Career Paths: Computing 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 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 Book contains a full answer key and audioscripts. The audio CDs contain all recorded material.
## Scope and Sequence

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<td>Online Banking</td>
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<td>Basecamp®, centralize, conference call, Dropbox®, file sharing, message board, remote access, Skype®, telecommute, web-based</td>
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<td>12</td>
<td>Careers in Computing</td>
<td>Magazine article</td>
<td>accounting, administrative assistant, blogger, computer literacy, computer science, data entry, IT, management, programmer, sales, software engineer, system administrator, tech support, web developer</td>
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<td>13</td>
<td>Cloud Computing: Types of Clouds</td>
<td>Magazine article</td>
<td>back end, cloud computing, community cloud, elasticity, front end, hybrid cloud, metered fee, private cloud, public cloud, scalability</td>
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<td>Cloud Computing: IaaS and PaaS</td>
<td>Advertisement</td>
<td>bandwidth, computing platform, hardware, Infrastructure as a Service(IaaS), infrastructure, outsource, Platform as a Service(PaaS), solution stack, storage, switch, utility computing</td>
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Get ready!

Before you read the passage, talk about these questions.

1. What are some common types of viruses?
2. What are some other kinds of harmful programs?

Reading

Read the magazine article. Then, choose the correct answers.

1. What is the main purpose of the article?
   A. to describe the types of viruses and other harmful programs
   B. to explain how to avoid viruses
   C. to stress the importance of having anti-virus software
   D. to alert readers to the existence of a new virus type

2. Which of the following is NOT a threat to computers?
   A. a resident virus
   B. an overwriting virus
   C. a worm
   D. a resident extension

3. How is a Trojan horse different from a virus?
   A. It attaches to another program.
   B. It is harmful to your computer.
   C. It does not replicate itself.
   D. It spreads within a network.

Vocabulary

Match the words or phrases (1-7) with the definitions (A-G).

1. ___ virus  
2. ___ host  
3. ___ embed  
4. ___ resident virus  
5. ___ piggyback  
6. ___ resident extension  
7. ___ overwriting virus

A. a harmful program that infects a computer
B. a virus that erases information by replacing it
C. to plant a harmful program within an ordinary program
D. a computer or program that carries a virus
E. a virus that is dormant until activated
F. the parts that are active even when a program is shut down
G. to attach to another program for transferring

Viruses 101 by Jorie McFadden

The fear that a virus may infect your computer is a familiar one for many. Even casual computer users know that unfamiliar files may host viruses.

While viruses are a well-known threat, many computer users do not know their enemy. There are many specific types of viruses that one needs to guard against.

One dangerous type of virus is an overwriting virus. These viruses not only spread malicious code, they also replace the information contained in other programs. They erase important information, sometimes rendering a computer entirely unusable.

Another common virus is a resident virus. They stay dormant until a particular event activates them. If your computer harbors resident viruses, you may not discover them until the damage is done. These and other viruses often install themselves in the resident extensions of other programs.

A Trojan horse is another destructive type of program. It’s not technically a virus, because it doesn’t replicate, but it’s still dangerous. A Trojan horse looks like an ordinary, useful file or program. However, it has destructive programming embedded in it. This programming may also piggyback onto beneficial files.

Lastly, unlike viruses and Trojan horses, a worm does not need to attach itself to another program. It is particularly troublesome because it attacks computers directly.
4 Read the sentences and choose the correct words or phrases.

1 The Trojan horse/worm appeared to be a harmless video editing program.
2 The virus could replicate/infect itself and spread its copies to other computers.

5 Listen and read the magazine article again. Why might it be important to understand the types of programs that can threaten your computer?

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

1 ___ A virus has spread to several computers.
2 ___ The man has already checked the resident extensions.
3 ___ The woman suggests shutting down all of the computers.

7 Listen again and complete the conversation.

Employee 1: Gary reported that his desktop 1 __________ . It won’t even boot up.
Employee 2: 2 __________ looked at it?
Employee 1: Yeah, I checked it out earlier today.
3 __________ it’s probably a virus.
Employee 2: 4 __________ it’s not an overwriting virus, or we’ll have trouble recovering his files.
Employee 1: He said he recently downloaded a new word processing program. 5 __________ __________ a Trojan horse.
Employee 2: Well, at least it would be 6 __________ __________ his computer.

Speaking

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

USE LANGUAGE SUCH AS:

I hope ...
Maybe it was ...
At least ...

Student A: You are an IT employee. Talk to Student B about:
• a co-worker’s computer problems
• what might have caused the problem
• how to solve the problem

Student B: You are an IT employee. Talk to Student A about how to solve the problem.

Writing

9 Use the magazine article and the conversation from Task 8 to write an e-mail to an employee with a computer problem. Include: possible sources of the problem, virus types, and safety precautions.
Get ready!

Before you read the passage, talk about these questions.

1. What can make photos and other images appear blurry in a DTP layout?
2. What is the difference between raster graphic images and vector graphic images?

Reading

Read the advice column. Then, choose the correct answers.

1. What is the purpose of the passage?
   A. to explain how to improve image quality
   B. to compare and contrast image types
   C. to discuss types of design layouts
   D. to recommend editing software

2. Which of these is NOT mentioned as a way to decrease image blurriness?
   A. Use compatible file formats.
   B. Increase the size of thumbnails.
   C. Save images using lossless compression.
   D. Check if raster or vector graphics work better.

3. Why should lossless compression be used when saving photos?
   A. to save disk space
   B. to convert to vector graphics
   C. to decrease the size of photos
   D. to preserve the quality of photos

Vocabulary

Match the words or phrases (1-6) with the definitions (A-F).

1. ___ raster graphic
2. ___ lossless compression
3. ___ lossy compression
4. ___ vector graphic
5. ___ file format
6. ___ layer

A. data compression which guarantees that all original data can be restored exactly
B. a type of data compression that loses some data
C. a particular way of coding information for storage in a computer file
D. an image made up of a configuration of pixels
E. a separate canvas that is laid over other canvases to create an image
F. an image containing lines, curves or shapes determined by mathematical equations
4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 sharpening / scaling
A ____________ corrects an image that is blurry.
B ____________ calculates the necessary dimensions of an image in a document.

2 pixel / thumbnail
A Each ____________ in a picture can be only one of thousands or millions of colors.
B A ____________ provides a small preview of an image.

3 design / photo
A Text, images, and graphics can be arranged into a ____________.
B A representation of a person or scene recorded by a camera is a ____________.

5 Listen and read the advice column again. How can blurry photos be prevented?

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

USE LANGUAGE SUCH AS:

What type ...?
It's probably a ...
Can you fix it?

Student A: You are an employee working with an image. Talk to Student B about:
• a problem with the image
• what kind of image it is
• how to fix it

Student B: You are an employee. Talk to Student A about a problem with an image.

Writing
9 Use the conversation from Task 8 to write instructions on working with a blurry image.

Struggling with a blurry image?
Try these tips:

1) Check the compression type. __________________________ leads to a loss of data, __________________________ does not.

2) Use photo-editing tools. __________________________

3) Be careful when scaling images. __________________________
address book [N-COUNT-U12] An address book is an organized list of e-mail 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 e-mail.

attachment [N-COUNT-U14] An attachment is a file added to an e-mail 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 (blind carbon copy) [N-COUNT-U13] A Bcc (blind carbon copy) is a copy of an e-mail sent to someone in which the identities of other recipients is hidden.

bounce back [V-T-U14] To bounce back is to return an e-mail 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.

burn [V-T-U6] To burn a disk is to write data from a computer onto a disk.

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-COUNT-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 (carbon copy) [N-COUNT-U13] A Cc (carbon copy) is a duplicate of an e-mail that has been sent to another person.

CD drive [N-COUNT-U5] A CD drive is a device that reads and writes data to compact disks.

CD-R [N-COUNT-U6] A CD-R is a disk that can be used to store data.

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 [V-T-U15] To chat is to communicate 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.
Career Paths: Computing 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.

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