

# Offices and computers

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# Office furniture

Офисная обстановка

Стул

Письменный стол

Настольная лампа

Выдвижной ящик стола

Шкаф

Полка

Книжные полки

Книжный шкаф

Шкаф для хранения документов

Растение

Корзина для мусора

Chair

Desk

Desk lamp

Drawer

Cupboard

Shelf

Bookshelves

Bookcase

Filing cabinet

Plant

Wastepaper basket

# *Office equipment*

*Офисное оборудование*

*Оборудование*

*Принадлежности*

*Предмет*

*Канцтовары*

*Копировальный аппарат*

*Факс*

*Весы*

*Машина для измельчения бумаги*

*Приспособление для нарезки бумаги*

Equipment

Supplies

Items

Stationery

Photocopier

Fax machine

Scales

Shredder

Guillotine

# Computer hardware

## Компьютеры

- ▶ ПК (персональный компьютер)
- ▶ Настольный компьютер
- ▶ Ноутбук/лэптоп (портативный компьютер)

- ▶ Клавиатура
- ▶ Монитор
- ▶ Мышь
- ▶ Коврик для мыши
- ▶ Принтер
- ▶ Сканер
- ▶ Дискета
- ▶ Жесткий диск
- ▶ Проигрыватель цифровых видеодисков
- ▶ Устройство для записи CD дисков
- ▶ Продукция, товар
- ▶ Производитель
- ▶ Комплектующее изделие
- ▶ Система

- ▶ PC (personal computer)
- ▶ Desktop computer
- ▶ Notebook / laptop computer
- ▶ Keyboard
- ▶ Monitor
- ▶ Mouse
- ▶ Mouse mat
- ▶ Printer
- ▶ Scanner
- ▶ Floppy disk
- ▶ Hard disk
- ▶ DVD player
- ▶ CD rewriter
- ▶ Product
- ▶ Manufacture
- ▶ Component
- ▶ System

# Using a computer

## Пользование компьютером

- ▶ Компьютерная техника
- ▶ Программное обеспечение
- ▶ Пакет
- ▶ Печатать
- ▶ Вырезать
- ▶ Копировать
- ▶ Вставлять, вклеивать
- ▶ Распечатывать
- ▶ Вставлять
- ▶ Удалять, стирать
- ▶ Дублирование, создание резервной копии
- ▶ Выбирать
- ▶ Щелчок
- ▶ Форматировать
- ▶ Файл
- ▶ Папка
- ▶ Дисковод
- ▶ Кнопка
- ▶ Клавиша

- ▶ Hardware
- ▶ Software
- ▶ Package
- ▶ Type
- ▶ Cut
- ▶ Copy
- ▶ Paste
- ▶ Print
- ▶ Insert
- ▶ Delete
- ▶ Back-up
- ▶ Select
- ▶ Click
- ▶ Format
- ▶ File
- ▶ Folder
- ▶ Drive
- ▶ Button
- ▶ Key



# Describing a company

## New words for text

### Matching English with Russian

- |              |                   |
|--------------|-------------------|
| 1 activities | a оборот          |
| 2 add        | b функционировать |
| 3 basic      | c ремонтировать   |
| 4 complete   | d недавно         |
| 5 install    | e дополнять       |
| 6 maintain   | f деятельность    |
| 7 mend       | g основной        |
| 8 provide    | h обеспечивать    |
| 9 recently   | i полный          |
| 10 run       | j обслуживание    |
| 11 service   | k устанавливать   |
| 12 turnover  | l обслуживать     |



# All about your company

В Великобритании преобладают компании с ограниченной ответственностью. В названиях таких компаний слово **Limited** (обычно сокращенное до **Ltd**) ставится в конце. Компанию с ограниченной ответственностью, акции которой копируются на фондовой бирже, называют **public limited company** или **PLC**.



Относительно компании вы можете употреблять местоимения **it** или **they**. Оба варианта являются правильными, если употребляются с соответствующими формами глаголов: глаголы в форме единственного числа употребляются с местоимением **it**, а глаголы в форме множественного числа – с местоимением **they**.

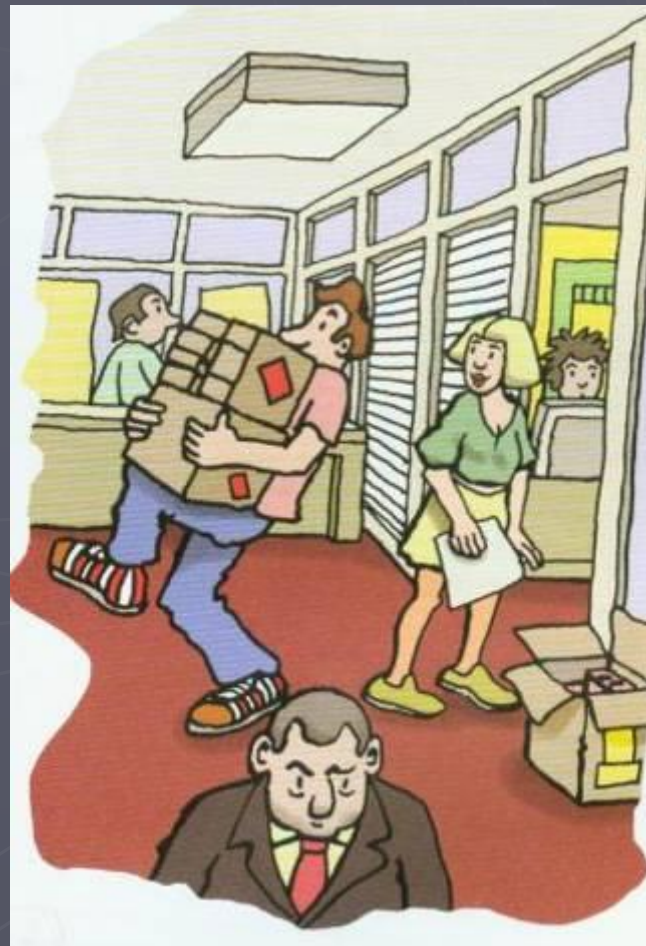




# Logix Limited

## Компания "Logix Limited"

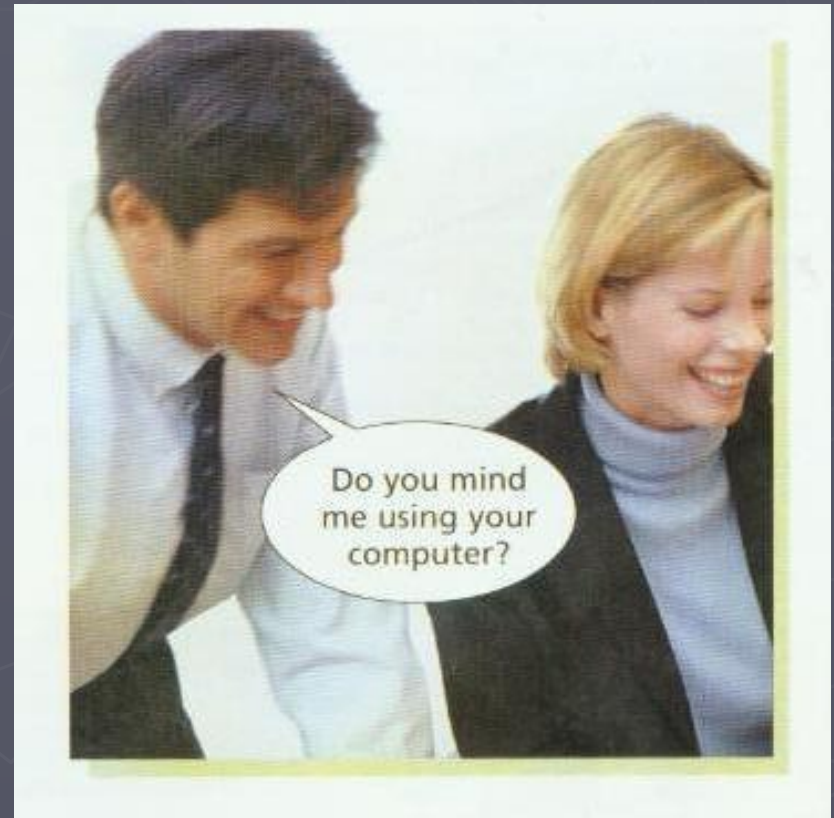
*Mark Smith is working at a computer company during his university holidays. The company is called Logix. It has 25 employees, and the main part of its business is helping companies to run their software systems. However, these companies often asked Logix to mend their computer hardware or sell them components. Thus the directors of Logix recently decided to add the manufacture of hardware to their activities. For the moment, they manufacture two basic computers: keyboard, monitor, printer, mouse and even the mouse mat. They can now offer the companies a complete service: they can provide the necessary hardware and software, install it and maintain it. Mark would like to join the company as a programmer when he has finished university, but for now he is working as an office boy. It is a chance for him to get to know the company, and a chance for them to get to know him.*



# *Understanding from the information.*

Answer the questions about "Logix Ltd."

1. *How many employees does the company have?*
2. *How much is its turnover?*
3. *What did the company start as?*
4. *What has it recently started doing?*
5. *How many types of computer does it manufacture?*



# Computer instructions

## Руководство по работе с компьютером

### ▶ MANAGING files and folders

- ▶ In Windows, you can organize your documents and programs to suit your preferences. You can store these files in folders, and you can move, copy, rename and even search for files and folders.

### ▶ COPYING and MOVING files

- ▶ When you create files, you may want to copy them or move them to another location. Unless you're an advanced user, you should avoid moving program and system files.

### ▶ To COPY or MOVE file

- ▶ 1 in a window, select the file you want to copy or move.
- ▶ 2 on the Edit menu, click Copy to copy the file, or click Cut to move the file.
- ▶ 3 Double-click the folder in which you want to place the file.
- ▶ 4 On the Edit menu, click Paste. The file appears in its new location.

### ▶ NOTES

- ▶ 1 You can select multiple items. To select adjacent items, hold down the SHIFT key while you select the items. To select non-adjacent items, hold down the CTRL key and click the items that you want to select.
- ▶ 2 instead of the Edit menu, you can use the right hand mouse button to copy, cut and paste



# PRACTICE WHAT YOU'VE LEARNT

- ▶ 1 What should you avoid doing if you are a beginner?
- ▶ 2 How can you select adjacent multiple items?
- ▶ 3 what can you use use to copy, cut and paste instead of the Edit menu?
- ▶ Попробуйте перевести инструкции по переименованию файлов в программе Windows.
- ▶ *Переименовать файл*
- ▶ 1 В окне выберите файл который вы хотите переименовать.
- ▶ 2 В файловом меню щелчком выберете команду 'Переименовать'.
- ▶ 3 Впечатайте название, а затем нажмите клавишу ENTER ('ВВОД')

# Computer vocabulary

Task: Put rowels in these words. Write them in two columns: Verbs or Nouns

clck, cmpnnt, cpy, ct, dlt, dsk, fldr, kybrd, pst, prnt, prntr, scnr, slct, sftwr, typ.

**VERBS**

**NOUNS**

# Rewriting sentences

Task: Rewrite sentences using this structure:

“verb + object + (to) Infinitive.”

Example: “I really think you you should apply for a new job, John.” He encouraged John to apply for new job.

1. “Will you lend me £20, Mary?” - She asked...
2. “You shouldn't stay in London, Sam.” – We advised...
3. “Would you like to go to Brighton for the weekend, Bob?” – She invited...
4. “You ought to go on a computer training course, Michael.” – They wanted...
5. “You can use my computer, John.” – She let...
6. “Remember that you mustn't turn the computer off, Katy.” – He reminded...
7. “You have to stay and finish the project, George.” – The manager made...
8. “Get out of my office, Jack.” – She ordered...
9. “Bring me the accounts files, Rose.” – He had...
10. “Don`t leave the window pen, Pam.” – She told...



# Rewriting sentences

Task: Rewrite sentences using one of these verbs. You can use the verb only one time.

Verbs: advised, allowed, encouraged, invited, told.

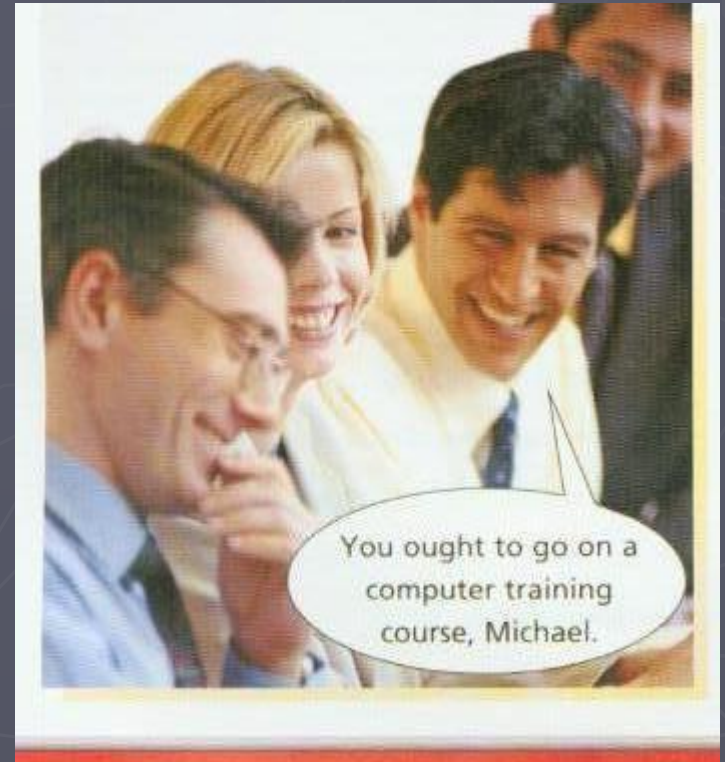
Example: "The children may play in the garden." – Mrs. Bates allowed the children to play in the garden.

1. "Come on, Jill. I'm sure you can work faster." – I...
2. "Don't make so much noise, Harry." – The team leader...
3. "I wouldn't work for them if I were you, David." – She...
4. "Please come and have tea, Anna." – John...

# Missing words

**Task: Fill these blanks. Use these verbs + prepositions (only one time):**  
**complete, go, learn, make, speak, work**

- ▶ Are you capable \_\_\_\_ how to use this software?
- ▶ I'm very bad \_\_\_\_ German.
- ▶ I'm not fond \_\_\_\_ to parties.
- ▶ I'm very interested \_\_\_\_ for your company.
- ▶ We're close \_\_\_\_ the new design project.
- ▶ Are you good \_\_\_\_ pizza?





# Spot the mistakes

**Task:** Find mistakes from almost all lines of this dialogue. Correct them

**Jack:** Do you mind me use your computer?

**June:** No, that's fine. Peter wants me going to the supermarket anyway.

**Jack:** I dislike him ordering you doing things like this.

**June:** Well, he is the boss. We can't stop him to give orders.

**Jack:** If he talked to me like that, I'd tell to him to keep quiet.

**June:** I advise you to not say anything stupid.

**Jack:** We shouldn't let him to be so nasty to us.

**June:** I remember him to be quite nice when I started here.

**Jack:** Do you? On my first day, he ordered me stand on a desk and change alight bulb.

**June:** Oh, he asked me tidying his office.

**Jack:** And then he made me to clean the kitchen.

**June:** Yes, I saw you cleaning the kitchen. I thought, he's a strange man.

**Jack:** Anyway, I must do some work. Can you show me to connect to the Internet, please, June?

**June:** Sorry, Peter would be very angry if he found me helping you.

