

ENGLISH FOR IT

Online Study Plan

Welcome to **English for Information Technology**. This course is designed for people currently working or studying in the field of Information Technology, or preparing to do so. This 170-hour course will allow you to improve your general English proficiency while gaining the specific vocabulary and language that is needed to function in the IT world. The course is divided into four levels:

Level 1 is aimed at people with very basic or no computer knowledge and with rather limited English language skills.

Level 2 is aimed at people with basic computer knowledge and still limited English language skills.

Level 3 is aimed at people with a reasonable level of computer skills and with intermediate English language skills.

Level 4 is aimed at people with a good level of computer knowledge and quite advanced English language skills.

Level:

Intermediate to Advanced

Study tips

For the best results we recommend setting at least one hour aside each day to study the course. On the following four pages you will see an outline of every exercise in the course. You can study the course in any order and when you've done an exercise give it a ✓ to indicate you've finished it.

We hope you enjoy improving your English skills online with us!

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Level 1	√	Level 2	√	Data Storage	√	Word Processing	√
<p>Getting Started</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>The Media Bar</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output 1 • Output 2 • Upgrade <p>The Desktop</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Concepts of IT</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Learning Vocabulary</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Review Unit 1</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze 		<p>The Computer</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>The System Unit</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Processing • Output 1 • Output 2 • Upgrade <p>Peripheral Devices</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>History of the Keyboard</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Review Unit 1</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze <p>Printers</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade 		<p>Start Up</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing 1 • Processing 2 • Output 1 • Output 2 • Upgrade <p>Buying a Computer</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Processing • Output 1 • Output 2 • Upgrade <p>Using the Keyboard</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Processing • Output 1 • Output 2 • Upgrade <p>Review Unit 2</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze <p>System Software</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Application Software</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade 		<p>Start Up</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Files and Folders</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Review Unit 3</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze <p>The Internet</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Connection Modes</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Internet Service Providers</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade 	

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<p>Level 2 continued</p> <p>Email</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Review Unit 4</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze <p>Viruses and Worms</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Netiquette</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Ergonomics</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>The Information Age</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade 	√	<p>Review Unit 5</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze <p>Level 3</p> <p>Using a PC</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Peripherals</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Data Flow</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Desktop Publishing</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Multimedia</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade 	√	<p>Review Unit 1</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading Cloze • Listening Cloze <p>Memory</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Backing Up Files</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Safe Online Shopping</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Computer Games</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output 1 • Output 2 • Upgrade <p>Review Unit 2</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening <p>History of Computers</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade 	√	<p>Presentations</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Group Work</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 <p>Preparing a CV</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Review Unit 3</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening <p>History of the Internet</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>The Web and Browsers</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade 	√
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<p>Search Engines</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Evaluating Website Information</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Review Unit 4</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening <p>Networks</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Graphic File Formats</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Website Design</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade • 	√	<p>Programming Basics</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Processing • Output • Upgrade <p>Review Unit 5</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening <p>Algorithms</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Database Concepts</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Artificial Intelligence</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Copyright Law</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output 1 • Output 2 • Upgrade <p>Review Unit 6</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening 	√	<p>Level 4—Family PC</p> <p>Needs Analysis</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Input 3 • Processing • Output • Upgrade <p>Research</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Input 3 • Input 4 • Processing • Output 1 • Output 2 • Upgrade <p>Conclusions</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Recommendations</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output 1 • Output 2 • Upgrade <p>Review Unit</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening 	√
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Level 4 – PDAs	√	Level 4 – Survey	√	Level 4 – Report	√
<p>Identifying a problem</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Seeking Advice</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Describing a Solution</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Reporting Back</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Review Unit</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening 		<p>Business Meeting</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output 1 • Output 2 • Upgrade <p>Questionnaire</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Research Report</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Presentation</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output 1 • Output 2 • Upgrade <p>Review Unit</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening 		<p>Report Format</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Evaluating Information</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Quotations and Paraphrasing</p> <ul style="list-style-type: none"> • Start Up • Log On • Input 1 • Input 2 • Processing • Output • Upgrade <p>Writing Paragraphs</p> <ul style="list-style-type: none"> • Start Up • Log On • Input • Processing • Output • Upgrade <p>Review Unit</p> <ul style="list-style-type: none"> • Start Up • Vocabulary • Language Focus • Reading • Listening 	