up your Web browser.
8. You must/have to renew your anti-virus software subscription when it expires.

9. Do I have to enter a log-in name and a password each time I want to connect to the Internet?

10. As soon as you finish shopping online, you must/have to click “Proceed to checkout”.

## **SHOULD**

**Ex. 1** 1) should scroll down 2) should hold down 3) should press/hit 4) should roll 5) should double click 6) should press/hit 7) should scan 8) should adjust 9) should choose 10) should plug in, should use.

**Ex. 2** 1) should 2) should not 3) should 4) should; shouldn't 5) should 6) should 7) should 8) should not 9) should 10) should.

**Ex. 4** While working on the computer you should

1. sit up straight;
2. put your feet flat on the floor;
3. keep your shoulders relaxed;
4. keep your forearms and hands straight;
5. keep your thighs tilted slightly;
6. position the screen in such a way so that you avoid reflected glare;
7. position the screen in such a way that the top of the screen is at or slightly below eye level;
8. have a break every 30 minutes.

During the break you should not

1. sit at the computer desk;
2. switch off the computer.

## **CAN**

**Ex. 1** 1) can, 2) can't, 3) can't, 4) can 5) can't 6) can 7) can still use 8) can 9) can't 10) can, can't

**Ex. 2** 1 +, 2 +, 3 -, 4 +, 5 +, 6 +, 7 +, 8 -, 9 +, 10 +.

**Ex. 3** 1) could 2) couldn't 3) could you type? 4) will be able to 5) will not be able to 6) will users be able to? 7) could 8) will not be able to 9) could not 9) will be able to.

**Ex. 4**

1. I can't open the document because of a glitch in the program;
2. Can you email me this proposal?
3. He couldn't book my flight online because the airline's system was down;
4. You will be able to access the internet if you use my password
5. Some email boxes can receive attachments up to a certain size with one email;
6. When we met we could text messages all day long.
7. Will you be able to help me update the operating system of my computer?
8. Could you imagine a few years ago that social networking sites would be so popular?
9. I think that we won't be able to use this software because it's counter-intuitive.
10. You can protect your computer from unwanted spam with special software.

## **MAY**

**Ex.2** 2) may choose 3) may include 4) may choose 5) may give 6) may present 7) may rehearse 8) may record

**Ex.3** 1) may 2) may 3) may not 3) might 5) will be allowed to 6) may 7) might not.

**Ex.4** 1) might get 2) might have 3) might need 4) might want 5) might not run 6) might be 7) might crush 8) might get 9) might contain 10) might take; might not make.

## **Ex.5**

1. You may set the browser to block pop-up windows;
2. They may/might be a few minutes late;
3. I might be able to help you with this software installation;
4. You may add extra toolbars to your browser window
5. She might not have enough money to buy the most modern computer;
6. It may/might be a good idea to try to download this program from the internet;
7. Some viruses may cause data damage
8. I may/might be wrong but your bank provides online banking as well
9. I may/might not buy this new gadget if I don't like it.
10. You may use the verbs "write", "design", and "develop" with the word "software"

## **THE MODALS.**

**Ex.1** 1) have to 2) you must/have to insert 3) must not 4) I don't have to 5) should 6) should not 7) can 8) you can 9) you may/can post 10) may/might be 11) Can I close? Could I close? May I close? 12) Can you arrange? Could you arrange?

**Ex.2** 1) must be/have to be 2) must not 3) don't have to, can/may 4) cannot, have to 5) may/can, should, can you do?/could you do? 6) may not/cannot, should not, can I compress/May I compress? 7) may/might; should 8) can, have to 9) Can I? /Could I/May I resize 10) can, have to, can, may, may/can, can/may

## **UNIT 2. ARTICLES**

### **Ex.1**

1. A Laptop computer with a screen you can write on is called a tablet PC;
2. Jane is an IT help desk coordinator. She works three days a week;
3. A key board is a data input device;
4. One click of a mouse is called a single click;
5. Two clicks of a mouse are called a double click;
6. He is a database analyst. He deals with data processing;
7. Scanners, printers, webcams are peripherals;
8. It's an optical mouse. It doesn't have a ball;
9. A space in a website where you enter information is called a field;
10. Database administrators design databases, then develop them and later maintain them.

### **Ex.2**

1. What is the name of this village?
2. What is the largest city in Canada?
3. Don't sit on the floor. It's very dirty.
4. Can you turn on the radio, please? I want to listen to some music.
5. Is Tom in the bathroom or the kitchen? – He's in the kitchen. He is making breakfast
6. I turned off light, opened the door and went out.

7. Alan is the most talented software designer I've ever met! And I know that he speaks Chinese and plays the saxophone very well.
8. How far is it from here to the airport?
9. What is the name of the owner of the company we talked to last night?
10. Our IT company's headquarters is in the United Arab Emirates. We're so lucky to see the Persian Gulf every day.

**Ex.3** 1) – 2) the 3) the 4)- 5) the 6) the 7) the 8) the 9) the 10) the 11)- 12)- 13)- 14)- 15)- 16)- 17)- 18) the 19) the 20) – 21) the 22)the 23)the 24) – 25) – 26)-27)the 28)the 29)-30)- 31)-32)-33)-34) the 35)the 36)the 37)the.

**Ex.4** 1) an email 2) operating systems 3) a support technician 4) the head 5) the center 6) a week 7) the top, the left 8) the internet 9) a trial version 10) icons

**Ex.5**

1. We are a long way from the nearest transmitter;
2. IT support officers make sure that all the computers in the office work properly;
3. Add extra USB ports to you computer with a USB hub;
4. Turn on the computer. It usually takes some time to boot up;
5. Microsofts Word, Adobe Acrobat are programs or applications;
6. It's easy to move files into a folder. Just hold and drag;
7. A very pale image behind the text is called a watermark;
8. You'll have a virtual private network with a firewall which will help stop cyber attacks on the network perimeter;
9. He is the owner of a computer software company;
10. Cookies are data sent by an internet server to a browser. They identify the user and track the user's access to the server.

**Ex. 6**

1. This the head office of the company which is situated in Tverskaya street.
2. Jack is a programmer, Liza and Jane are graphic designers.
3. I work part-time, so I go to work 3 days a week.
4. I like the latest version of this software. It's become more intuitive.
5. He lectures in computing at a local college.

6. We met on the internet a year ago.
7. I never play video games. I think it's a waste of time.
8. The icon you are looking for is at the bottom of the screen.
9. I never have dinner at a computer desk.
10. My parents have bought me a new gadget.

**Text.** 1) - 2) a 3) – 4) the 5) – 6) the 7) a 8) – 9) the 10) a 11) a 12) the 13)-14) the 15) – 16) the 17) the 18)- 19) – 20) the 21) the 22) a 23) a 24) the 25) – 26) the 27) the 28) the 29) the 30) the 31) – 32) –

### UNIT 3. QUANTIFIERS

**Ex.1** 1) many 2) much 3) how much 4) how many 5) many 6) much 7) how many 8) much 9) many 10) how much

**Ex.2** 1) a little 2) a little 3) a few 4) a few 5) a little

**Ex.3** 1) very little 2) very few 3) very little 4) very few 5) very few

**Ex.4** 1) a few 2) a little 3) little 4) few 5) a little

**Ex.5** 1) a few emails 2) some programs 3) some/ a little time 4) little information 5) much work, very little time 6) a few copies 7) many programs, little use, much space 8) a few/some colleagues 9) A little/some computing knowledge 10) some.

#### Ex.6

1. This IT company hasn't developed much software this year.
2. How many employees work there?
3. How much time does it take you to get work?
4. I have little time left so I have to hurry up if I want to finish my work on time.
5. The hard drive still has a little space so I'll install this application.
6. Some websites can be dangerous.
7. You should make some copies of this document if you have got few of them left.
8. I've got a few copies of this document so I can share them with you.
9. How many photos have you touched up?
10. I like this ISP because I've got few problems with the internet connection.

## UNIT 4. PASSIVE VOICE

**Ex.1** 2) are usually measured 3) is connected 4) are SD cards read? 5) Is a computer cooled? 6) are printed 7) is made up 8) are powered 9) Is image resolution usually measured? 10) is blurred, is known 11) are the data and applications on the computer stored?

### Ex.2

1. The first trackball was invented by Ralph Benjamin in 1946 and patented in 1947. It was called a roller ball;
2. The widespread mp3 method for audio data compression was developed by Karlheinz Brandenburg;
3. The first mechanical computer was invented by Charles Babbage;
4. Bluetooth technology was developed by a group of computer and WAN companies including IBM, Intel, Nokia and Ericsson;
5. The first television set was made of old cars, bicycle parts, lenses and other things by John Logie Baird;
6. The first TV receiver was demonstrated in 1925;
7. The first TV service in Britain was opened in 1936;
8. The first colour TV was used in 1956 in the United States;
9. In the early days of TV television sets were bought rarely because they were expensive;
10. The BBC in Britain was formed according to the monarch's order;
11. Soon new technologies were developed and a lot of TV stations were built.

**Ex.3** 1) will be reloaded 2) won't be called 3) Will these regulations be published? 4) will be connected 5) will be stretched 6) won't be installed 7) Will these video clips be uploaded? 8) will be upgraded 9) will be copied 10) won't be deleted, will be sent.

**Ex.4** 1) pay/is swiped 2) is not working/is jammed 3) can write/is called 4) delete/it's usually sent 5) are found and corrected/will speed up 6) are stored/delete 7) is pronounced/stands 8) means/is printed 9) was recorded/produced 10) print/is divided/is called/are then turned/will be used/are converted .

### **Ex.5**

1. The message was sent from an Internet café in Toronto late at night;
2. If a computer is not connected to the internet, it's offline;
3. The software will be designed to prevent spamming;
4. Nowadays video clips are watched on video hosting websites, for example YouTube;
5. How else is a pirate copy called? (a bootleg);
6. She looks so pretty in this picture. Note that the photo wasn't touched;
7. By what means will the printer be connected to the computer? (via a USB cable);
8. Mains electricity is converted to lower voltage by a transformer;
9. Were the company records lost due to a computer glitch?
10. What are the applications Microsoft Word and PowerPoint used for?

## **UNIT 5. CONDITIONALS**

### **Conditional I**

**Ex.1** 2 e; 3 a; 4 c; 5 f; 6 j; 7 d; 8 k; 9 h; 10 b; 11 g.

**Ex.2** 1) connects/will work 2) leave /will go 3) save /will use 4) will find/looks  
5) don't download/won't contaminate 6) pays/will return 7) click/will not be able to  
8) make/will receive 9) cancel/will return 10) install/will scan.

**Ex.3** 1) you can use/use 2) you can try/ try 3) you can call me/call me 4) you can buy  
5) book

**Ex.4** 1) send 2) will start/ diagnose, fix 3) buys/ will set 4) finish 5) rename 6) will  
put /finishes 7) buy 8) click/will make 9) will find/ get to know 10) will show/ have  
touched

### **Ex.5**

1. Tell her that she will not get spam if she installs special software;
2. Tell her that she will keep getting spam if she doesn't install special software;
3. Will it look better if I change text direction?
4. I'll put these files on the USB flash drive if I can't burn a CD for you;

5. If your computer doesn't run this program, you will have to upgrade the operating system. When you do this, the computer will work properly.
6. I'll be really upset if he uploads this video;
7. Will the internet speed be fast when he sets up wireless broadband connection?
8. If you launch Yandex browser, Yandex main page will load as a start page in case you haven't set another website page as a home one;
9. If you want to listen to your favorite music all the time, create your own playlist;
10. You can customize the desktop if you don't like the way the icons are arranged on it.

## **Conditional II**

**Ex. 6** 2 c; 3f; 4g; 5a; 6 d; 7 e; 8b

**Ex. 7** 1) knew/would email 2) would write/worked 3) Would you upgrade/ didn't run 4) would have/weren't/wasn't 5) would not customize/didn't belong 6) would close down/didn't work 7) were/was/would diagnose 8) would call/ had 9) would you buy/liked 10) would never upload/didn't like

### **Ex.8**

2. If I were you I would empty
3. If I were you I wouldn't download anything
4. If I were you I would not expand this photo.
5. If I were you I would disconnect the computer
6. If I were you I would not tell anyone.

### **Ex. 9**

1. I would never text/chat with people if I didn't know them personally;
2. Would you like your job more if it weren't/wasn't so stressful?
3. If I were you I would take up these pictures. The image is a bit blurred.
4. I would wait a few minutes if the web page didn't download. It may be for a slow internet connection
5. He wouldn't be a programmer if he weren't/wasn't interested in IT so much.

6. If my Internet Service Provider limited the internet traffic, I would change the provider.
7. Would you uninstall some applications from the computer to free some storage space on the hard drive?
8. I would not do it if I used these programs. I would put the photos on an external hard drive and delete them from the computer to free some storage space.
9. If I were you I would make a back-up copy every week.
10. She wouldn't be a computer graphics designer if she weren't/wasn't an artist married to a software developer.

## **UNIT 6. REPORTED (INDIRECT) SPEECH**

### **Ex.1**

2. Tom told us(that) he didn't like playing computer games;
3. Susan's brother said (that) she was surfing the net then;
4. The support technician said (that) the speed of the Internet would be better the next day/on the following day;
5. He told me (that) he had upgraded the operating system the day before;
6. They said (that) hackers had attacked the government computers and had stolen important data;
7. Jack said (that) he couldn't install that software;
8. My father told me (that) the computer wasn't functioning well and I had to reboot it;
9. He said that the connection had dropped and it might be a glitch in the computers system;
10. My sister told me to stop downloading those films because it was illegal;
11. Our teacher told us not to download unknown files from the internet.

### **Ex.2**

2. The teacher asked me what I was/we were coping and pasting from the net.

3. My friend asked me if I had installed the anti-virus software he had recommended.
4. Jim asked what the URL of my favourite website was.
5. My mother asked me if I had booked the tickets the day before
6. My brother asked me why I liked shopping online.
7. I asked if I might customize the desktop
8. The boss asked when she had backed up the files the time before.
9. She asked if he would have to learn a new program if he started working in a new department;
10. The employer asked if I was a software developer.
11. I asked my colleague if I could use his password to access the internet.

**Ex.3** 1) told me 2) said 3) didn't tell me 4) said 5) did I tell you?

**Ex.4**

1. The teacher asked why that computer was not working;
2. The boss asked me if I had typed in the report;
3. The head department said that they would buy tablets computers for all the company's employees the next year
4. My brother told me that he had accidentally deleted my photo folder;
5. The Internet Service Provider representative told us to keep the password and the user's name secret/private.
6. I said that I had emailed a message the day before;
7. My friend told me not to uninstall that application if the computer couldn't run that program. He said he would help me to diagnose the problem in the computer system.
8. My mother asked me if I had found in the internet the information she needed;
9. She asked how often he emptied his email box.
10. The teacher told us that cyber-bullying was increasing all over the world and if we had become its victims we should not be afraid of saying it to our parents.

**Text.** he knew, that looked, they could do and could carry, they thought, covered, they delivered, wouldn't work, they weren't going, that way, was, was, couldn't land, they were walking

## **UNIT 7. COMPARITIVES/SUPERLATIVES**

### **Comparative degree**

**Ex.1** 1) more popular 2) easier 3) better 4) more easily 5) more dangerous 6) safer 7) cheaper 8) larger 9) lighter, smaller, more portable 10) more user-friendly

### **Ex. 2**

1. My computing skills are worse than hers/than her computing skills are;
2. My tablet is only 1 centimeter thicker than yours/your tablet is;
3. But the screen on you tablet is brighter than on mine;
4. My computer processor works more slowly than yours/than your processor does
5. Greyscale images take up less disk space than colour images/ than colour images do
6. I've uploaded more videos than him/than he has
7. Last year my computer cost more money than hers/than her computer did
8. Children are often better at using computers than their parents/ than their parents are.
9. This command centre works better than toolbar buttons/than toolbar buttons do
10. This software is more compatible than the one we've just uninstalled

### **Ex. 3**

- 1) Internet dating websites are not as popular as social networking sites;
- 2) Their files are not as large as mine;
- 3) Internet connection speed at work is not as high as at home;
- 4) Her computer monitor doesn't give as bright image as your computer monitor does;
- 5) Dial-up is not as fast as broadband connection;
- 6) The previous software is not as intuitive as this one;

- 7) My computer doesn't boot as fast as yours;
- 8) The touch screen is not as handy as the mouse;
- 9) Girls don't play videogames as often as boys/as boys do;
- 10) Boys aren't as so much selfie addicted as girls.

**Ex. 4** 1) than 2) as 3) than 4) as 5) as 6) less than 7) more than 8) less than 9) less than 10) more than.

**Ex. 5**

1. My laptop is older and heavier than yours.
2. This CPU is more reliable than the one Paul had.
3. The screen resolution of your computer is not as high as mine.
4. We are trying to develop software that is more user-friendly.
5. This browser version downloads web pages more slowly than the previous one.
6. Your processor works faster than mine/than my processor does.
7. Children use the internet more than their parents
8. Plain paper costs less than photo paper.
9. The last version of this software isn't as intuitive as the previous one.
10. I don't back up files as often as you do.

**Superlative degree**

**Ex. 1** 2) the most prominent 3) the safest the latest 4) the most common 5) the best 6) the nearest 7) the most powerful 8) the most useful 9) the slowest 10) the lowest 11) the most annoying

**Ex. 2**

1. This is the worst program I've ever used
2. This is slowest browser I've ever had.
3. This is the most compatible software I've ever run across.
4. This ISP provides the fastest internet connection that I've ever had.
5. This is the most counter-intuitive software they've ever developed
6. This is the thinnest display they've ever produced
7. This is the most reliable CPU he's ever had
8. This is the messiest desktop I've ever seen!

9. This is the most secure password she's ever created.

10. This is the most user-friendly version of the program I've ever tried!

**Ex. 3** 1) the latest/of 2) the most talented/in 3) the thinnest/ in 4)

the luckiest/of 5) the most popular/ in 6) the most useless/of 7) the most advanced/in

8) the saddest/of 9) the latest/in 10) the happiest/ of

**Ex.4**

1. This is the safest website to download programs for free

2. I think that the tablet computer is the most useful invention of the recent years.

3. This is the most user-friendly version of this software

4. He is the most experienced support technician in our IT team.

5. Online shopping is the most convenient and fastest way of shopping

6. This is the worst anti-virus software I've ever installed

7. Trojan horse is the most dangerous software as it looks harmless but is designed to destroy data

8. This is the most useful information that he's found on the internet

9. Adobe Photoshop is the most popular image editor in the world

10. The external hard drive is the best way of personal files storage that I've ever known!

**UNIT 8. INFINITIVES/GERUNDS**

**Ex.1** 2) to enter 3) to unplug 4) to share 5) to study 6) to help 7) To change 8) to buy 9) to touch up 10) to type 11) to buy

**Ex.2** 1) downloading 2) writing 3) remembering 4) surfing 5) typing/to type 6) Texting 7) reading 8) shopping 9) checking 10) creating

**Ex. 3** 1) to work/ working 2) doing 3) visiting 4) to shut down 5) Posting 6) to launch 7) chatting 8) not to download 9) to protect 10) studying/ to become

**Ex. 4** 1) to turn off 2) giving 3) to back up 4) to congratulate 5) leaving 6) to finish 7) rebooting 8) to resume 9) asking 10) to use.

**Ex. 5**

1. Please leave him alone. He has to work and he is trying to concentrate now.

2. As for me I hate texting, I prefer to make calls.
3. They are planning to release a new computer game next month;
4. Programming is the activity of writing programs for computers
5. Click on the 'print' icon in the toolbar to print a document.
6. He hopes to become a well-paid software designer;
7. I don't mind uploading photos and videos.
8. It is impossible to use this application. It's not user-friendly at all.
9. The charger has stopped working
10. Don't forget (remember to) to disconnect from the internet when you finish working.

## **UNIT 9. PREPOSITIONS**

**Ex. 1** 1) On 2) At 3) In 4) In 5) On 6) At a) In b) On c) In d) At e) In f) At I) On II) at III) On IV) In V) At VI) On

**Ex. 2** 1) At 2) In 3) In 4) On 5) At 6) On a) On b) At c) In d) At e) In f) On I) At II) On III) At IV) In V) In VI) On

**Ex. 3** 1) at/in 2) on 3) on/at 4) in 5) in 6) at 7) on/in 8) on 9) on 10) On/on/in

**Ex. 4**

1. The mouse moves on a mouse mat
2. She works in a call centre
3. We set up a wireless network at work on Monday
4. I keep my photos in a folder called "Photos"
5. This page is in portrait orientation and this one is in landscape orientation
6. I have 6 new messages in my inbox
7. He stores his files on the computer and on the external hard drive as well
8. I have set my family picture on the desktop
9. He hasn't been on the internet recently. He was last seen on Facebook on 1 May at 2:13 p.m.

10. I study at Kazan Federal University and live on campus. I became a student of the Institute of the Computational Mathematics and Information Technologies in 2015.

**Text** 1) At 2) on 3) on 4) in 5) in 6) in 7) in 8) In

## **UNIT 10. DEFINING RELATIVE CLAUSES**

**Ex 1.** 1) which 2) which 3) who 4) where 5) which 6) which 7) which 8) who 9) which 10) where

### **Ex.2**

2. Software is set of programs which tell the computer what to do;
3. Application is a piece of software which makes a computer do to a task (for example, edit an image);
4. Driver is software which operates a peripheral, such as a scanner or printer;
5. Firewall is software which prevents an unauthorized access to your computer over the internet;
6. A hacker is a person who illegally accesses somebody's else computer over the internet;
7. Security code is a series of letters and numbers which you have to enter before installing some programs;
8. Font is a set of letters of a particular size and style, which is used for printing books, newspapers etc or on a computer screen;
9. A keylogger is a piece of software which records which computer keys are pressed;
10. Systems analyst is an employee who is responsible for studying of a company's computer needs and its further provision with suitable software and equipment;
11. A flash drive is a small piece of electronic equipment which uses flash memory and where information can be stored.

### **Ex. 3**

1. A laptop is a personal computer which is easy to carry with you;

2. A camera is a piece of equipment which you use for taking photographs;
3. A support technician is a person who sets up new computers, installs software and generally keeps everything working in an office;
4. An Internet café is a café with computers, where people can pay to use the Internet;
5. A TV set is machine which shows moving pictures with sound;
6. A printer is a machine that prints a document from a computer;
7. A typist is a person who uses a computer keyboard or a typewriter;
8. The clipboard is a part of a computer's memory where information is stored when you are moving it from one document to another;
9. A tablet is mobile computer which is operated by touching the screen;
10. A calculator is an electronic instrument which adds, subtracts, multiplies and divides.

## **UNIT 11. CONNECTORS (SO, BECAUSE, BUT, ALTHOUGH)**

**Ex.1** 1) so 2) because 3) but 4) so 5) Although 6) because 7) so 8) so 9) Although/ because 10) but /because

**Ex.2** 2j so; 3 d Although; 4 b because; 5a but; 6 f so; 7 k although; 8 c because; 9 e but; 10 i Although; 11 g but.

### **Ex. 3**

1. I can't find the document because someone has replaced it;
2. It's a user-friendly program so it's easy to use;
3. This CPU is quite old but it's still reliable;
4. Although this is a home-use version of the application, it's quite expensive;
5. This laptop is more modern so it's more powerful;
6. There was little space on the flash drive you had given me so I burnt a CD for you;
7. Although his computer is old, it works well;
8. They say that this software is intuitive but I don't know it for sure because I've used it yet;

9. I recommend this tablet computer because it's cheaper but it's of the same quality as an expensive one;

10. Although I liked a trial version of the program, I won't buy the application because it's too expensive.

**Ex. 4** 1) Although 2) because 3) but 4) because 5) so 6) but

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