

CAREER PATHS

SECOND EDITION

Computing

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Book

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Types of Computers	Magazine article	computer, desktop computer, laptop, notebook, personal computer, portable, processing power, server, tablet, workstation	Making a suggestion
2	Monitors	Article	aspect ratio, contrast, display, HD, LCD, LED, monitor, resolution, response time, screen	Making comparisons
3	Keyboards	Blog post	Alt key, Caps Lock, Control key, diacritical mark, function key, keyboard, numeric keypad, QWERTY, Shift key, type	Asking about knowledge
4	Mice	Product listing	ball mouse, click, button, cordless, laser mouse, LED mouse, mouse, scroll wheel, scrolling, USB	Making a recommendation
5	Inside the Computer	Magazine article	case, CPU, disk drive, fan, hard drive, heat sink, motherboard, optical drive, port, power supply, processor, removable drive, USB port	Describing a problem
6	Data Storage Devices	Advertisement	capacity, flash drive, GB, memory, portable hard drive, solid state drive, SSD (Solid State Drive), TB, thumb drive	Asking for a recommendation
7	Printers	Email	cartridge, dpi (dots per inch), ink, inkjet printer, laser printer, ppm (pages per minute), print, printer, toner, two-sided	Agreeing
8	Scanners	Article	all-in-one, automatic document feeder, color depth, copy, flatbed, optical resolution, ppi (pixels per inch), scan, scan area, scanner	Describing features
9	Cameras	Advertisement	compression, digital camera, digital zoom, JPEG, megapixel, optical zoom, pixel count, SD card, white balance	Asking for an opinion
10	Smartphones	User manual	app, built-in, cell phone, feature, GPS, MP3 player, coverage, smartphone, sync, touchscreen	Giving instructions
11	The User Interface	User guide	cursor, desktop, dropdown menu, folder, GUI (Graphical User Interface), icon, organize, right-click, select, user	Asking for help
12	Email 1	Article	address book, drafts folder, email, email address, email client, inbox, junk mail, sent folder, trash folder, webmail	Explaining confusion
13	Email 2	Email	attach, Bcc, Cc, create, forward, recipient, reply, reply all, subject	Making an apology
14	Email 3	Article	attachment, bounce back, configure, domain name, exceed, maximum, POP3 server, SMTP server, spam, time out, typo	Identifying a problem
15	Instant Messaging	Email	available, busy, chat, contact list, file transfer, IM (Instant Messaging), one-to-one, provider, real-time, screen name	Expressing concern

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10 Smartphones

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common uses of smartphones?
- 2 How have smartphones changed the way people communicate?

Reading

2 Read the section from a smartphone user manual. Then, choose the correct answers.

- 1 What is the main purpose of the section?
 - A to describe how to use a smartphone
 - B to identify special features of a smartphone
 - C to compare different smartphones
 - D to offer solutions to common smartphone problems
- 2 Which of the following is NOT mentioned as a feature of this smartphone?
 - A built-in camera
 - B MP3 player
 - C GPS
 - D touchscreen
- 3 Which feature accesses maps?
 - A syncing
 - B touchscreen
 - C GPS
 - D MP3 player

Vocabulary

3 Match the words (1-8) with the definitions (A-H).

- | | |
|------------------|-------------------|
| 1 ___ built-in | 5 ___ touchscreen |
| 2 ___ app | 6 ___ GPS |
| 3 ___ smartphone | 7 ___ feature |
| 4 ___ sync | 8 ___ coverage |

- A a phone with an advanced operating system
- B something which shows information which is accessed by touching icons
- C a program designed and downloaded for a specific purpose
- D a navigation or mapping system
- E to connect two devices to transfer files
- F included in the system
- G a characteristic or ability that is desirable
- H the extent to which something is covered



Congratulations on the purchase of your smartphone!

Unlike your old **cell phone**, this smartphone has improved service **coverage** and the newest **built-in** features available.

The **touchscreen** makes information simple to access. Simply tap on the **apps** on the screen to open them.

Your smartphone is **GPS** capable. You can easily access maps and driving directions.

You can now easily transfer music and even pictures. Just **sync** your phone to your computer.

Another function of a smartphone is to use it as an **MP3 player**, so you can listen to your favorite songs anywhere.

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 apps / smartphones

- A** The newest _____ have many exciting features.
- B** Some _____ are free to download to your phone, but others must be bought.

2 built-in / MP3 player

- A** Smartphones come with many features that are already _____.
- B** A(n) _____ is useful when you want to listen to music on the go.

5 **0 the user manual again. What are some key features of a smartphone?**

Listening

6 **Listen to a conversation between two employees. Mark the following statements as true (T) or false (F).**

- 1 ___ The man just got a smartphone.
- 2 ___ The woman does not know how to download apps.
- 3 ___ The man downloads a game.

7 **Listen again and complete the conversation.**

Employee 1: Hi, Bob. Do you know anything about **1** _____?

Employee 2: Hey Susan. Yeah. Why do **2** _____?

Employee 1: Oh, I just **3** _____. But I don't know how to download the apps.

Employee 2: It's simple. You just find a(n) **4** _____ you want, like a game or something.

Employee 1: Then what do I do?

Employee 2: Then you **5** _____ where it says 'download', and that's it!

Employee 1: **6** _____. Thanks!

Speaking

8 **With a partner, act out the roles below based on Task 7. Then, switch roles.**

USE LANGUAGE SUCH AS:

Do you know ...?

You just ...

Then you ...

Student A: You are an employee who just bought a new smartphone. Talk to Student B about:

- purchasing a new smartphone
- features like apps
- how to download new apps

Student B: You are an employee. Talk to Student A about smartphones.

Writing

9 **Use the conversation from Task 8 to complete the instructions below about downloading an app.**



Downloading Apps



1. Tap the _____.
2. Choose _____.
3. Finally, _____.

Your app will download immediately.

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Word Processing: Uses	Guide	agenda, blank, business card, calendar, create, document, memo, report, résumé, template, word processing	Expressing a lack of knowledge
2	Word Processing: Actions	Manual	close, copy, cut, delete, edit, open, paste, redo, save, save as, select, undo	Changing your mind
3	Word Processing: Formatting	Memo	bold, bullet, center, column, font, format, indent, italic, margin, spacing, spell check, underline	Making a suggestion
4	Spreadsheets: Uses	Email	analyze, balance sheet, budget, data, database, equation, function, sales invoice, spreadsheet, timecard, track, workbook	Asking about a general opinion
5	Spreadsheets: Actions	Webpage	calculate, chart, clear contents, clear formats, equal sign, filter out, formula, formula bar, insert, sort, table, value	Clarifying instructions
6	Spreadsheets: Formatting	Troubleshooting guide	border, cell, column, lock, merge, printing area, row, set, shading, shrink to fit, split, wrap	Expressing opinion
7	Desktop Publishing 1	Advertisement	clip art, comprehensive layout, design, DTP (Desktop Publishing), online, on-screen, page layout, in print, publish, WYSIWYG	Offering assistance
8	Desktop Publishing 2	Note	A4, convert, find/change, item style, kerning, leading, letter, master page, paper size, PDF, typography	Describing difficulty
9	Image and Design 1	Advice column	blurry, design, file format, layer, lossless compression, lossy compression, photo, pixel, raster graphic, sharpening, scaling, thumbnail, vector graphic	Asking about knowledge
10	Image and Design 2	Instructions	blur, clone, crop, recompose, red eye, resize, retouch, sharpness, stamp, straighten, trim	Politely disagreeing
11	Web Design and Web Development	Course descriptions	appearance, coding, content, CSS, functionality, navigation, usability, visibility, web design, web development	Expressing confusion
12	Web Browsing: Parts	User's guide	add-on, address bar, browser, bookmark, cookie, history, home page, search bar, tab, URL, webpage, website	Giving instructions
13	Web Browsing: Actions	Webpage	bookmark, disable, download, enable, enter, hang, link, load, log in, log out, refresh	Asking for help
14	Video Conferencing	Advertisement	audio input, bandwidth, codec, echo cancellation, face-to-face, multipoint, output device, video bridge, video conference, video conference system, video input	Identifying a problem
15	Social Media	Email	advertise, blog, forum, friend, group, handle, link, profile, social media, social networking, trend	Making a prediction

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Operating Systems	Letter	Apple®, color matching, customize, hardware, Linux®, MacOS, Mac®, Microsoft®, OS X®, prepress, processing speed, software compatible, upgrade, vulnerable, Windows®	Justifying a decision
2	Media	Magazine article	download, DVD, HD, media player, MP3, MPEG, multimedia, pause, play, stop, stream, upload	Asking about frequency
3	Networking: Devices and Equipment	Product listing	access point, antenna, cable modem, CAT-5, hub, networking, router, switch, wireless router, wireless network adapter	Asking for a favor
4	Networking: Types of Networks	Webpage	broadband, cable Internet, DNS, DSL, Ethernet, hotspot, ISP, LAN, VPN, Wi-Fi®, WLAN	Discussing options
5	Networks: Troubleshooting	Webpage	cache, clear, cycle, detect, disconnect, IP address, log in, password, plug in, renew, signal, TCP/IP	Expressing certainty
6	Viruses	Magazine article	host, embed, infect, overwriting virus, piggyback, replicate, resident extension, resident virus, Trojan horse, virus, worm	Expressing concern
7	Internet Crime	Email	backdoor, credit card, fraud, hack, hacker, identity theft, keylogger, malware, pharming, phishing, pretexting, information security, spyware	Stressing importance
8	Anti-virus Software	Product description	anti-virus software, backup, block, detect, false negative, false positive, pop-up, quarantine, removal, rootkit, update, webpage analysis	Making a recommendation
9	Firewalls	FAQs	access, default, deny, exception, firewall, incoming, packet filtering, permission, permit, settings, traffic, unauthorized	Expressing confusion
10	Online Banking	Webpage	account activity, account number, bill pay, direct deposit, electronic funds transfer, electronic statement, monitor, online banking, payroll, PIN, Site Key, SSL connection	Clarifying information
11	Telecommuting and Remote Access	Email	Basecamp™, centralize, conference call, Dropbox®, file sharing, message board, remote access, Skype™, Zoom®, Google Meet®, Microsoft Teams®, telecommute, web-based	Giving reassurance
12	Careers in Computing	Magazine article	accounting, administrative assistant, computer literacy, computer science, data entry, digital marketer, IT, management, programmer, sales, social media manager, software engineer, system administrator, tech support, web developer	Asking for more information
13	Cloud Computing: Types of Clouds	Magazine article	back-end, cloud computing, community cloud, elasticity, front-end, hybrid cloud, metered fee, private cloud, public cloud, scalability	Giving an example
14	Cloud Computing: SaaS	Webpage	application, deployment, distribution, hosted application management, install, pay-as-you-go, SaaS (Software as a Service), software license, software on demand, software suite	Expressing opinion
15	Cloud Computing: IaaS and PaaS	Advertisement	bandwidth, CDN (Content Delivery Network), computing platform, IaaS (Infrastructure as a Service), infrastructure, outsource, PaaS (Platform as a Service), solution stack, storage, switch, utility computing	Making an admission

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Glossary

address book [N-COUNT-U12] An **address book** is an organized list of email contacts.

all-in-one [ADJ-U8] An **all-in-one** machine is a single machine that combines printing, scanning, copying and faxing.

Alt key [N-COUNT-U3] The **Alt key** is a key that gives another key an alternative function when both keys are pressed at the same time.

app [N-COUNT-U10] An **app**, short for 'application', is a program designed for a specific use that can be purchased and downloaded wirelessly to a smartphone.

aspect ratio [N-COUNT-U2] The **aspect ratio** of a computer display is the ratio of its long side to its short side.

attach [V-T-U13] To **attach** is to include a downloadable document with an email.

attachment [N-COUNT-U14] An **attachment** is a file added to an email and sent along with it.

automatic document feeder [N-COUNT-U8] An **automatic document feeder** is a mechanized device that sends paper from a stack through a scanner or printer.

available [ADJ-U15] If you are **available**, you are online and capable of chatting on IM.

ball mouse [N-COUNT-U4] A **ball mouse**, also called a mechanical mouse, uses a rubber ball to track hand movements.

Bcc [ABBREV-U13] A **Bcc** (Blind carbon copy) is a copy of an email sent to someone in which the identities of other recipients is hidden.

bounce back [V-T-U14] To **bounce back** is to return an email to the sender without it being delivered.

built-in [ADJ-U10] A **built-in** feature of a product is a feature the product already has at the time of purchase.

busy [ADJ-U15] If you are **busy**, you are away from your computer or otherwise unavailable to chat.

button [N-COUNT-U4] A **button** is the part of a mouse that is pushed to select items on the computer screen.

capacity [N-UNCOUNT-U6] **Capacity** is the amount of storage space on a disk.

Caps Lock [N-UNCOUNT-U3] The **Caps Lock** is a key on the keyboard that is used for typing all capital letters when it is pressed.

cartridge [N-COUNT-U7] A **cartridge** is a device that holds ink or toner in a printer and can be replaced.

case [N-COUNT-U5] A **case** is the outer protective enclosure that contains computer parts.

Cc [ABBREV-U13] A **Cc** (Carbon copy) is a duplicate of an email that has been sent to another person.

cell phone [N-COUNT-U10] A **cell phone**, also known as a mobile phone, is a wireless device that can make and receive phone calls.

chat [N-COUNT-U15] A **chat** is the act of communicating with instant messages.

click [V-T-U4] To **click** an item on the screen is to place the cursor on it and press the mouse button.

color depth [N-COUNT-U8] **Color depth** is the number of different colors that a scanner can represent.

compression [N-UNCOUNT-U9] **Compression** is the process of reducing the size of digital photos by changing the way data is encoded.

computer [N-COUNT-U1] A **computer** is an electronic instrument for storing and operating on data.

configure [V-T-U14] To **configure** a program is to prepare it so that it is ready for a specific task.

contact list [N-COUNT-U15] A **contact list** is a list of screen names in an IM/email program showing which of your contacts are available, busy, or offline.

contrast [N-UNCOUNT-U2] **Contrast** is the difference in level between black and white on a computer screen.

Control key [N-COUNT-U3] The **Control key** is a key that gives another key an alternative function when both keys are pressed at the same time.

copy [V-T-U8] To **copy** is to reproduce an object on paper.

cordless [ADJ-U4] If a mouse is **cordless**, it transmits information to a computer without using a cord or wire.

coverage [N-UNCOUNT-U10] **Coverage** is the extent to which something is covered.

CPU [ABBREV-U5] The **CPU** (Central Processing Unit) is the central processor of a computer.

create [V-T-U13] To **create** is to open a new email document.

cursor [N-COUNT-U11] A **cursor** is a movable icon on a computer screen, indicating the point that will be affected by input from the user.

desktop computer [N-COUNT-U1] A **desktop computer** is a computer for use in a single location such as at home or at an office.

desktop [N-COUNT-U11] A **desktop** is the working area of a computer screen containing icons that typically represent files, programs, and a wastebasket.

diacritical mark [N-COUNT-U3] A **diacritical mark** is a symbol that is added to a letter to denote a special pronunciation.

digital camera [N-COUNT-U9] A **digital camera** is a camera that stores and records digital images.

digital zoom [N-UNCOUNT-U9] **Digital zoom** is a method of cropping and magnifying the center of an image without the movement of lenses.

disk drive [N-COUNT-U5] A **disk drive** is a computer part that allows data to be read from and copied to a disk.

display [N-COUNT-U2] A **display** is the image on a monitor screen.

domain name [N-COUNT-U14] A **domain name** is used to label webpages and is part of an email address.

dpi (dots per inch) [ABBREV-U7] **Dpi (dots per inch)** is a measure of the density of dots used to print a digital image or text.

drafts folder [N-COUNT-U12] A **drafts folder** is a location for storing incomplete or unsent emails for later review.

dropdown menu [N-COUNT-U11] A **dropdown menu** is a menu of options that appears below an item when it is clicked on by a user.

email [N-COUNT-U12] An **email** is a message sent electronically over a computer network.

email address [N-COUNT-U12] An **email address** is the specific location where electronic mail is received.

email client [N-COUNT-U12] An **email client** is the program that allows a user to send, receive, store, and organize emails.

exceed [V-T-U14] To **exceed** is to go above a predetermined limit.

fan [N-COUNT-U5] A **fan** is a mechanical device used to move air rapidly in order to cool the inside of a computer.

feature [N-COUNT-U10] A **feature** is a characteristic or ability of a device that is outstanding and often desirable.

file transfer [N-UNCOUNT-U15] A **file transfer** is the act of transmitting files over the Internet or computer network.

flash drive [N-COUNT-U6] A **flash drive** is a data storage device containing flash memory.

flatbed [N-COUNT-U8] A **flatbed** is a type of scanner with a large horizontal piece of glass and a lid.

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Career Paths: Computing 2nd Edition is a new educational resource for all professionals who want to improve their English communication regarding computing. Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking, and writing. **Career Paths: Computing 2nd Edition** addresses topics including computer accessories, common programs, operating systems, online communication, and cloud computing.

The series is organized into three levels of difficulty and offers over 500 vocabulary terms and phrases. Every unit includes a test of reading comprehension, vocabulary, and listening skills, and leads students through written and oral production.

Included Features:

- A variety of realistic reading passages
- Career-specific dialogues
- 45 reading and listening comprehension checks
- Over 400 vocabulary terms and phrases
- Guided speaking and writing exercises
- Full answer key and audio scripts
- Complete glossary of terms and phrases

The **Teacher's Guide** contains detailed lesson plans, a full answer key and audio scripts.

The **audio CDs** (downloadable) contain all recorded material. contain all recorded material.



The **Digital** version of the book contains subject specific videos, instant feedback on all tasks and progress monitoring reports.



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