



# English for Computer

By

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English for Computer  
(Topic 16) Issues & Careers in Computing & Interview: systems  
Manager

Reference: Basic English for Computing by Eric Glendinning, Oxford.



## Computer Virus:

- **Cascade:** all the letters in a file fall to the bottom of the screen.
- **Michelangelo :** turn data into nonsense.
- **Jerusalem B:** Erases any file you try to load.

Q1: Give synonym to the following words:

**Flash, Gobbledygook, Dormant, Eradicate.**

Display briefly, meaningless rubbish, opposite of active, remove totally.



## Language Work: Making guidelines and rules

If we have these two sentences:

- Download email attachment onto a floppy.
- Don't use a floppy without checking it.

We can make them **stronger** by adding **Always** and **Never**.

- ❖Always download email attachment onto a floppy.
- ❖Never use a floppy without checking it.

We can make them into **Rules** by using **must** and **must not**

- You **must** download attachment onto a floppy.
- You **must not** use a floppy without checking it.



## **Q2: rewrite this advice using must and must not.**

- 1- keep you network password secret.
- 2- don't try to access other people's data.
- 3- Always make a backup copy of all your important files.
- 4- Never commercial software without license.
- 5- Check your email regularly.
- 6- Never install software before it is virus-checked.
- 7- Don't re-use web-images from pages which have a copyright symbol.
- 8- Never change other people's data without permission.
- 9- Don't believe every email message that warns you about viruses.
- 10- Always virus-check an email attachment before opening it.

## **Q3: Answer these questions:**

- 1- List three computer crimes: Viruses, hacking, pirating.
- 2- Why is it difficult to remove all viruses?. Every virus appear every month.



## Q2:solution

- 1 You must keep your network password secret.
- 2 You mustn't try to access other people's data.
- 3 You must make a backup copy of all your important files.
- 4 You mustn't use commercial software without a licence.
- 5 You must check your email regularly.
- 6 You mustn't install software before it is virus-checked:
- 7 You mustn't re-use Web images from pages which have a copyright symbol.
- 8 You mustn't change other people's data without permission.
- 9 You mustn't believe every email message that warns you about viruses – some are scare stories.
- 10 You must virus-check an email attachment before opening it.



## Q4: Write two rules about each of these topic:

1- Password.

2- Floppy Disk Care.

3-Backup.

4-Working Conditions.

5-Viruses.

6-CD-ROM care.

- 1 Always keep your password secret.  
You mustn't use a password which is easy to guess.
- 2 Never add extra labels to a floppy disk.  
You mustn't remove a disk from a drive by force.
- 3 Always make backups.  
You must label your backups.
- 4 Always make sure the monitor is easy to see.  
You must have a chair with back support.
- 5 Always check a floppy disk.  
You must update your anti-virus program regularly.
- 6 Never smoke when you use a CD-ROM drive.  
Always hold a CD-ROM by the edges.



# Careers in Computing

**Career= profession= Occupation= Job, Vocation= Trade**

**Q5:** Which of the jobs listed would you like to make your career? Explain why?.

Possible Jobs:

- 1- System Analyst Programmer.
- 2- Technical Sales Manager.
- 3- Network Support Person.
- 4- Hardware Engineer.
- 5- Software Designer.
- 6- Technical Sales Manager.



## Essential versus Desirable

### Essential:

- 1- Good Communication skills to discuss requirements with users.
- 2- Able to work quickly under pressure.

### Desirable:

- 1- Interest in technology to keep up with new developments.
- 2- Physically fit for lifting, carrying, and bending.

• We can describe the essential requirements like this:

- 1- They **must have** good communication skills to discuss requirement with users.
- 2- They **must have** ability to work quickly under pressure.

• We can describe the desirable requirement like this:

- 1- They **should have** an interest in technology.
- 2- They **should be** physically fit.





**Q6: Study these requirements for a computer technical salesperson. Describe which are essential and which are desirable. Then describe each requirement using must have/ be or should have/be.**

- 1- A Certificate or diploma in computing.
- 2- Experience in the computer industry.
- 3- Able to put technical ideas into everyday language.
- 4- Able to persuade and negotiate.
- 5- A qualification in marketing.
- 6- A thorough understanding of the product.
- 7- A driving license.
- 8- A high level of communication.
- 9- Patient, persistent, and diplomatic.
- 10- Able to work away from home.



## Q6: Solution

### *Essential*

- 1 certificate in computing
- 3 able to put technical ideas into everyday language
- 4 able to persuade and negotiate
- 6 thorough understanding of the product
- 7 driving licence
- 8 high level communication skills
- 9 patient, persistent, and diplomatic

### *Desirable*

- 2 experience in the computer industry
- 5 qualification in marketing
- 10 able to work away from home