Computers

VOCABULARY PRACTICE

INTERMEDIATE | B1-B2

Name: _____ **Date:** _____

1 Match each computing term with its meaning.

1 hardware	____	a extra copy kept in case data is lost
2 software	____	b programs and applications used by a computer
3 browser	____	c physical parts of a computer system
4 attachment	____	d file sent together with an email
5 backup	____	e new version that fixes or improves a program
6 update	____	f space available for saving digital information
7 storage	____	g system connecting devices without cables
8 wireless network	____	h program used to view websites

2 Complete the computing collocations.

access | **back** | **browse** | **install** | **memory** | **network** | **share** | **upload**

1 _____ the web

2 _____ a program

3 run out of _____

4 connect to a _____

5 _____ a file online

6 _____ data remotely

7 _____ a document with colleagues

8 _____ up your files

3 Correct one mistake in each sentence.

1 I attached in the report to my email. _____

2 The software needs an actualisation. _____

3 Back your files before changing the system. _____

4 We ran out from storage space. _____

5 The browser lets you surf in the web. _____

6 Upload the app before you can use it. _____

7 The office has a wire-free net. _____

8 Click the link to access into the document. _____

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4 Complete the technical-support note with words from the box.

attachment | backup | browser | hardware | installed | network | storage | updated

The user could not open an email **1** _____ because the **2** _____ was out of date. We **3** _____ it and **4** _____ the required software. The laptop then lost its connection to the wireless **5** _____. A check showed no **6** _____ fault, but there was almost no free **7** _____. We removed temporary files and created a fresh **8** _____.

5 Read the text and answer the questions briefly.

A shared project folder

A student team stored its project in a shared online folder so that everyone could edit the same files. At first, members created separate copies with confusing names. One student then organised the documents into folders and introduced a naming system. Automatic backups were enabled, and editing rights were limited to team members. The final presentation was exported as a PDF so its layout would remain unchanged on different computers.

1 Why did the team use an online folder? _____

2 What caused confusion at first? _____

3 How were the documents organised? _____

4 What protected the team against data loss? _____

5 Who could edit the files? _____

6 Why was the presentation exported as a PDF? _____

6 Rewrite using the word in capitals.

1 Make a safety copy of the files. **BACK** _____

2 Put the document on the online platform. **UPLOAD** _____

3 There is no more space for data. **STORAGE** _____

4 Give your colleagues permission to use it. **ACCESS** _____

OVER TO YOU

Write a **100-120 word** guide to organising and sharing files for a team project. Include access, naming, storage, backup and software.

[ ] Use at least ten target expressions. [ ] Give practical advice. [ ] Explain how to prevent data loss.

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ANSWER KEY

1 Computing terms

1 **c** 2 **b** 3 **h** 4 **d** 5 **a** 6 **e** 7 **f** 8 **g**

2 Computing collocations

1 **browse** 2 **install** 3 **memory** 4 **network** 5 **upload** 6 **access** 7 **share** 8 **back**

3 Corrections

1 attached the report 2 needs an **update** 3 **Back up** your files 4 ran out **of** storage space
5 browse/surf the web 6 **Install** the app 7 wireless network 8 access the document

4 Technical-support note

1 **attachment** 2 **browser** 3 **updated** 4 **installed** 5 **network** 6 **hardware** 7 **storage** 8 **backup**

5 Reading - suggested answers

1 To edit the same files. 2 Separate copies with confusing names. 3 Into folders with a naming system.
4 Automatic backups. 5 Team members. 6 To preserve the layout across computers.

6 Rewriting - possible answers

1 **Back up** the files. 2 **Upload** the document. 3 We have run out of **storage**. 4 Give your colleagues **access**.

Over to you: Answers will vary. Check file organisation, permissions, backup and accurate collocations.