VOCABULARY WORKBOOK

CHECK YOUR ENGLISH VOCABULARY FOR

Computers and Information Technology

Third Edition

Jon Marks

All you need to improve your vocabulary

CHECK YOUR ENGLISH VOCABULARY FOR

COMPUTERS

AND

INFORMATION TECHNOLOGY

Jon Marks

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Introduction

Who is the book for?
This book has been written for people whose first language is not English, and who use or are going to use computers and other information technology in an English-speaking environment. It covers the language needed to use information technology equipment, work with computer programs, discuss problems and plan projects. It does not cover advanced technical vocabulary for computer programmers or electronic engineers. All the language in the book is intended to be accessible to intermediate level students and above.

How can the book be used?
The vocabulary is arranged by topic. Choose the topics that interest you. The pages do not have to be completed in any particular order, and there is no need to complete all the pages if some are on topics which are not useful to you. It is better to complete one or two pages in a day, and remember the vocabulary, rather than completing as many pages as possible. The answers to the exercises can be found at the back of the book. There is also an index to help you find the pages which are most useful to you.

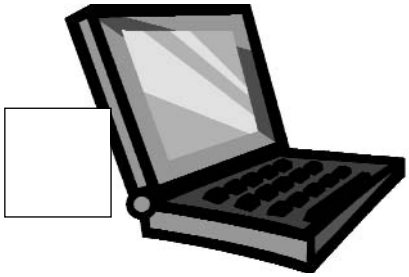
Write new words and phrases you learn in a notebook or file. Review this language regularly so that it becomes part of your active vocabulary.

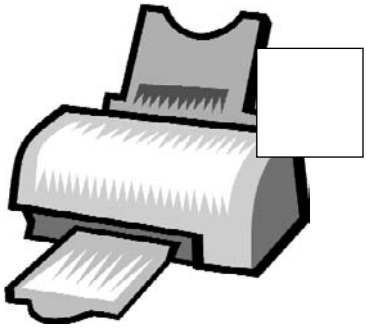
A good general dictionary will be very helpful, providing pronunciation guides and more contexts. For vocabulary relating specifically to computers, *Dictionary of Computing* (A&C Black, ISBN 978 07475 6622 9) will be a useful reference source.

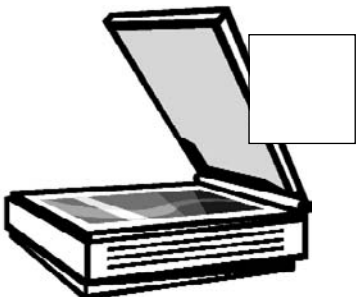
Section 1:
Hardware

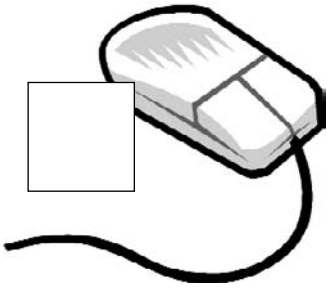
1.1 Hardware

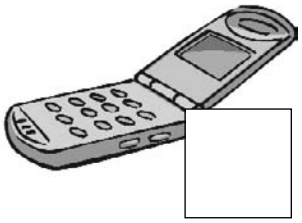
1. battery
2. cable
3. desktop computer
4. digital camera
5. docking station
6. fax machine
7. laptop computer (or notebook)
8. mobile phone
9. mouse
10. PDA (Personal Digital Assistant)
11. plug
12. printer
13. projector
14. scanner
15. socket

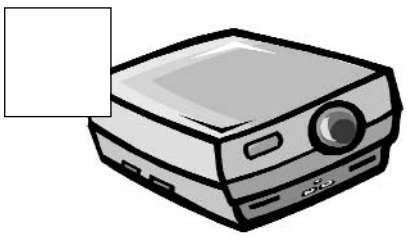


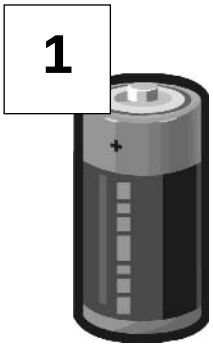


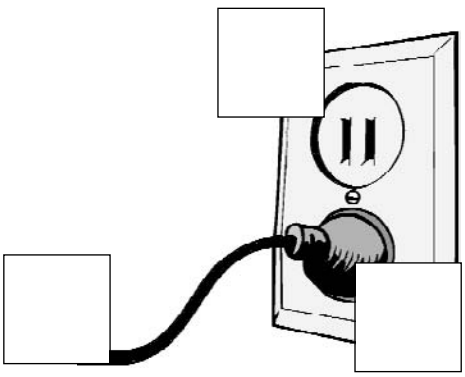












For reference see A & C Black *Dictionary of Computing* (978 07475 6622 9).

A. Match the verbs with the nouns.

1.	recharge	a.	digital photos
2.	click on	b.	faxes
3.	dial	c.	a number on your mobile phone
4.	give	d.	a presentation
5.	move	e.	something with the mouse
6.	print out	f.	the battery
7.	send and receive	g.	the mouse
8.	take some	h.	twenty pages

B. Choose the best verb.

9. To turn on the computer, _____ the "Start" button.
a. touch **b.** press **c.** switch

10. The printer has _____ of ink.
a. finished **b.** ended **c.** run out

11. Unfortunately, my scanner isn't _____ at the moment.
a. working **b.** going **c.** doing

12. Please _____ the CD ROM.
a. insert **b.** introduce **c.** inject

13. The projector isn't working because it isn't _____.
a. plugged **b.** plugged in **c.** plugged into

14. The batteries in my digital camera are nearly dead. They need _____.
a. to change **b.** exchanging **c.** changing

15. I have to _____ a computer screen for eight hours a day.
a. see **b.** look at **c.** watch

16. Switch off your computer, and _____ it from the wall socket.
a. de-plug **b.** unplug **c.** non-plug

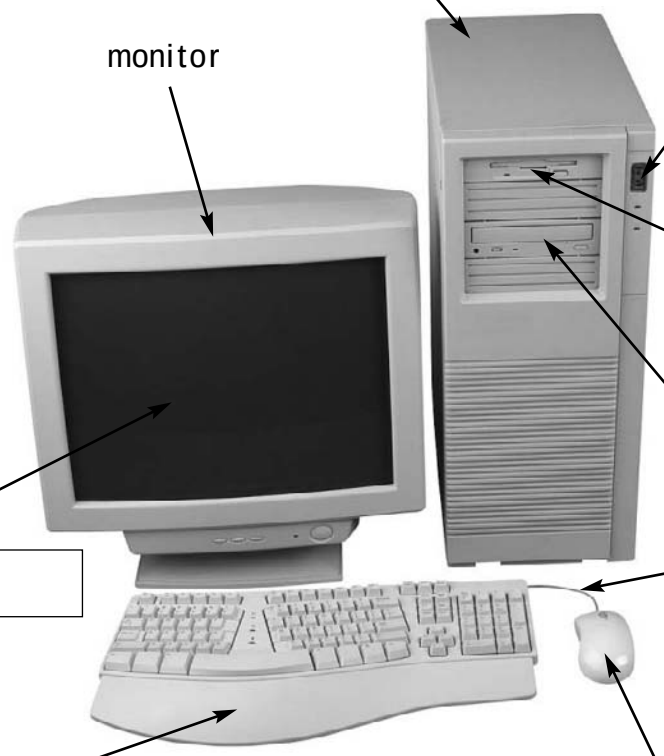
17. I turned off the photocopier and _____ the plug.
a. pulled out **b.** extracted **c.** took away

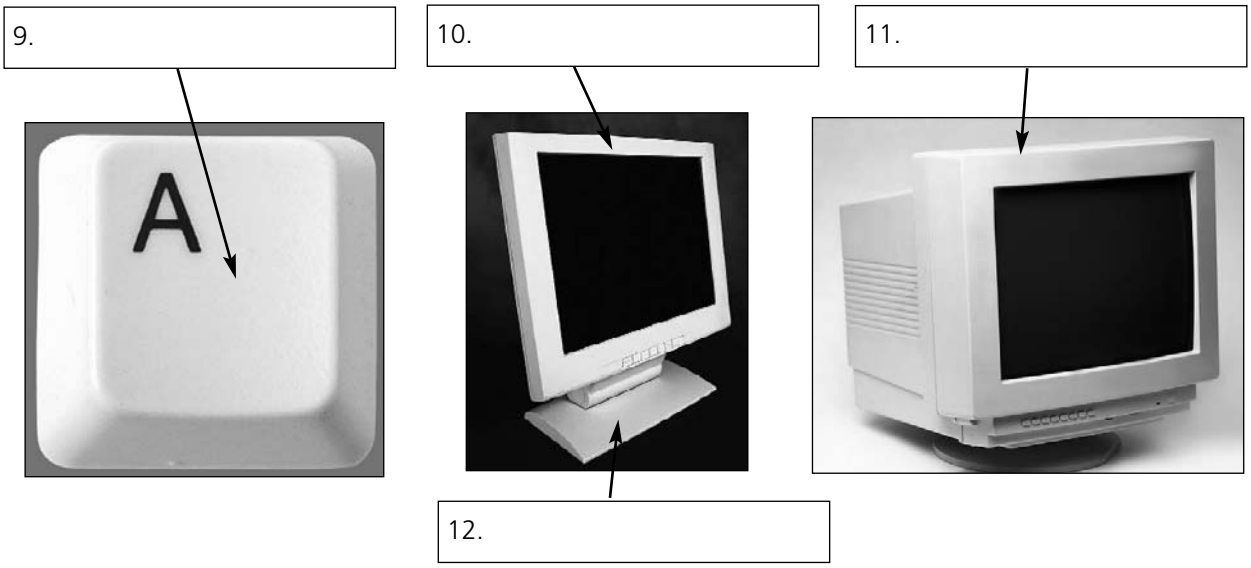
18. _____ any key to continue.
a. Kick **b.** Smash **c.** Hit

For reference see A & C Black *Dictionary of Computing* (978 07475 6622 9).

1.3 The workstation

CD drive / DVD drive
CRT monitor
flat panel monitor
floppy disk drive
key
keyboard
mouse
power button
screen
stand
tower
wire / cable





For reference see A & C Black *Dictionary of Computing* (978 07475 6622 9).

Rearrange the letters to make things which can be part of a workstation.

tucmepor ___computer____

13. trirpen _____
14. nasecnr _____
15. kesd _____
16. hacir _____
17. nopelethe _____

Choose the best word.

18. The mouse moves on a _____.

a. mouse mat **b.** mouse carpet **c.** mouse table

19. TV and computer screens are usually measured in _____.

a. feet **b.** miles **c.** inches

20. Before you start work, _____ the height of your chair

a. adjust **b.** change **c.** rearrange

21. To get sound from your computer, plug in a pair of _____.

a. loudhailers **b.** loudspeakers **c.** loud voices

22. The computer is connected to the telephone line via a _____.

a. module **b.** modem **c.** mod

23. You can increase the functions or performance of a computer with an _____.

a. extension card **b.** exploding card **c.** expansion card

24. Mobile phones and PDAs can communicate with computers via _____.

a. Bluebeard ® **b.** Blueberry ® **c.** Bluetooth ®

25. There's a spare _____ in the workstation…

a. electric hole **b.** power point **c.** electrical opening

26. …so you can plug in your mobile phone _____.

a. charger **b.** power **c.** electrification

27. SD cards can be read in a computer's _____.

a. storage reader **b.** memory reader **c.** card reader

For reference see A & C Black *Dictionary of Computing* (978 07475 6622 9).