

English for Information Technology

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Vocational English
Course Book



Maja Olejniczak
Series editor David Bonamy



CD-ROM

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Working in the IT industry

- introduce yourself and others
- ask and answer personal questions
- talk about scheduled tasks
- use the alphabet and spell out words

Meeting people

Speaking 1 How do you greet people in your country? What do you say when you greet people in English?



Reading 2 Complete these dialogues with the words in the box.

all is meet name's Nice this
too you Welcome What's

- Natasha: Hi, my (1) _____ Natasha.
Khalid: Pleased to (2) _____ you. I'm Khalid Ali.
Natasha: Pleased to meet you, (3) _____.
- Philip: Good morning. (4) _____ your name?
Ahmed: I'm Ahmed. And (5) _____ are?
Philip: My name's Philip. (6) _____ to meet you.
- Tim: Hi everybody, (7) _____ is Ingrid.
All: Hi!
Tim: Ingrid, this (8) _____ Ahmed, Linda, Mohammed and Mansoor.
Ingrid: Nice meeting you (9) _____.
Linda: Likewise.
Tim: (10) _____ to the team and good luck.

Listening 3  **2** Listen and check your answers.

4 Listen again and repeat the dialogues.

Speaking 5 Work in small groups. Practise introductions. Follow the instructions below.

- 1 Introduce yourself.
- 2 Introduce a new team member.

Listening 6 3 Listen to this dialogue and choose the correct answers.

Kathryn: Karim, what do you do?
 Karim: I'm a (1) *website developer/network administrator*. Who do you work for?
 Kathryn: I work for CISCO. I'm a (2) *system analyst/website analyst* there. Where are you from, Karim?
 Karim: I'm from Kuwait. I work for Microsoft there. And where are you from, Kathryn?
 Kathryn: I'm from the (3) *UK/US* but now I live in Qatar. Do you know where Glenda's from?
 Karim: She's from the US.
 Kathryn: And what's her job?
 Karim: She works for (4) *IBM/Dell*. Her job is to set up new systems.

Language

Present tense of be

We use be to say who somebody is or what something is.	<i>I'm Sam.</i>	<i>I am Sam.</i>
	<i>You're/We're/They're from the UK.</i>	<i>You/ We/They are from the UK.</i>
	<i>He's/She's a website developer.</i>	<i>He/She is a website developer.</i>
	<i>It's in the US.</i>	<i>It is in the US.</i>
We use be to ask personal questions.	<i>Where are you from?</i>	
	<i>What's his name/job?</i>	<i>What is his name/job?</i>

Listening 7 4 Listen and repeat these words.

I'm, You're, She's, He's, It's, We're, They're/Their

Reading 8 Complete this email with *am, is, are, their, our* or *my*.










Dear Colleagues

My name (1) _____ Jessica Martin and I (2) _____ the IT Support team leader. The IT Support team members (3) _____ : Mahmoud Al Banawy, Eli Ibrahim and Guido Pitteri. Mahmoud (4) _____ our network administrator. Eli and Guido (5) _____ system maintenance officers. (6) _____ job is to keep our systems going. (7) _____ job is to support you. (8) _____ contact number (9) _____ 675 567 567.

Best regards

Jessica Martin

Writing 9 Write a reply to the email in 8. Introduce yourself and three people in your group.

Speaking 10 Work in pairs. Ask and answer questions about your jobs, companies and nationalities.

Example:

A: Where are you from?

B: I'm from ...

Jobs in IT

Speaking 1 Work in small groups. List the IT jobs you know.

Reading 2 Read this team introduction. Complete the descriptions 1–4 with the IT jobs in the box.

Hi! I'm Sylvia. I create usernames and passwords and I set firewalls. This is Isabelle. Her job is to plan and design the network. And this is Andrew. His job is to make sure all of the computers work properly. Finally, Mark and Latika. Their area is data processing. We all work for the university. Our offices are in building 8.



database analyst(s) IT support officer(s) network administrator(s)
network architect(s)

- 1 Sylvia is a _____.
- 2 Isabelle is a _____.
- 3 Andrew is an _____.
- 4 Mark and Latika are _____.

Language

Present simple

We use the **present simple** to talk about routines and things that are permanent or happen all the time.

What **do** you **do**? I'm a programmer.

What **does** she **do**? She's a developer.

Where **does** she **work**? She **works** for IBM in Poland. She **doesn't work** in Estonia.

Where **do** they **work**? They **work** for Siemens in Egypt.

Do you **work** in IT? Yes, I **do**/No I **don't**.

Listening 3  Listen to three people talking about their jobs. Complete these job descriptions.

- 1 Karl
Job: software _____
Responsibilities: he designs and _____ computer games.
- 2 Heba
Job: _____ analyst
Responsibilities: he _____ computer problems.
- 3 Wojtek
Job: database _____
Responsibilities: he analyses and _____ electronic data.