

## Unit 3. Communicative Activities.



### Caso práctico

Due to a new application from the IT department, hard work is just beginning at RR Company. Eva has to get up very early, spend the day at work and when she finally gets home it is already dark outside. However, the evening is her favourite part of the day since she can do whatever she wants without having Mr. Johnson around telling her what to do. Monica loves running. On the contrary, Eva spends most of her free time surfing on the Internet.



**Eva:** "Oh my God! I'm very tired! I'll go online; I want to buy a new pair of shoes on sale!"

**Monica:** "Oh, yes! There are very low prices now!" What I don't understand is how you still feel like being in front of the computer after a long day at the office. I'm going to go running for a while.

**Eva:** Ok. Then, why don't we go out for a walk together? Do you feel like it or are you meeting anyone?

**Monica:** I have no plans with anyone. We could go for a snack at the pub on the corner where some friends of mine usually go.

**Eva:** Great! Sounds like we got ourselves a plan!



### Think about it

And you? What do you usually do when you get home after a long day? Do you like surfing on the Internet, running, reading...? Enter the forum and tell your classmates about it. Who knows, you might have many things in common!



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# 1.- Reading exercise.

## Seven tips for a tidy desk

### 1. Only keep things you really need on and near your desk.

Use a tray for any papers you have to read. Have a jar for pens and pencils and have a bin near your desk.

### 2. Don't keep any drinks on your desk.

Go to the kitchen when you want to have a drink or, if you prefer, keep a drink on a small table near your desk.

### 3. Reduce the amount of paper that you use.

Try to keep as much information as possible in folders on your computer. Before printing a document, ask yourself, 'do I really need to read this on paper?'

### 4. Scan your notes.

If you have a lot of paper (magazine articles, notes, worksheets, etc.), use a scanner and keep a digital version as a PDF on your computer.

### 5. Use your smartphone to take photos of things you need to remember.

For example, take photos of notes to yourself, the name and address of a place you need to visit or diagrams you need to study for school.

### 6. Get a noticeboard.

If you really do need to keep small bits of paper, use a noticeboard on the wall. Check it every day and throw old notes in the bin.

### 7. Clean your desk at the end of every day.

Choose a time to tidy your desk and do it! If you do it every day, it will only take five minutes and you can start each new day with a clean and tidy space.



## Autoevaluación

Complete the sentences with a word from the box.

desk	smartphone	folders	tray
space	noticeboard	bin	scanner

- Put your rubbish in the .
- Put things you want to read in a .
- Keep information on your computer in .
- Make digital versions of text with a .
- Take a photo of important things with a  or camera.
- Put important notes on a .
- Clean your  every day.
- Start each day with a tidy .

Enviar



## Autoevaluación

Choose True or False for these sentences:

1. You should put everything you will possibly need on your desk.

- True
- False

Incorrecto

Opción correcta

### Solución

1. Incorrecto
2. Opción correcta

2. You should only have one pen or pencil.

- True
- False

Incorrecto

Opción correcta

### Solución

1. Incorrecto
2. Opción correcta

3. It's a good idea to have a bin close to your desk.

- True

False

Opción correcta

Incorrecto

## Solución

1. Opción correcta
2. Incorrecto

**4. It's better to keep information on your computer than on paper if possible.**

True

False

Opción correcta

Incorrecto

## Solución

1. Opción correcta
2. Incorrecto

**5. If you have written notes on paper you should type them into the computer.**

True

False

Incorrecto

Opción correcta

## Solución

1. Incorrecto
2. Opción correcta

### 6. The camera in your phone can help you remember things.

- True
- False

Opción correcta

Incorrecto

## Solución

1. Opción correcta
2. Incorrecto

### 7. A noticeboard is a good way to organise bits of paper.

- True
- False

Opción correcta

Incorrecto

## Solución

1. Opción correcta
2. Incorrecto

**8. You should clean your desk once a week.**

- True
- False

Incorrecto

Opción correcta

## Solución

1. Incorrecto
2. Opción correcta

## 2.- Listening exercise.



### Autoevaluación

Listen to “Teenagers, laptops & computers” and answer the following questions.

[Teens and computers.](#)

#### 1) Who does she keep in touch with?

- Family
- New friends
- Old friends

Sorry!

Incorrecto

Well done!

### Solución

1. Incorrecto
2. Incorrecto
3. Opción correcta

#### 2. How does she keep in touch?

- Home phone
- Letters
- Instant messenger

Incorrecto

Sorry!

Well done!

## Solución

1. Incorrecto
2. Incorrecto
3. Opción correcta

### 3. How did she learn about most of what she knows about computers?

- She read a book
- She learned it at school
- She picked it up

Try again!

Sorry!

Well done!

## Solución

1. Incorrecto
2. Incorrecto
3. Opción correcta

### 4. How old is her computer?

- 2 years old
- 3 years old
- 5 years old

Oops, sorry!

Amazing!



Sorry, try again!

## Solución

1. Incorrecto
2. Opción correcta
3. Incorrecto



## Autoevaluación

Listen the audio and then fill in gaps with the best word in any case:

 [Audio](#)

Hello, my name is Joan [ ] and I'm from [ ]. I work as a [ ] for an [ ] company. The company [ ] flexitime and so we can adapt our working [ ] to our necessities. I usually start working [ ] 7.30 and we normally finish at [ ] o'clock. So I can [ ] the children at [ ] and prepare [ ] .

Enviar



## Think about it

What about you? What do you think about the instant messenger applications? What do you use? Enter the forum and share your opinion with your classmates.

## 2.1. Script

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**Todd:** OK, Jeanna, you like the computer!

**Jeanna:** Yes, I do.

**Todd:** OK. Talk to us about computers.

**Jeanna:** Well, I go on the computer a lot and I talk with friends through AOL instant messenger. And I just moved from my hometown to Sacramento so it's a good way to keep in touch with old friends.

**Todd:** Yeah. Do you learn about computers at school or on your own?

**Jeanna:** I picked most of what I know, I've picked it up, though, know, the years, and some at school, like keyboarding and such.

**Todd:** OK. Do you have a laptop or a PC?

**Jeanna:** I have a PC. A Compaq.

**Todd:** Do you like your computer or do you want a new one?

**Jeanna:** I want a new one cause I think I screwed mine up and it's a little bit slow now.

**Todd:** OK. How long have you had your computer?

**Jeanna:** I've had it for about 3 or 4 years.

**Todd:** Oh, yes, that's pretty old for a computer. Yes, so do you talk to your friends every night by e-mail?

**Jeanna:** Yeah, yes I do.

**Todd:** OK.

**Jeanna:** See going on and you know the gossip.

**Todd:** So nowadays, do high school kids talk by e-mail more than phone?

**Jeanna:** Most people talk by either e-mail or mobile (UK)/cellular (USA) phone. You know a lot of people don't use their house phones as much, and a lot of people have mobile/cellular phones.

**Todd:** OK. Thanks a lot Jeanna.

## 2.2. Vocabulary.

Learn vocabulary from the listening exercise.

### Vocabulary.

<b>GO ON</b>	<p>I go on the computer a lot. In this example 'go on the computer' is similar to 'use the computer.' Notice the following:</p> <ol style="list-style-type: none"> <li>1. My kids go on the computer for one hour after school.</li> <li>2. I need to go on the internet.</li> </ol>
<b>KEEP IN TOUCH</b>	<p>I keep in touch with friends from my hometown. When you 'keep in touch' with someone you continue to be in contact with them. Notice the following:</p> <ol style="list-style-type: none"> <li>1. She isn't good at keeping in touch.</li> <li>2. We can keep in touch through e-mail.</li> </ol>
<b>OLD FRIENDS</b>	<p>Using the computer is a good way to keep in touch with old friends. 'Old friends' are people that you maybe don't see or talk to very much, but they have been your friends for a long time. Notice the following:</p> <ol style="list-style-type: none"> <li>1. They are old friends. They've known each other since elementary school.</li> <li>2. I am going out with some old friends tonight.</li> </ol>
<b>PICK UP</b>	<p>I've picked up most of what I know through the years. In this case 'pick up' is similar to 'learn.' We can use 'pick up' when we learn something without taking special classes, when it happens naturally. Notice the following:</p> <ol style="list-style-type: none"> <li>1. Where did you pick up that phrase?</li> <li>2. We picked up a little Italian when we were living there.</li> </ol>
<b>SCREW UP</b>	<p>I want a new computer because I think I screwed up mine. When we 'screw up' we make a mistake. In this case it means that the mistake has caused problems for the computer. Notice the following:</p> <ol style="list-style-type: none"> <li>1. She screwed up her back playing volleyball.</li> <li>2. I screwed up the recipe for the cake.</li> </ol>



## Ejercicio Resuelto

Mostrar retroalimentación

### SEGUIR

Uso mucho el ordenador. En este ejemplo, 'usar el ordenador' es similar a 'ponerse en el ordenador'. Observe lo siguiente: Mis hijos usan el ordenador durante una hora después de la escuela. Necesito ir a internet.

<b>MANTENERSE EN CONTACTO</b>	Me mantengo en contacto con amigos de mi ciudad natal. Cuando 'te mantienes en contacto' con alguien, continúas en contacto con él. Observe lo siguiente: Ella no es buena para mantenerse en contacto. Podemos mantenernos en contacto por correo electrónico.
<b>VIEJOS AMIGOS</b>	Usar el ordenador es una buena manera de mantenerse en contacto con viejos amigos. Los 'viejos amigos' son personas con las que quizás no ves ni hablas mucho, pero han sido tus amigos durante mucho tiempo. Observe lo siguiente: Ellos son viejos amigos. Se conocen desde la escuela primaria. Saldré con algunos viejos amigos esta noche.
<b>RECOGER</b>	He aprendido la mayor parte de lo que sé a través de los años. En este caso, 'aprender' es similar a 'pillar' o entender algo sin estudiarlo ni esforzarse. Podemos usar 'pillar' cuando aprendemos algo sin ir a clases especiales, cuando sucede naturalmente. Observe lo siguiente: ¿De dónde sacaste esa frase? Aprendimos /pillamos un poco de italiano cuando vivíamos allí.
<b>APRENDER PILLAR</b>	Quiero un ordenador nuevo porque creo que estropeé la mía. Cuando nos equivocamos cometemos un error. En este caso, significa que el error ha causado problemas al ordenador. Observe lo siguiente: Ella se estropeó la espalda jugando voleibol. Estropeé la receta del pastel.

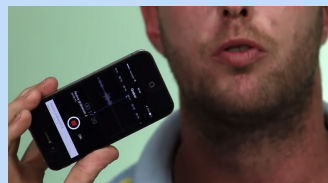
## 3. Speaking exercise.

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### NOW IT'S YOUR TURN.

#### Enter the forum.

Imagine you are at the canteen with some colleagues talking about your life in the past: places that you visited, jobs that you have done, studies completed or studies that you have completed or studies that you have started but have not finished, etc. Think about it for a while and then record your voice. When you are happy with your recording, send it to your teacher. Try to sound natural!



## 4. Writing exercise.

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**Answer in the Forum the following email about the IT problems in a computer in relation to the following situation. Use the vocabulary and expression of IT in Unit 3. Seccion 2.**



**Situation:** Mr. Johnson sends a memo to Eva to inform her about the new account application that she must use to fill a task in the customer service department where she works. She has some problems with her computer and also with the new application. Therefore, she needs to explain to him in detail how and when these problems happen and think about a possible solution to solve them.

Dear Ms. Eva,

We have installed an application for the accounting programme and we need you to work with it immediately. If you have any problem, you must detail what is wrong.

Thanks you.






Yours sincerely,

Ms. Johnson

## Appendix.- Licences of resources.

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### Licences of resources.

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
	<p>By: Damemusic.            License: CC by-nc-sa 2 2.0.            From: <a href="http://www.flickr.com/photos/31332713@N04/3086719615/">http://www.flickr.com/photos/31332713@N04/3086719615/</a></p>		<p>By: bur76 (Riccardo Cambiassi)            License: CC by 2.0.            From: <a href="http://www.flickr.com/photos/bru/2967030367/">http://www.flickr.com/photos/bru/2967030367/</a></p>
	<p>By: Xurxo Martínez            License: CC by-nc-sa 2.0.            From: <a href="http://www.flickr.com/photos/seretuaccidente/539151490/">http://www.flickr.com/photos/seretuaccidente/539151490/</a></p>		<p>By: MinimalistPhotography101.com            License: CC by 2.0.            From: <a href="http://www.flickr.com/photos/artbystevejohnson/4647538238/">http://www.flickr.com/photos/artbystevejohnson/4647538238/</a></p>
	<p>By: MinimalistPhotography101.com            License: CC by 2.0.            From: <a href="http://www.flickr.com/photos/artbystevejohnson/7163848238/">http://www.flickr.com/photos/artbystevejohnson/7163848238/</a></p>		