

IT and study skills

We all use computers nowadays and there are computer courses from beginners to advanced so that everyone can learn. We will look at the basic vocabulary of computers. Is it an international language?

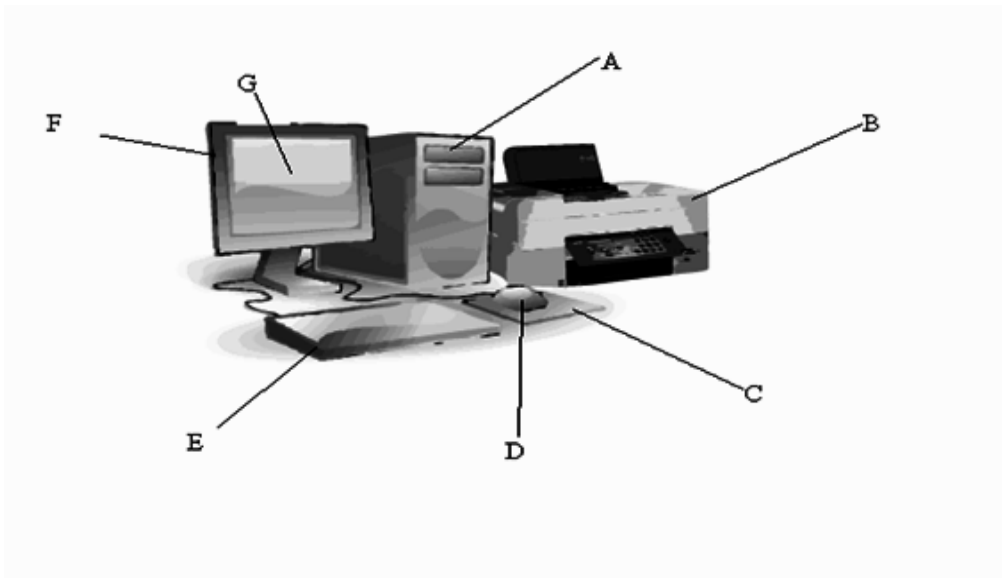
Some questions....

1. How much time do you spend online every day?
2. How often do you email friends?
3. Do you ever shop online?
4. How old is your computer?

Exercise one

Do you know the names for all these things?

Mouse pad/mat Monitor Keyboard Screen Printer CD_ROM



Exercise Two What verbs can you use with these nouns?

1. We _____ to the computer.
2. We _____ a CD. (put in)
3. We _____ the mouse.
4. We _____ a key

Click on
Insert
Log on
press

EXERCISE TWO Word processing and emails.

Listen and fill-in the dialogue

To:gerry@hotmail.com
From:seamus@hotmail.com
Date: 12/12/08
Subject: Do you want to be a millionaire?
<p>Make a million euro in three months!</p> <p>Yes. It's true. You can be a millionaire.</p> <p>€1,000,000</p>

Gerry: Have you _____ your email today?

Seamus: No. I'm not _____ to the computer yet.

Gerry: I got a really interesting email. It's called make a million euro in 3 months.

Seamus: That's just junk mail. You know, spam. Don't _____ it. It could contain a _____.

Gerry: Don't worry. It's from a friend of mine. John.

Seamus: ...and is he a millionaire???

Gerry: Mmm..I don't think so..

Exercise Three

1. which word or phrase means - to start using the computer, for example, putting in your password
2. find a word or phrase which means looked at/read
3. What is a virus?
4. What is the name for unwanted emails sent to hundreds of people, often advertising and trying to sell you things

Exercise Four Read this email

To:mary@office.net

From: jackie@work.ie

Dear Mary

HELP! I can't remember the new password to the computer at work.

I need to go to the office early in the morning to print out

'How to manage your finances'

Please reply ASAP

Jackie

To:jackie@work.ie

From:mary@office.net

Dear Jackie

The new password is BIGFOOT

Good Luck

Mary

1. Which word is underlined?
2. Which word is in capitals?
3. Which word is in bold?
4. What does ASAP mean?
5. Which words are in italics?

Exercise Five

Matching

Word processing

- | | |
|--------------------|----------------------------|
| 1. Capital letters | a. 1,2,3 |
| 2. Bold | b. <u>Dublin</u> |
| 3. Underline | c. Mayo |
| 4. Italics | d. <i>Really?</i> |
| 5. Numbering | e. ON TUESDAY NOT THURSDAY |

Exercise Six

Can you read these email addresses?

1. joh@yahoo.com
2. mary123@hotmail.net
3. vicki@gmail.ie
4. teetree@search.com
5. @
6. .
7. _

Exercise Seven

Maths symbols

= equals/is

+ Plus/and

– minus/take away

* multiplied by/times

/ divided by

How do we say these in words?

$$12+12=24$$

Twelve plus twelve equals twenty four.

Say and do these sums

1. $55 + 63 =$

2. $44 + 44 =$

3. $20 - 10 =$

4. $45 - 15 =$

5. $12 * 12 =$

6. $6 * 6 =$

7. $8 / 4 =$

Fractions and decimals

9. $1.5 =$

10. One and three quarters

11. Which of these are odd numbers and which of these are even numbers?.

12. 5 44 8 56 99 71 22 36 14

13. $\sqrt{\quad}$

Exercise Eight

There is a computer program called excel where you can make charts and it will do the maths for you. These charts are called spreadsheets.

A spread sheet looks like this. You can put any information you want in the boxes.

	Jan	Feb	March	April
rent	650	650	650	650
food	155	150	160	158
electricity	65	65	60	50
Total	870	1	2	3

Total = rent + food + electricity

$$650 + 155 + 65 = 870$$

Put the totals in the other boxes.

- 1.
- 2.
- 3.
4. Each box is called a c_____.
5. The line going across is called a r_____.
6. The line going down is called a c_____.

Exercise Nine

Can you name these shapes

Square () Rectangle () Circle () Semi-circle () Oval ()

Triangle () Pyramid () Parallelogram () hexagon ()

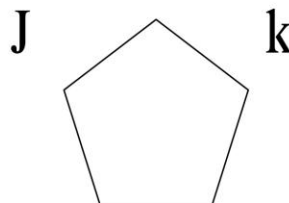
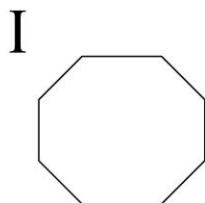
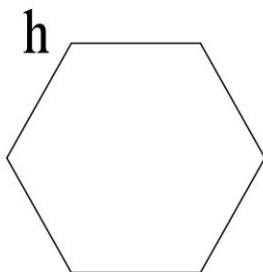
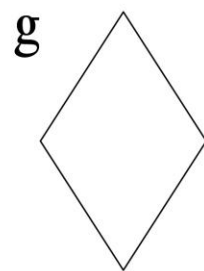
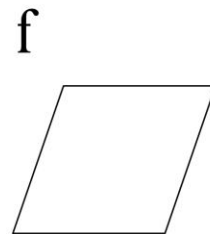
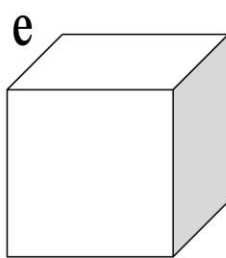
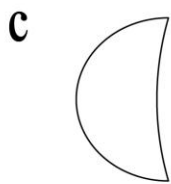
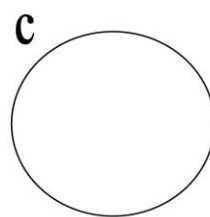
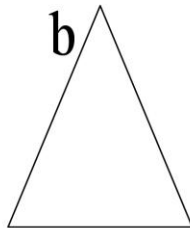
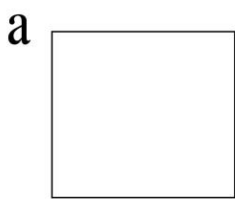
Cube () Octagon ()

Diamond rhombus

A hexagon has ____ sides

A pentagon has ____ sides

An octagon has ____ sides



It is very important to study yourself. If you have access to the internet you can do some English practise online. You can also 'chat' to other language learners. Be careful-do not give out your name and address to anyone.

Websites for language learners

www.bbclearningenglish.com

www.oup.com/elt/englishfile/intermediate

www.manythings.org

www.englishlearner.com

www.1-language.com

A4esl.org

[Dave's ESL Café](#)

[Randall's esl listening lab](#)

www.trainyouraccent.com

Study skills

How do you remember things? How do you like to learn?

By listening –to your teacher, to tapes, to the radio, to people's conversations

By saying the language out loud

By writing things down, making notes, summaries

Do you have a picture in your head or draw a picture

Do you learn better when you move around, possibly during role-play?

If you hold the object would you remember the word easier?

Which are true for you? What have you tried?

1. Make a plan – what will you do every day to learn some more English?
2. Make or buy some cards to write new words and expressions on.
Buy a notebook and make your own dictionary.
3. Have some colours to write and draw with
4. Go around a room in your house and name everything in the room.
Put a sticker on new words.
5. Read in English. Have a look in the library. Look at children's books, magazines, newspapers or anything you are interested in. Write down 5 new words or phrases and ask your teacher to explain them.
5. Watch TV in English. Use subtitles to help you
6. Listen to the radio. If you can -record a program, so you can replay it again and again.
7. Go out and use your English. Join the conversation group at MIA.
(Social services centre 7pm Tuesday)
8. Learn with a friend and study together sharing ideas.

Remember: Be Patient. It takes time to learn a language.

Learn a little every day.

Tips

Use a highlighter pen to mark words

Cover words with your hands and try to remember them

Ask someone to test you

Learn from your mistakes

Try to make a spider gram or mind map from Tony Buzan

(Look on YouTube)