

## COMPUTERS IN THE WORKPLACE

### SPEAKING

**1** Before you read the passage, talk about these questions.

- a. What are some common types of computers?
- b. What do office employees use computers for?

### READING

**2** Read the magazine article. Then, choose the correct answers.

# 1


## Types of Computers

### Computers in the Workplace

**Computers** are an important part of an employee's day. In many offices, every worker has their own **personal computer**. They prepare reports and other documents on it. They also check email and access the Internet with it. Usually this machine is a **desktop computer**. However, nowadays employees are using **laptops** more often, too. Employees can take these smaller **notebook** computers to meetings and to business talks.

An especially **portable** computer is the **tablet**. With a tablet an employee can keep in touch with co-workers from almost anywhere.

Special projects require more **processing power**. Employees take advantage of company **workstations** to complete these. At the end of the day, they save their work to the shared **server**.



workstation

desktop

tablet

laptop

1 What is the main purpose of the article?

- |   |   |  |   |
|---|---|--|---|
| <input type="radio"/> <b>A</b> to promote the use of laptops in the workplace | <input type="radio"/> <b>B</b> to describe the kinds of computers employees use | <input type="radio"/> <b>C</b> to remind employees to save their work data | <input type="radio"/> <b>D</b> to recommend tablet computers over other kinds |
|---|---|--|---|

2 Which of the following is NOT an advantage of laptop and tablet computers?

- |  |   |  |  |
|--|---|--|--|
| <input type="radio"/> <b>A</b> Unlike desktop computers, laptops and tablets are portable. | <input type="radio"/> <b>B</b> They are smaller than desktop computers. | <input type="radio"/> <b>C</b> Employees can take laptops and tablets to meetings. | <input type="radio"/> <b>D</b> Employees can get the most processing power from laptops and tablets. |
|--|---|--|--|

3 Which kind of computer works well for more demanding projects?

- |   |  |   |  |
|---|--|---|--|
| <input type="radio"/> <b>A</b> workstations | <input type="radio"/> <b>B</b> tablets | <input type="radio"/> <b>C</b> desktops | <input type="radio"/> <b>D</b> notebooks |
|---|--|---|--|

## VOCABULARY

3 Match the words or phrases with the definitions (A-E).

personal computer   laptop   workstation   server   processing power

A a computer for use by one person

B a small, mobile computer

C part of a computer network that stores and processes information

D the ability of a computer to complete instructions

E a more powerful computer for special tasks

4 Read the sentence pairs. Choose which word best fits each blank.

desktop   tablet

1 A People use their  computer in a single location.


B A  is lightweight and can be moved.

portable   computer

2 A People use a  to create and process documents.

B A  device is one which is easy to use in many places.

## LISTENING

6  Listen to a conversation between an employee and a co-worker. Mark the following statements as *True* or *False*.

1 The woman recently bought a tablet.

True

False

2 The woman is still using her laptop.

True

False

3 The man wants to replace his old desktop.

True

False

7  Listen again and complete the conversation.

Employee: Good morning, Sally. Wow! Is that your new 1) ?

Co-worker: It is. I just got it 2)  .

Employee: Is it comfortable to use?

Co-worker: 3) . It fits perfectly in my hand.

Employee: It looks that way. What about 4)  ? Are you still using it?

Co-worker: Not at all. I can do everything on the tablet, and it's easier to use.

Employee: Really? Maybe I should get one. I need to 5)  my old laptop.

Co-worker: 6)  . I don't need my laptop for anything now.