

SHALL WE TALK ABOUT IT?



The **IT world** is an area that is constantly developing. As the technology changes, so too does the language we use to talk about it. New expressions, often used only by computer experts in the past, are now finding their way into everyday conversations. It's hard to know which terms will remain useful in the future, and which ones will be thrown out with the old laptops. In this guide, we focus on the **IT terms that we think are here to stay**.

In **Word Bank** (pages 6–9), we look at the everyday, **basic functions** of a computer and also at **common computer problems**. Computers have become such an important part of most of our lives that when something goes wrong, it makes us think of death! To learn why, see **Essential Idioms** (pages 16–17).

Why don't you start by studying our illustration in **Picture This!** (pages 4–5), where we present IT vocabulary? If you've recently given a **presentation** — or watched one — I'm sure the image will be familiar.

Have you had a break from work yet this year? Or are you planning one? Turn to **Small Talk** (pages 20–21) for key expressions for talking about your **holidays**.

Don't forget to read the **Skill Up!** boxes for tips on remembering the vocabulary.

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SKILL UP!

It's easier to remember vocabulary if it's relevant to you. Take the time to personalize the terms. Add your own examples — and talk about your own computing needs.



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WWW SKILL UP! online

On our website, you'll find selected vocabulary from this guide in our **Word of the Day** section. To listen to the words, definitions and example sentences — and to download the mp3 file of each word — go to www.business-spotlight.de/skill-up



Don't you love your computer?

CHECKLIST: WHAT CAN YOU DO?

Below, you will find the contents of this issue of **Skill Up!** and a checklist of what you should be able to do with confidence after studying this guide. Ask yourself what you can really do. If you can't say yes to every statement, go back and spend more time on learning the relevant vocabulary. Don't forget to read our **Skill Up!** tips and do the online exercises!

Contents	Page(s)	Checklist	Not yet	A little	Yes!
Picture This! Check that it works	4–5	I know the correct terms for common IT equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Bank Menus, keys, buttons	6–7	I can talk about basic computer functions and about how to set up a computer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troubleshooting	8–9	I can use the correct terms to discuss computer problems and how to deal with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
False Friends Beamers and taste	10–11	I can identify the false friends presented here — and use the correct translations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Focus Computer verbs	12–13	I can correctly use common verbs to talk about the tasks performed on or with a computer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions and partners	14–15	I can talk about basic computer actions and use common word partnerships with “computer”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Idioms Bells and whistles	16–17	I can correctly use idiomatic expressions for talking about IT equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close Relations A useful family	18–19	I can correctly use all members of the “use” family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Talk On holiday	20–21	I can make small talk about holidays and travelling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your Profile Computers and travel	22	I can honestly say that I now feel more confident using the vocabulary in this guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preview	23				