**ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ**
*«Приднестровский государственный университет им. Т.Г. Шевченко»*
Рыбницкий филиал

*Кафедра германских языков и методики их преподавания*

# ФОНД
# ОЦЕНОЧНЫХ СРЕДСТВ

## ПО УЧЕБНОЙ ДИСЦИПЛИНЕ

## «Технический английский»

Для направления
*2.09.03.04 «Программная инженерия»*

Профиль подготовки
*«Разработка программно-информационных систем»*

Квалификация (степень) выпускника
Бакалавр

Форма обучения
*очная*

Обсужден на заседании кафедры ГЯиМП
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**Паспорт фонда оценочных средств по учебной дисциплине
«Иностранный язык (английский язык)»**

**1. Модели контролируемых компетенций:**
*1.1. Компетенции, формируемые в процессе изучения дисциплины (1-2 семестры):*
2.09.03.04 «Программная инженерия»: ОК-5.

| Код компетенции | Формулировка компетенции |
|---|---|
| ОК-5 | Способность к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия. |

*1.2. Этапы формирования компетенций в процессе изучения дисциплины.*
Формирование компетенции **ОК-5** происходит в 3 этапа:
**I этап.** Студент совершенствует языковую компетенцию, овладевает ресурсами языка, языковой нормой, развивает способность к смысловому чтению и аудированию. В результате достижения I уровня студент должен владеть ресурсами языковой системы и основными нормами языка, навыком чтения и аудирования учебных текстов.
**II этап.** Студент овладевает знаниями о жанровых и коммуникативных нормах, технологиями построения и редактирования текстов с учетом коммуникативной цели и особенностей коммуникативной ситуации. В результате достижения II уровня студент должен быть способен использовать навыки аудирования, чтения, говорения и письма на русском и изучаемом иностранном языке для достижения коммуникативного успеха.
**III этап**. Студент приобретает опыт самостоятельного составления деловых и академических текстов. В результате достижения III уровня студент должен быть способен самостоятельно составлять тексты делового и научного стиля с соблюдением языковых, жанровых и коммуникативных норм.

**Формирование компетенций в учебном процессе**
Конечными результатами освоения программы дисциплины являются сформированные когнитивные дескрипторы «знать», «уметь», «владеть». Формирование этих дескрипторов происходит в течение двух семестров по этапам в рамках различного вида занятий и самостоятельной работы. В результате изучения дисциплины «Технический английский» обучающийся должен:
*Знать*:
- специфику артикуляции звуков, интонации, акцентуации и ритма нейтральной речи в изучаемом языке;
- основные особенности полного стиля произношения, характерные для сферы профессиональной коммуникации;
- чтение транскрипции.
*Уметь*:
- вести диалогическую и монологическую речь с использованием наиболее употребительных и относительно простых лексико-грамматических средств в основных коммуникативных ситуациях неофициального и официального общения;
- понимать диалогическую и монологическую речь в сфере бытовой и профессиональной коммуникации;
- читать и понимать несложные прагматические тексты и тексты по широкому и узкому профилю специальности;
- уметь написать аннотацию, тезисы, сообщения, частное письмо, деловое письмо, биографию.
*Владеть*:
- грамматическими навыками, обеспечивающими коммуникацию без искажения смысла при письменном и устном общении общего и профессионального характера;
- понятием дифференциации лексики по сферам применения (бытовая, терминологическая, общенаучная, официальная и другая);
- понятием о свободных и устойчивых словосочетаниях, фразеологических единицах;
- понятием об обиходно-литературном, официально-деловом, научных стилях, стиле художественной литературы;
– основами публичной речи (устное сообщение, доклад).

*1.3. Общая процедура и сроки проведения оценочных мероприятий.*

Оценивание результатов обучения студентов по дисциплине осуществляется по регламенту текущего контроля и промежуточной аттестации. Текущий контроль в семестре проводится с целью обеспечения своевременной обратной связи, для коррекции обучения, активизации самостоятельной работы студентов. Результаты текущего контроля подводятся по шкале балльной системы.

## 2. Программа оценивания контролируемой компетенции:

| № n/n | Контролируемые модули, разделы (темы) дисциплины | Код контролируемой компетенции (или ее части) | Наименование оценочного средства |
|---|---|---|---|
| **Текущая аттестация** | | | |
| 1 | **Базовый модуль 1.** Technology in Use | ОК-5 | Устный опрос, письменное ДЗ |
| 2 | **Базовый модуль 2.** Technical Support | ОК-5 | Устный опрос, письменное ДЗ |
| 3 | **Базовый модуль 3.** System Administration | ОК-5 | Устный опрос, письменное ДЗ |
| 4 | **Базовый модуль 4.** Data Security. Developments in IT | ОК-5 | Устный опрос, письменное ДЗ |
| **Промежуточная аттестация** | | | |
| Модули 1, 2 | | ОК-5 | Контрольная работа (Progress Test) |
| Модули 3, 4 | | ОК-5 | Контрольная работа (Final Test) |
| **Итоговая аттестация** | | | |
| Модули 1 – 4 | | ОК-5 | вопросы к зачету |

Процедура проведения оценочных мероприятий имеет следующий вид:

*А. Текущий контроль.*

В конце каждого практического занятия студентам выдаются задания для внеаудиторного выполнения по соответствующей теме. С целью контроля и подготовки студентов к изучению новой темы в начале каждого практического занятия преподавателем проводится индивидуальный или фронтальный устный опрос по выполненным заданиям предыдущей темы. Таким образом, *текущий контроль* осуществляется в течение семестра в устной и письменной форме в виде устных опросов, письменных домашних заданий, тестовых заданий. Результаты оценки успеваемости заносятся в журнал и доводятся до сведения студентов.

Студентам, пропускающим занятия, предлагается устное собеседование с преподавателем по темам пропущенных практических занятий, а также обязательное выполнение аудиторных / внеаудиторных устных заданий и письменных работ (ДЗ).

*Б. Промежуточная аттестация (рубежный контроль).*

Рубежный контроль проводится обычно 2 раза в течение семестра в соответствии с рабочей программой дисциплины. Каждое из рубежных контрольных мероприятий является «микроэкзаменом» по материалу одного или нескольких разделов и проводится с целью определения степени усвоения материала указанных разделов дисциплины. В качестве форм *рубежного контроля* используются контрольные работы, тестирование.

*В. Итоговая аттестация.*

Итоговая аттестация по дисциплине проводится в форме зачета в конце семестра по календарному графику учебного процесса**.**

Зачетное занятие проводится согласно графику учебного процесса. Итоговая оценка определяется как сумма оценок, полученных в текущей и промежуточной аттестации и по результатам ответа на зачете. Проверка ответов и объявление результатов производится в день зачета. Результаты аттестации заносятся в зачетную ведомость и зачетную книжку студента (при получении зачета).

Студенты, не прошедшие промежуточную аттестацию (итоговую аттестацию) по графику сессии, должны ликвидировать задолженность в установленном порядке.

*2.1. Шкала оценивания успеваемости.*

Для оценки дескрипторов компетенций используется балльная шкала оценок. Для определения фактических оценок каждого показателя выставляются следующие баллы:

– результат, содержащий полный правильный ответ, полностью соответствующий требованиям критерия (85-100);

– результат, содержащий неполный правильный ответ или ответ, содержащий незначительные неточности, т.е. ответ, имеющий незначительные отступления от требований критерия (65-84);

– результат, содержащий неполный правильный ответ или ответ, содержащий значительные неточности, т.е. ответ, имеющий значительные отступления от требований критерия (50-64);

– результат, содержащий неполный правильный ответ (степень полноты ответа – менее 30%), неправильный ответ (ответ не по существу задания) или отсутствие ответа, т.е. ответ, не соответствующий полностью требованиям критерия (0).

Необходимый минимум для получения итоговой оценки или допуска к промежуточной (итоговой) аттестации 50 баллов.

Штрафы: пропуск занятия по неуважительной причине: минус 2 балла (уважительной причиной считается пропуск по болезни, подтвержденный справкой установленного образца, письменное разрешение завкафедрой или директора университета); отсутствие домашнего задания: минус 2 балла, выполнение задания не вовремя: минус 1 б.

Пересчет накопленной суммы баллов за результаты обучения обучающегося по учебной дисциплине за семестр в оценку рекомендуется производить по следующей шкале:

а) 50 баллов и более - зачтено (при недифференцированной оценке);

б) меньше 50 баллов - неудовлетворительно;

в) от 50 до 64 баллов включительно - удовлетворительно;

г) от 65 до 84 баллов включительно - хорошо,

д) от 85до 100 баллов включительно - отлично.

Задания для проведения текущего контроля
по дисциплине «Технический английский»
для студентов IV курса
направления
2.09.03.04 «Программная инженерия»,
профиля подготовки
«Разработка программно-информационных систем»,
VII семестр

## CURRENT KNOWLEDGE TEST 1
### Theme: Working in IT. IT Jobs.
**1. Complete these sentences with the words in the boxes. You do not need all the words.**

| carry out | check | connect | database | diagnose | provide | send | support |
|-----------|-------|---------|----------|----------|---------|------|---------|

1. If you have a problem with your computer hardware, call the _____ technician.
2. I _____ my emails twice a day to see if anyone has sent me a message.
3. First, _____ the problem. Then solve it.
4. In our company we _____ support to users of all kinds of operating systems.

| agenda | characters | clients | data | minutes | normally | occasionally | suppliers |
|--------|-----------|---------|------|---------|----------|--------------|-----------|

5. Make sure you read the _____ before the meeting so that you know what we'll talk about.
6. I travel a lot in my role as salesperson because my company has many _____ in different countries.
7. Passwords must be eight or more _____ long, including both letters and numbers.
8. I'm usually at my desk but I _____ go out to visit a supplier.

**2. Correct the mistakes in these sentences. Underline one incorrect word and write the correct word on the line.**

9. I use a computer very day. _____
10. Do your company supply software? _____
11. I stand up new computers and maintain old ones. _____
12. How for buying some new computers? _____
13. We produce hardware for office workers, such as word processors and spreadsheets. _____
14. What are the rules about mobile phones in your office? Need you use mobile phones? _____
15. 'Have we buy some new computers?' 'Yes, great idea! We need some new ones.' _____

**3. Complete these sentences with job titles from Theme 1.**

16 A(n) _____ looks after databases.
17 A(n) _____ writes specifications for software.
18 A(n) _____ manages projects.
19 A(n) _____ manages a team of helpdesk workers.
20 A(n) _____ maintains computers.
21 A(n) _____ writes software.

**4. Put these words in the correct order to make sentences and questions.**

22. at / centre / does / he / service / the / work / ?
23. computers / repair / I
24. answer / calls / don't / in / office / personal / phone / the
25. change / every / month / must / password / you / your
26. computers / up / I / new / set
27. company / my / sells / software
28. company / facilities / has / my / production / two
29. buy / computers / new / shall / we / ?
30. about / how / software / the / upgrading / ?

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**Keys to CURRENT KNOWLEDGE TEST 1**
**Theme: Working in IT. IT Jobs.**

**1**
1 support    2 check    3 diagnose    4 provide    5 agenda    6 clients    7 characters    8 occasionally
**2**
9 I use a computer <u>very</u> day. (every)
10 <u>Do</u> your company supply software? (does)
11 I <u>stand</u> up new computers and maintain old ones. (set)
12 How <u>for</u> buying some new computers? (about)
13 We produce <u>hardware</u> for office workers, such as word processors and spreadsheets. (software)
14 What are the rules about mobile phones in your office? <u>Need</u> you use mobile phones? (Can)
15 '<u>Have</u> we buy some new computers?' 'Yes, great idea! We need some new ones.' (Shall)
**3**
16 database administrator    17 systems analyst    18 project manager    19 helpdesk supervisor
20 support technician    21 software developer
**4**
22 Does he work at the service centre?
23 I repair computers.
24 Don't answer personal phone calls in the office.
25 You must change your password every month.
26 I set up new computers.
27 My company sells software.
28 My company has two production facilities.
29 Shall we buy new computers?
30 How about upgrading the software?

**CURRENT KNOWLEDGE TEST 2**
**Theme: IT Systems (GUI, Multimedia, OS)**

**1. Match 1–8 to a–h to make sentences.**

| | | | |
|---|---|---|---|
| 1. An external drive | a | needs a product key. |
| 2. A hard drive | b | is an audio device. |
| 3. This window | c | turns off the computer. |
| 4. A pair of headphones | d | boots from the optical drive. |
| 5. A projector | e | has three tabs. |
| 6. This computer | f | connects to the motherboard and stores data. |
| 7. This switch | g | is for showing images and video. |
| 8. To install this software, he | h | often connects to the computer using a USB port. |

**2. Correct the mistakes in these sentences. <u>Underline</u> one incorrect word and write the correct word on the line.**

9. Insert the cable from the socket. _____
10. Turn into the computer when you've finished. _____
11. To see the bottom of the window, drag the scroll button down. _____
12. Slide the 'save' button to save the file. _____
13. The power supply icon provides power to the internal components. _____
14. Disconnect the headphones on the computer after you've finished with them, please. _____
15. Click the 'minimise' button by make the window smaller. _____
16. Make sure your software has a 'help' menu to some people will need it. _____

**3. Complete these instructions with the words in the box.**

| connect | disconnect | internal | motherboard | partition | plug | push |
|---|---|---|---|---|---|---|

It isn't difficult to add a new (17) _____ drive to a desktop computer. First, make sure the computer is off and (18) _____ it from the electricity socket. Then (19) _____ the drive into a spare space as far as it will go. Next, find the SATA cable that came with the drive and (20) _____ one end of it into the SATA socket on the (21) _____ and the other end into the drive. You'll also need to (22) _____ a power cable. Then, when you switch on the computer, you just need to format the drive. You can also (23) _____ it if you want to use different parts of it for different purposes.

**4. Complete these sentences with *to, for, so* and *because.***

24. I back up my data _____ security.
25. I use open source software _____ it's free.
26. You can double click on the title bar _____ maximise the window.
27. I use a video camera _____ that I can show video to people.
28. You can use an external hard drive _____ back up your data.
29. Drag the folder icon _____ move it to a new drive.
30. I bought a webcam _____ that I can make video calls.

**Keys to CURRENT KNOWLEDGE TEST 2**
**Theme: IT Systems (GUI, Multimedia, OS)**

**1**
1 h    2 f    3 e    4 b    5 g    6 d    7 c    8 a
**2**
9 Insert the cable <u>from</u> the socket. (into)
10 Turn <u>into</u> the computer when you've finished. (off)
11 To see the bottom of the window, drag the scroll <u>button</u> down. (bar)
12 <u>Slide</u> the 'Save' button to save the file. (Click/Press)
13 The power supply <u>icon</u> provides power to the internal components. (unit)
14 Disconnect the headphones <u>on</u> the computer after you've finished with them, please. (from)
15 Click the 'Minimise' button <u>by</u> make the window smaller. (to)
16 Make sure your software has a 'Help' menu <u>to</u> some people will need it. (because)
**3**
17 internal    18 disconnect    19 push    20 plug    21 motherboard    22 connect    23 partition
**4**
24 for    25 because    26 to    27 so    28 to    29 to    30 so

**CURRENT KNOWLEDGE TEST 3**
**Theme: System Administration (Spreadsheets, Databases, Peripherals)**
**1. Complete these word partnerships with the words in the box.**

| by    database    in    key    permissions    record    smoothly    tablet |
|---|

1. type _____ a formula
2. retrieve a(n) _____
3. multiply _____
4. primary _____
5. query a(n) _____
6. set _____
7. run _____
8. graphics _____

**2. Use the words in brackets to complete these sentences. You may need to change or add some words.**

9. We can print a list of customers from the database by _____. (run / report)
10. Back everything up _____. (before / reinstall the OS)
11. I was working on some new software when _____. (my computer / crash)
12. I checked the memory but I _____. (not check / hard drive)
13. Could you give me a call after _____? (repair / the computer)
14. Please check the logs while _____. (you / in / server room)
15. Don't forget to unplug the peripherals after _____. (use / computer)

**3. Write the words that match these definitions.**

16. something you put on your head to listen and speak to other people over the internet _____
17. a problem that happens when paper gets stuck in a printer _____
18. a word for the '–' symbol in formulae _____
19. a database object that makes it easy to enter data _____

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20. a line of cells from top to bottom of a worksheet in a spreadsheet _____
21. remotely install new software on a group of computers _____
22. a word for the '/' symbol in formulae _____
23. a device that prints, scans and copies _____

**4. Correct the mistakes in these sentences. <u>Underline</u> one or two incorrect word(s) and write the correct word(s) on the line.**
24. He founded a problem with his computer. _____
25. Yesterday afternoon he visit a client. _____
26. You checked the spreadsheet carefully? _____
27. After starting a new OS install, you should back up your computer. _____
28. A stylus is an output device. _____
29. If you divide eight by four, you get thirty-two. _____
30. There is a problem with the formula in query B2 of the spreadsheet. _____

**Keys to CURRENT KNOWLEDGE TEST 3**
**Theme: System Administration (Spreadsheets, Databases, Peripherals)**
**1**
1 in    2 record    3 by    4 key    5 database    6 permissions    7 smoothly    8 tablet
**2**
9 running a report
10 before you reinstall the OS/before reinstalling the OS
11 my computer crashed
12 didn't check the hard drive
13 you repair the computer/repairing the computer
14 you're in the server room
15 using the computer/you use the computer
**3**
16 headset    17 (paper) jam    18 minus/subtract    19 form    20 column    21 deploy
22 divided by/over/divide    23 multifunction printer
**4**
24 He <u>founded</u> a problem with his computer. (found)
25 Yesterday afternoon he <u>visit</u> a client. (visited)
26 <u>You checked</u> the spreadsheet carefully? (Did you check)
27 <u>After</u> starting a new OS install, you should back up your computer. (Before)
28 A stylus is an <u>output</u> device. (input)
29 If you <u>divide</u> eight by four, you get thirty-two. (multiply)/If you divide eight by four, you get <u>thirty-two</u>. (two)
30 There is a problem with the formula in <u>query</u> B2 of the spreadsheet. (cell)

**CURRENT KNOWLEDGE TEST 4**
**Theme: Website Design and Architecture. Software Development.**
**1. Complete these word partnerships with the words in the box.**

| analysis    candidate    chart    code    content    menu    ranking    testing |
| --- |

1. requirements _____
2. pop-up _____
3. line of _____
4. beta _____
5. premium _____
6. search _____
7. release _____
8. Gantt _____

**2. Complete these sentences. Use one word in each gap.**
9. The website should be easy _____ use.
10. Many pages are _____ to the home page.

11. This switch _____ the computer to restart.
12. We're due _____ finish the project at the end of the month.
13. The project manager _____ us to finish the project next week.
14. You can watch videos on this website – they _____ be viewed by clicking here.
15. Can you _____ the printer use less ink?
16. We _____ scheduled to start developing the website next week.
17. They plan _____ start the alpha testing at the end of the month.

**3. Match 18–25 to a–h to make sentences.**

| | |
|---|---|
| 18. The website needs | A be tested thoroughly. |
| 19. The software should | B the software to crash. |
| 20. The new website is | C start the next software development meeting at 3.30. |
| 21. Pressing the F1 key makes | D the help menu appear. |
| 22. We're due to | E starting next week. |
| 23. Website development is | F be found in the 'Project management' folder on the |
| 24. Setting the variable 'a' to 2 causes | server. |
| 25. The Gantt chart can | G to be fast. |
| | H visited frequently. |

**Keys to CURRENT KNOWLEDGE TEST 4**
**Theme: Website Design and Architecture. Software Development.**

**1**
1 analysis    2 menu    3 code    4 testing    5 content    6 ranking    7 candidate    8 chart
**2**
9 to    10 linked    11 causes    12 to    13 needs/wants    14 can/may    15 make    16 are    17 to
**3**
18 g    19 a    20 h    21 d    22 c    23 e    24 b    25 f
**4**
26 content (The others are stages in writing software, as might be shown in a Gantt chart or schedule.)
27 user support (The others are stages in the software development process.)
28 development (The others are parts of a computer program.)
29 ranking (The others are typical web pages.)
30 bug (The others are elements of a programming instruction.)

Задания для проведения промежуточного контроля
по дисциплине «Технический английский»
для студентов IV курса
направления
2.09.03.04 «Программная инженерия»,
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«Разработка программно-информационных систем»,
VII семестр

## PROGRESS TEST 1
### Theme: Technology in Use. Technical Support.

**Section 1: Vocabulary**
**1. Complete these sentences. Use one or two words in each gap.**
1. A(n) _____ stores large amounts of data.
2. Please disconnect the _____ hard drive from the computer.
3. I really like the people I work with: my _____ are all great people!
4. The _____ is the internal part of the computer that everything else connects to.
5. Use the _____ at the side of the window to move down so that you can see the whole page.
6. A big advantage of open _____ software is that it's usually free.
7. You may have to _____ your disks while installing the operating system if you want to divide your big drive into some smaller ones.
8. Don't forget to _____ your data so that you always have a copy!

**Section 2: Language**
**1. Put these words in the correct order to make sentences and questions.**
1. check / every / emails / I / day / my
2. company / software / does / develop / your / ?
3. a / computer / latest / need / new / OS / run / the / to / we
4. personal / use / must / purposes / staff / not / for / computers
5. problem / afraid / a / the / there's / I'm / with / software
6. projector / you / off / could / turn / that / just / ?
7. unplug / first / headphones / you / video camera / could / from / the / the / ?
8. operators / off / to / computer / their / day / need / computer / all / switch / every

**Section 3: Reading**
**1. Read the job advertisement. Are these sentences *true* (T) or *false* (F)?**
1. Ordinary people can buy the company's products in shops. (T / F)
2. ADS now has offices in nine countries. (T / F)
3. The company is having problems now. (T / F)
4. Clients like ADS because of its low prices. (T / F)
5. If you haven't worked in IT before, you could apply for this job if you have a Diploma in Software Development. (T / F)
6. You need to understand more than one OS to do this job well. (T / F)
7. Working for several years in a small company isn't useful for this job. (T / F)
8. This job is suitable for people who don't need to live close to their family. (T / F)

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**Atlantic Digital Services**

Atlantic Digital Services (ADS) is a software development company providing services to other companies. With over 2000 employees in seven different countries, we are able to help a wide range of clients in many different parts of the world. We are growing very quickly and plan to open offices in two more countries later this year. Our customers keep coming back to us because we can develop high quality software to their specifications very quickly and because of our great customer service.

**Software developer positions available**
We have positions available in our new international offices for people with the following:
• a Diploma in Software Development with good grades
• experience developing software for the Windows and Linux operating systems

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> • two years' experience in a company similar to ours
> Applicants must be happy to travel to our international offices for some projects, which may last from a few weeks to a year.

**Section 4: Writing**
**1. Use the prompts to complete this email to Fred, who has never used a computer before.**
**Explain how to connect an external drive to a computer and save files to it. Include a greeting and a signing off and remember to introduce the topic.**

> (1) _____ _____,
> Here's how to connect your (2) _____ . First,
> (3) _____ (connect / USB cable / hard drive / computer). Then
> (4) _____ (click / 'Start' menu / open / Windows Explorer). Next, (5)
> _____
> (right-click / 'Computer') and (6) _____ (should /
> see / hard drive). Now (7) _____ (drag and drop files / folders / hard drive).
>
> (8) _____,
> _____

## Keys to PROGRESS TEST 1
### Theme: Technology in Use. Technical Support.

**Section 1: Vocabulary**
**1**
1 hard drive/HDD/SDD    2 external    3 colleagues    4 motherboard    5 scroll bar    6 source
7 partition    8 back up

**Section 2: Language**
**1**
1 I check my emails every day./Every day I check my emails.
2 Does your company develop software?
3 We need a new computer to run the latest OS.
4 Staff must not use computers for personal purposes.
5 There's a problem with the software, I'm afraid./I'm afraid there's a problem with the software.
6 Could you just turn that projector off?/Could you just turn off that projector?
7 First, could you unplug the headphones from the video camera?/Could you unplug the headphones from the video camera first?
8 All computer operators need to switch off their computer every day./ All computer operators need to switch their computer off every day./Every day all computer operators need to switch off their computer./Every day all computer operators need to switch their computer off.

**Section 3: Reading**
**1**
1 F
2 F
3 F
4 F
5 F
6 T
7 T
8 T

**Section 4: Writing**
**1**
(1) Hi/Dear Fred,
Here's how to connect your (2) external drive to a/your computer (and save files to it). First, (3) connect a USB cable from the hard drive to a/the computer. Then (4) click on the 'Start' menu and open Windows Explorer. Next, (5) right-click on 'Computer' and (6) you should see the hard drive. Now (7) drag and drop files from folders onto the hard drive.

(8) Best wishes,
[Student's name]

# FINAL TEST 2
**Theme**: **Data Communication and Administration.**

**Section 1: Vocabulary**
**1. Complete these sentences. Use one or two words in each gap.**
1. We use a(n) _____ to access the internet.
2. Please speak into the _____ so that we can record your voice. Thanks!
3. We have some standard plans or, if you give us your specifications, we can _____ our service just for you!
4. Company employees must use the standard company _____ at the end of all emails.
5. Use the 'Sum' function to _____ a set of numbers in a row or a column, to find the total.
6. The primary key in a table must be _____ – no other record in the same table should have the same value.
7. You can store all our data on the office NAS (Network _____ _____).
8. Could you _____ the logs? I think there might be a problem.

**Section 2: Language**
**1. Put these words in the correct order to make sentences and questions.**
1. after / because / holiday / I'm / is / looking / manager / my / office / on / the
2. is / Mary / manages / network / our / person / the / who
3. a / can / database, / find / if / information / quickly / use / you / you
4. check / find / you / if / log, / problem / the / the / you'll
5. in / morning / room /server / the / this / were / you / ?
6. a / access / network / by / can / internet / private / secure / the / using / virtual / we
7. after / call / can / computer / me / off / switching / the / you / ?
8. I / called / when / installing / network / the / was / you

**Section 3: Reading**
**1. Read the advertisement and answer these questions.**
1. Is the company selling to consumers or companies?
2. Are the devices standard?
3. How can the devices help new drivers or drivers who get lost? (2 answers)
4. If a customer has a problem, how can the company's devices help?
5. When a driver delivers something, what does the customer do with the device?
6. How will a company that uses these devices save money? (2 answers)

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**Make your delivery drivers more efficient!**

Our mobile devices are changing the way many companies work – and yours could be the next! We can customise devices to your needs and help your workers operate much better. Here are some of the advantages:
- With built-in GPS, you will always know where your delivery drivers are. Our software helps you to check that they are doing their job.
- Maps that can be shown on the screen, together with GPS, mean that your drivers will never get lost again! Our clients tell us that there are no more late deliveries!
- Our devices allow two-way communication. So, if a situation changes while your drivers are on the road, they can report any problems to you straight away and you can send them information if, for example, a package needs to go to a different address.
- When customers receive a parcel, they can sign for their deliveries electronically by using the devices. This means much more efficient administration and keeping costs down.
- Our devices make it much easier to keep records electronically – this saves a lot of money!

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**Section 4: Writing**
**1. You are an assistant to your company's system administrator. She was on holiday last week and you looked after everything. Use these notes to write an email to report what you did while she was away.**

> – CEO's laptop: hard drive crashed; replaced
> – website crashed; restarted servers
> – Accounts Department database: new report
> – replaced old server

---

Hi Wen Min,

I hope you had a good holiday. Here's a list of what happened while you were away:

1 _____

2 _____

3 _____

4 _____

So, quite a peaceful few days!

See you tomorrow,

_____

# Keys to the FINAL TEST 2
## Theme: Data Communication and Administration.

**Section 1: Vocabulary**

1 browser    2 headset/microphone    3 customise    4 signature    5 add (up)    6 unique
7 attached storage    8 check

**Section 2: Language**

**1**

1 I'm looking after the office because my manager is on holiday.

2 Mary is the person who manages our network.

3 If you use a database, you can find information quickly.

4 If you check the log, you'll find the problem.

5 Were you in the server room this morning?

6 We can access the internet by using a secure virtual private network.

7 Can you call me after switching off the computer?/After switching off the computer, can you call me?

8 I was installing the network when you called.

**Section 3: Reading**

**1**

(*questions 4 and 6: two marks each; one mark for the rest of the questions*)

1 companies

2 no (They're customised.)

3 with built-in GPS and with maps.with maps & with GPS

4 The driver can communicate/report problems with the device.

5 He/She signs/They sign (for their deliveries) electronically.

6 By reducing paperwork and with more efficient administration – records are electronic.

**Section 4: Writing**

(*suggested answers; two marks per question; in any order*)

1 The hard drive in the CEO's laptop crashed, so I replaced it.

2 The website crashed, so I restarted the servers.

3 I created a new report for the Accounts Department database.

4 I replaced the old server.

**Вопросы к зачету**
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## I. Грамматический материал

1. Present Simple. Adverbs of frequency and time expressions.
2. Modal Verbs, how about/what about + ing, maybe / perhaps
3. Decimal numbers. Large and small numbers.
4. Imperatives, softeners, sequencers
5. Sentences with 2 objects.
6. Clauses of reason and purpose.
7. Present Simple / Present Continuous. Stative verbs.
8. Zero and First Conditionals.
9. Past Simple.
10. Gerund / Infinitive
11. Zero and First Conditionals.
12. Past Continuous and Past Simple.
13. Comparatives and superlatives.
14. Second Conditional.
15. Giving the meaning of technical words (which / that / who / whose)
16. The Passive. Make and cause.
17. The Passive.
18. Verbs: make and cause
19. Talking about future.

## II. Устные темы для беседы (Topics for discussion)

1. IT jobs and duties. IT organizations. IT workplace rules.
2. System specifications.
3. GUI operations.
4. Multimedia hardware.
5. Operating systems.
6. Internet browsing. Networks.
7. Mobile computing. Emails.
8. Spreadsheets and formulae.
9. Databases.
10. System administration. Peripherals.
11. Web hosting. IT costs.
12. Video conferencing.
13. E-commerce.
14. Data security. Viruses. Malware.
15. Website design and architecture.
16. Software development.
17. Recent Developments in IT. The Future of IT. Revision