

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.



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**.

1 What is the main purpose of the article?

A to promote the use of laptops in the workplace **B** to describe the kinds of computers employees use **C** to remind employees to save their work data **D** to recommend tablet computers over other kinds

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

A Unlike desktop computers, laptops and tablets are portable. **B** They are smaller than desktop computers. **C** Employees can take laptops and tablets to meetings. **D** Employees can get the most processing power from laptops and tablets.

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

A workstations **B** tablets **C** desktops **D** 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	<input type="text"/>
B a small, mobile computer	<input type="text"/>
C part of a computer network that stores and processes information	<input type="text"/>
D the ability of a computer to complete instructions	<input type="text"/>
E a more powerful computer for special tasks	<input type="text"/>

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.
 2 The woman is still using her laptop.
 3 The man wants to replace his old desktop.

True	False
True	False
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.