

INSTITUTO SUPERIOR TECNOLÓGICO PARTICULAR

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TECHNICAL ENGLISH I FOR COMPUTING

FIRST SEMESTER

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UNIT ONE

1.1 SUBJECTS PRONOUNS

SUBJECT PRONOUNS.- a pronoun refers to a noun; it is used instead of a noun . These subject pronouns are used as a subject.

I	YOU	HE	SHE	IT	WE	YOU	THEY
---	-----	----	-----	----	----	-----	------

Example:

- a) **Julian** uses the printer every Friday -----> **He** uses the same printer
 b) **The disk drive** reads the information-----> **It** writes the information too

Exercise 1: In Class: With the following sentences, replace the names by the subject pronoun.

1. The monitor shows the graphics.

2. Patricio and Estrella move the hard disks to the laboratory.

3. Mario and I fix the power source.

4. Linda inserts the cd into the drive.

5. Michael uses the scanner to copy images.

_____ 6.

The scanner and the mouse are input devices.

_____ 7.

Speakers are connected to the ports of the mainboard.

Exercise 2: In Class: Read this:

Computers are electronic machines which can accept data in certain form, they process the data, and give the results of the processing in a specified format as information.

Exercise 3: In Class: Label the components of this computer system:



Exercise 4: In Class: Reads this about peripherals and translate.

The peripherals are the physical (hardware) units attached to the computer, they include storage devices, input and output devices.

Devices are designed to help the user with the manual description and / or registration of the data to be used for subsequent computer processing. We have three kinds of devices:

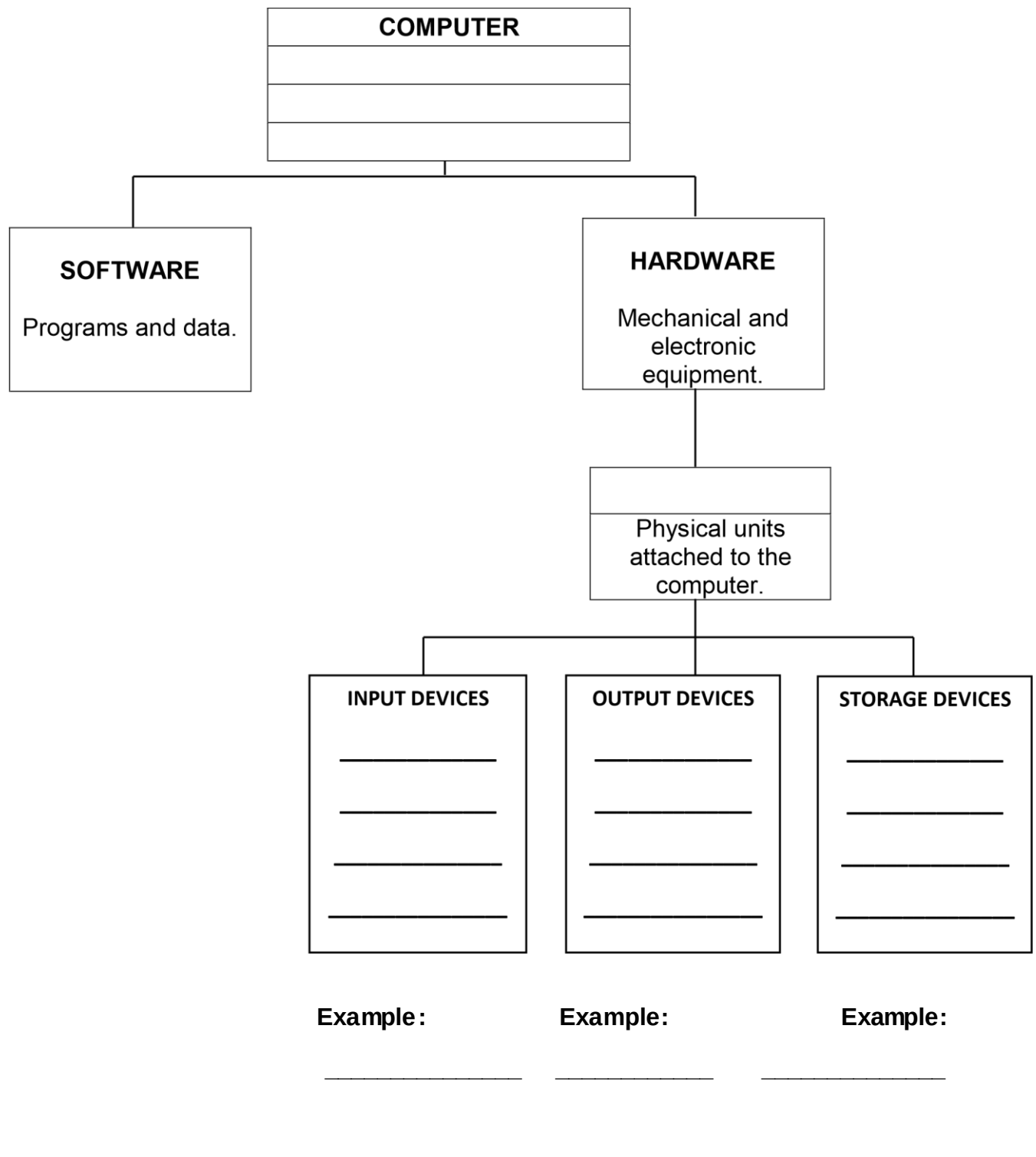
Input Devices.- Is a peripheral which enables information to be fed into the computer. The most commonly used input device is a keyboard, similar to a typewriter keyboard.

Output Devices.- Is a peripheral which enables information to be brought out the computer. The most commonly used output device is a specially adapted television known as a monitor.

Storage Devices.- Is a peripheral (floppy, hard or optical disk) used for the permanent storage of information. Disk drives are used to handle one or more cd's, dvd's.

On the rear Panel of the computer there are ports into which we can plug different kinds of peripherals.

Exercise 5: In Class: Label this diagram with the correct terms:



1.2.- THE SIMPLE PRESENT TENSE

The simple present tense expresses a habit or a routine. Expresses activities we do every day.

a.- The systems analyst fixes the printer.

b.- The computer engineer doesn't format the hard disk.

To Remember: When we accomplish sentences in simple present tense, we should remember that only for the thirds persons the verbs change:

Verbs ending in:	Add	Example	Third Persons
Ch, sh, o, x, ss	"es"	Watch Wash Go Mix Miss	Watches Washes Goes Mixes Misses
Y	Change the "y" for "ies"	copy	copies
Verbs ending in "Y" that before is a vocal.	"s"	play buy	plays buys

➤ **AFFIRMATIVE SENTENCES.**

Sentences structure: S + V + C

SUBJECT COMPLEMENT	VERB
I YOU WE THEY	→ handle the computing equipment
HE SHE IT	→ handles

Exercise 6: In Class: Complete using the simple present tense. Affirmative Sentences:

- The assistant (help) _____ the secretary.
- The computer and the printer (allow) _____ you to do many things.
- “Esc” (mean) _____ escape, and it (work) _____ by pressing it
and (show) _____ other options.
- The systems programmer and I (connect) _____ the printer.
- Cathy, John and Mike (introduce) _____ the data into the computer.
- Mrs. Bruster (replace) _____ the information.
- Many students (fix) _____ the CPU.
- Caroline (configure) _____ the control panel.



NEGATIVE SENTENCES.

Sentences structure: S + (AUX + NEG) + V + C

SUBJECT	AUX+NEG	VERB	COMPLEMENT
WE I YOU THEY	don't		
HE SHE IT	doesn't	restore	the files

Exercise 7: In Class: Complete using the simple present tense. Negative Sentences:

- The disk drive functions bad, it (don't – doesn't) _____ record the content of the disk.
- The students (don't – doesn't) _____ explain me the difference between Unix and Linux.
- This office (don't – doesn't) _____ have a complete computer equipment.
- A mouse (don't – doesn't) _____ cost \$4,00.
- The tv and dvd (don't – doesn't) _____ help like a computer.
- This program (don't – doesn't) _____ find the solution.
- The monitor (don't – doesn't) _____ show the data.
- Charles (don't – doesn't) _____ compile the program of correct form.



AFFIRMATIVE QUESTIONS.

Sentences structure: **AUX** + **S** + V + C + **?**

AUX ?	SUBJECT	VERB	COMPLEMENT
DO		Install	the mainboard ?
DOES SHE IT			

Exercise 8: In Class: Change the next sentences to Affirmative Questions:

a) Emil edits a letter to Maricela.

b) David and Mary restore the information.

c) The senior programmer analyzes the new system.

d) The scanner copies the image.

e) John and I save the information in the dvd.

f) The students go to the computing laboratory.



g) Karla moves the CPU to the computing room.

NEGATIVE QUESTIONS.

Sentences structure: **(AUX + NOT) + S + V + C + ?**

AUX ?	SUBJECT	VERB	COMPLEMENT
DON'T THEY	 I YOU WE plug HE	the	cables ?
DOESN'T SHE IT	 SHE IT		

Exercise 9: In Class: Change the next sentences to Negative Questions:

a) Eva buys a Machintosh.

b) The laser printer costs \$90.

c) Attribute helps in changing the characteristics of a file.

d) The DTK-Centres sells parts of computers.

e) Disk makes to function the computer.

f) The microprocessor Pentium IV operates at 1.73 Ghz.



g) Page Maker 3.0 comes with its own run-time version.

SHORT ANSWERS.

Sentences structure:

Affirmative short answer: **Yes, S** + Aux

Negative short answer: **No, S** + (Aux + NEG)

AFFIRMATIVE SHORT ANSWERS

I	
YOU	
WE	DO
YES, THEY	
HE	
SHE	DOES
IT	

NEGATIVE SHORT ANSWERS

I	
YOU	
WE	DON'T
NO, THEY	
HE	
SHE	DOESN'T
IT	

Exercise 10: In Class: Answer the following questions (Affirmative and Negative short answers.)

a) Does the program insert the numbers?

Yes, _____ No, _____

b) Does the motherboard have a clock?

Yes, _____ No, _____

c) Do our instruments control libraries?

Yes, _____ No, _____

d) Do you introduce a new driver library?

Yes, _____ No, _____

e) Do they select the equipment?

Yes, _____ No, _____

f) Does the modem transfer the data?



Yes, _____ No, _____

g) Does the application convert the information?

Yes, _____ No, _____

INFORMATION QUESTIONS AND ANSWERS.

Information Words: Why, Where, Who, When, What, How, How much? Sentences Structure: INF. WORD + AUX + NOUN + V + C + ?

Examples:

1. Why Do You unplug the keyboard?
Because it is damaged.
2. How much Does A mouse cost?
It cost \$ 4.

Exercise 11: In Class: Make an information questions with the following sentences:

a) They program this for the company every Monday afternoon.

b) Anne works in Machala.

c) The power source transforms the energy.

d) I have a personal business computer.

e) I use the enter key to do many things.

f) The peripheral comes with drivers.

g) Mr. Wilson visits the factory every Fridays.



1.3.- LEARNING ABOUT COMPACT DISK.

The **compact disc**, or **CD** for short, is an [optical disc](#) used to store [digital data](#). The format was originally developed to store and play back sound recordings only ([CD-Digital Audio](#)), but was later adapted for storage of data ([CD-Read Only Memory](#)). Several other formats were further derived from these, including write-once audio and data storage ([CD-Recordable](#)), rewritable media ([CDRW](#)), Video Compact Disc ([VCD](#)), Super Video Compact Disc ([SVCD](#)), [Photo CD](#), PictureCD, [CD-i](#), and [Enhanced Music CD](#). Audio CDs and audio [CD players](#) have been commercially available since October 1982.

Standard CDs have a diameter of 120 millimetres (4.7 in) and can hold up to 80 minutes of uncompressed audio or 700 [MB](#) (actually about 703 MB or 737 [MB](#)) of data. The [Mini CD](#) has various diameters ranging from 60 to 80 millimetres (2.4 to 3.1 in); they are sometimes used for CD singles, storing up to 24 minutes of audio or delivering [device drivers](#).



At the time of the technology's introduction it had more capacity than computer [hard drives](#) common at the time. The reverse is now true, with hard drives far exceeding the capacity of CDs.

In 2004, worldwide sales of CD audio, CD-ROM, and CD-R reached about 30 billion discs. By 2007, 200 billion CDs had been sold worldwide. Compact discs are increasingly being replaced or supplemented by other forms of digital distribution and storage, such as downloading and [flash drives](#), with audio CD sales dropping nearly 50% from their peak in 2000. **HISTORY**

The Compact Disc is an evolution of [LaserDisc](#) technology. Prototypes were developed by [Philips](#) and [Sony](#) independently from the mid-to-late 1970s. The two companies then collaborated to produce a standard format and related player technology which was made commercially available in 1982.

REMEMBER YOU: You should always place labels on the front of the cover, store compact disk in a safe place, away from dust, moisture, magnetism and extreme temperatures. Be sure you label each disk you use, since the labels help you to identify what files are on the disk and remind you that the disk has information stored on it.

USING A COMPACT DISK.

➤ When you use a compact disk, you must.



Do hold at corner



Do store in a box or jacket.



Do write with marker

➤ When you use a compact disk, you must not.



Don't bend



Don't touch disk



Don't write with pencil or pen



Don't expose to extreme heat



Don't place near magnet

Exercise 12: In Class: Make a list with the things you must or mustn't do with compact disk.

Do

Don't

HARD DISKS

In addition to cds, computers use a hard disk, which can store much more information than a cd. Computers also take less time to find information stored on a hard disk than on a cd. A hard disk is usually built into the computer.

When you store application programs, including ms-dos, on your disk, you should keep a backup copy of the programs on a cd, dvd, flash memory drive in case the information on the hard disk is accidentally damaged or destroyed.

The format command: Before you can use your new disk for storing information, you must format them. You do this with the format command, a special program that structures a disk so that ms-dos can find information on it. The format command also checks the disk for defective spots.

You can format both: flash memory, and hard disks. But remember that if a disk is not blank, formatting it destroys any data already on the disk.

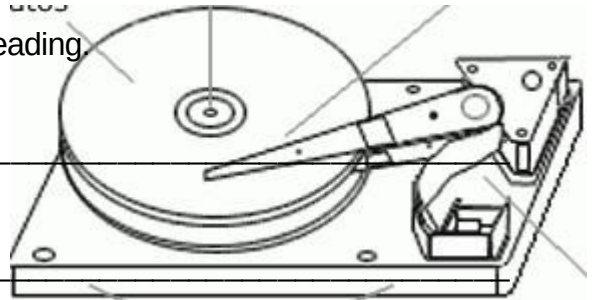
Exercise

13: In Class: Answer the questions about the reading.

a. Where is usually a hard disk?

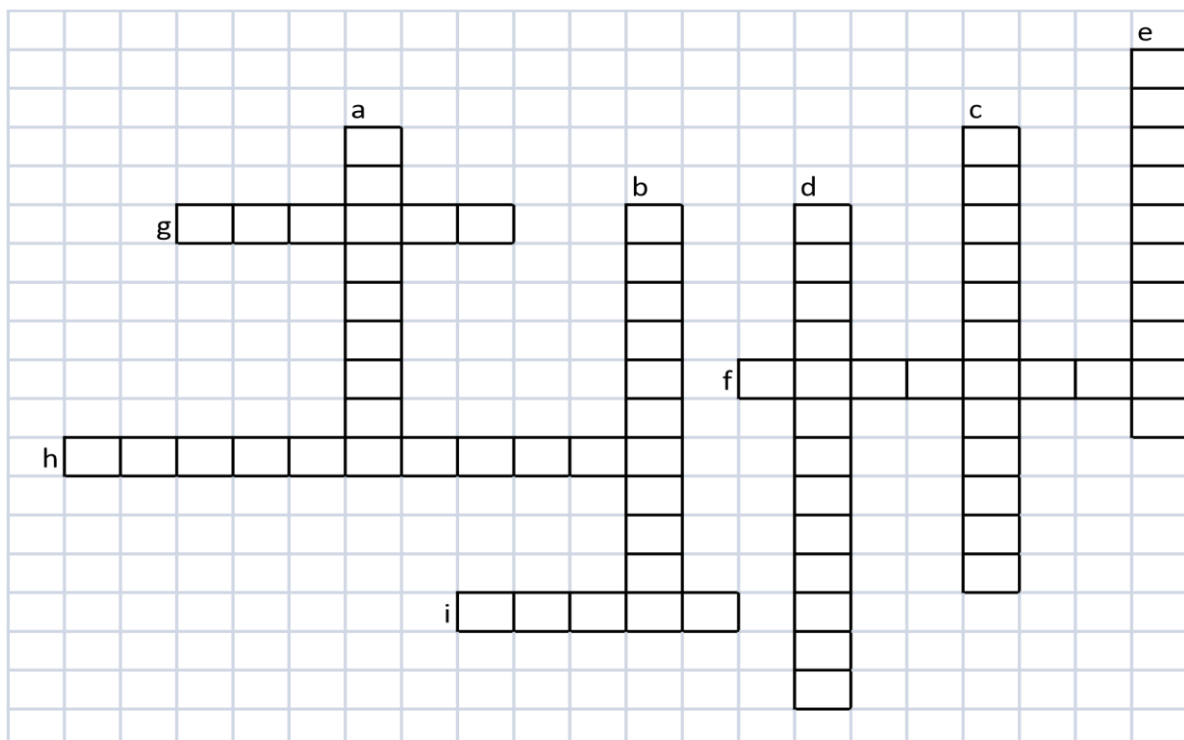
b. What does a format command do?

c. Does format command destroys any data on the disk?



Exercise 14:

In Class: Complete the crossword puzzle. Write the words.



DOWN (↓)

- a) They electronic machines which can accept data in a certain form
- b) Is a peripheral which enables information to be fed into the computer
- c) Is a peripheral which enables information to be brought out the computer
- d) Is a peripheral used for the permanent storage of information
- e) It is a flexible plastic disk

CROSS (→)

- f) They can store much more information than a CD
- g) A special program that structures a disk
- h) It transforms the energy of the computer
- i) They help you to identify what files are on the disk.

1.4 OTHER PERIPHERALS READINGS.

1.4.1 HOW A MOUSE WORKS

A mouse is a hardware device which allows the user to control a cursor to manipulate data without complicated commands. The mouse or mice was invented by Douglas Englebart in 1963. The mouse was originally referred to as an X-Y position indicator for a display system.

The optical mechanical mouse's operation is simple. The mouse movement is tracked by four parts. As the mouse is moved the ball rolls in the direction of the movement which in turn moves the roller (X or Y axis). As the roller begins to rotate so does the chopper / gear. The gear has small notches around the edges of it, as it rotates light shines through the openings which is then detected by the two light sensors which then sends the computer a signal of that movement. The offset of the light received by the two light sensors determines the direction of each axis.



Two choppers and or Gears: represent the axis x and y of where the cursor is located.

The mouse ball: is the main part of the mouse which allows the user to move the mouse which moves the appropriate axis which then moves the mouse cursor on the screen.

The four pin interface cable connection: which is where the information is transferred from the mouse to the computer.

Exercise 15: In Class: Answer the questions about the reading.

a) **What the mouse allows?**

b) **Who invented the mouse?**

c) **Which parts track the mouse?**

d) **Does the mouse refer to as an X-Y position indicator?**

1.4.2 STANDARD PC KEYBOARD

The keyboard is divided into three sections. The middle section, which is the largest, looks much like a standard typewriter keyboard. It contains all the letters of the alphabet, standard punctuation symbols, the numbers 0 through 9, and several special purpose keys. The arrangement of the keys in this section is referred to as a QWERTY format, which comes from the order of the first six keys in the second row. Most data enters a computer from this middle section of the keyboard.

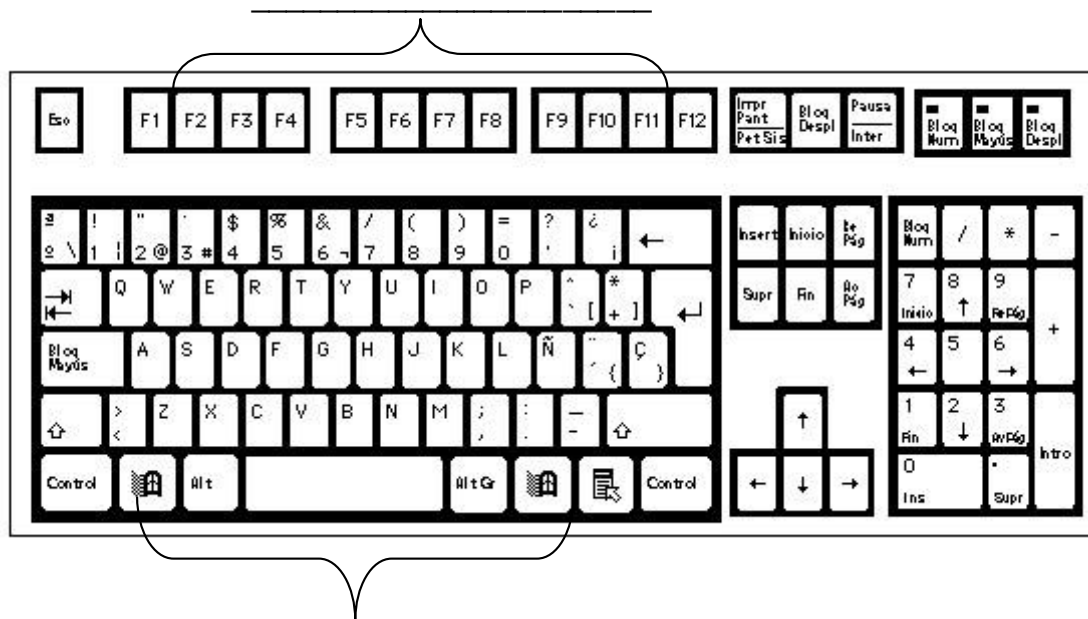
The two rows of keys on the left are called special function keys (or just function keys). On some keyboards, the function keys are located across the top, just above the

number keys of the middle section. Unlike the keys from the middle section, what happens when you press a function key depends on what software you are running. Software consists of the programs that control the operation of the microcomputer. The operation of the function keys differs from one program to the next.

On the right side of the keyboard is the numeric keypad. The keys in this section are arranged like those on a calculator and are designed to speed the entry of numeric data. The NUM LOCK (number lock) key, when pressed, toggles the numeric keypad between the number mode and the cursor control arrow mode.

The operation of the special purpose keys (Ins, Del, Ctrl, and so on) will be if data have previously been saved on a secondary storage device such as a CD or flash memory, then this data can serve as input to the computer.

Exercise 16: In Class: Label the sections of the keyboard.



UNIT TWO

2.1 THE PREPOSITIONS

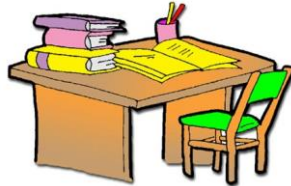
Group of word often placed before a noun or pronoun to indicated place, direction, method, etc.

In English the prepositions are used in many forms, many times they are idiomatic, and frequently results very difficult to choose the one which agrees

after verbs and adjectives, furthermore a word used as a preposition can be used also like an adverb with a different meaning.

➤ **Prepositions of place**

- **On** .- means generally that something touches a foreign surface, but its use is not limited only to horizontal surfaces.



It's a books on the table

- **In** .- indicates that a thing is enclosed in other.



The printer is in the laboratory

- **At** .- is used to indicated: the hour, distance, situation



The institute opens at 8h00

Gardenia it's at 45 miles from Sta. Rosa

➤ **Prepositions of Time**

- **In, On**

in 1847

Thomas Alva Edison was born

in February

on February 11

on February 11, 1847

Note: use **IN** for year and month; use **ON** for days and dates. Don't use an article (the) with years, months, days or dates

- **At, From, For**

Carol fixed the computer

at 10:00

from 10:00 to 11:00

for an hour

Also you can say:

AT noon, midnight, night....

IN the morning, the afternoon, the evening...

ON Monday, Tuesday,...., weekdays, weekends

- **Since, For**

Since .- is used to indicated when the activity begin.

For .- is used to indicated the total duration of the action.

I've been waiting since two o'clock/ since yesterday

I've been waiting for twenty minutes/ for three days.

- **Other Prepositions**

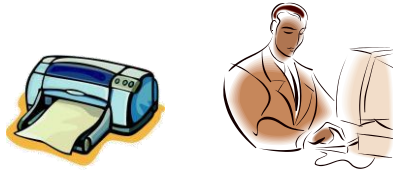
- **After**



The folders are one after the other

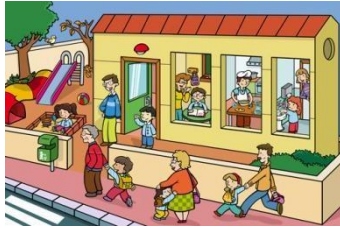
He fixed the motherboard after six.

- **Before**

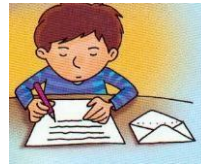


Before him is the printer

○ **To**



I go to the school



He sends a letter to his mother

○ **Until**



The students programmed the system until the end of classes

Exercise 17: In Class: Complete the next paragraph with prepositions

When Jhon arrived to ____ computing laboratory, he located the mainboard ____ the case, then he installed the microprocessor ____ the mainboard. ____ 9:00 he copied the files, so he restored the data ____ 9:00 ____ 10:30. ____ the morning he plugged the cables of the power source. ____ Monday, he is going to configure the BIOS SETUP.