МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
Федеральное государственное бюджетное образовательное учреждение высшего образования
«Воронежский государственный технический университет»
Строительно-политехнический колледж

МЕТОДИЧЕСКИЕ УКАЗАНИЯ

к учебному материалу на английском языке
для практических занятий и самостоятельной работы
по дисциплине "Иностранный язык в профессиональной деятельности"
для студентов специальности 09.02.01 Компьютерные системы и комплексы
очной формы обучения

Методические указания обсуждены на заседании методического совета СПК

«18» 02. 2022 года Протокол № 6

Председатель методического совета СПК_____ Сергеева С. И.

Методические указания одобрены на заседании педагогического совета СПК

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Составитель: преп. Н.В. Аленькова

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Методические указания к учебному материалу на английском языке для практических занятий и самостоятельной работы по дисциплинам Иностранный язык и Иностранный язык в профессиональной деятельности для студентов специальности 09.02.01 Компьютерные системы и комплексы очной формы обучения строительно-политехнического колледжа/ ФГБОУ ВО «Воронежский государственный технический университет»; сост. Н.В. Аленькова, 2022. 26 с.

Методические указания содержат учебные тексты и задания для аудиторной работы. Они предназначены для развития навыков чтения, реферирования и аннотирования литературы по специальности, а также для развития навыков говорения и расширения терминологической лексики. Задания содержат упражнения на усвоение лексических единиц по специальности и развитие навыков говорения.

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Рецензент канд. филол. наук, доц. А.А. Падурец
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UNIT № 1

1. **Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:**

To perform – выполнять
To complete – завершать
To enter – вводить
To pay bills - оплачивать счета
To access- получить доступ
To carry out – выполнять

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

To keep records, to do basic research, to make calls, to access databases, to enter a personal identification number, to store information, to transfer money, to display data, to dispense money

3. Перепишите и переведите текст на русский язык. В каждом предложении найдите и подчеркните сказуемое. Определите его видо-временную форму.

The digital age

1. We are now living in what some people call the digital age, meaning that computers have become an essential part of our lives. Young people who have grown up with PCs and mobile phones are called the digital generation. Computers help students to perform mathematical operations and improve their maths skills. They are used to access the Internet, to do basic research and to communicate with other students around the world. Teachers use projectors and interactive whiteboards to give presentations and teach sciences, history or language courses. PCs are also used for administrative purposes – schools use word processors to write

letters, and databases to keep records of students and teachers. A school website allows teachers to publish exercises for students to complete online. Students can also enroll for courses via the website and parents can download official reports.

2. Mobiles let you make voice calls, send texts, email people and download logos, ringtones or games. With a built-in camera you can send pictures and make video calls in face-to-face mode. New smartphones combine a telephone with web access, video, a game console, an MP3 player, a personal digital assistant (PDA) and a GPS navigation system, all in one.

3. In banks, computers store information about the money held by each customer and enable staff to access large databases and to carry out financial transactions at high speed. They also control the cashpoints, or ATMs (automatic teller machines), which dispense money to customers by the use of a PIN-protected card. People use a Chip and PIN card to pay for goods and services. Instead of using a signature to verify payments, customers are asked to enter a four-digit personal identification number (PIN), the same number used at cashpoints; this system makes transactions more secure. With online banking, clients can easily pay bills and transfer money from the comfort of their homes.

4. Airline pilots use computers to help them control the plane. For example, monitors display data about fuel consumption and weather conditions. In airport control towers, computers are used to manage radar systems and regulate air traffic. On the ground, airlines are connected to travel agencies by computer. Travel agents use computers to find out about the availability of flights, prices, times, stopovers and many other details.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1) usually	a) up to date
2) to perform	b) to go on
3) until	c) commonly

4) modern d) to carry out
5) to continue e) before

5. Выберите соответствующие определения для следующих слов:

To perform – to keep, to save
Word processor – to execute, to do
Online – monetary
To download – screen
Built-in – integrated
Digital – connected to the Internet
To store – collection of facts or figures
Financial – describes information that is recorded or broadcast using computers
Monitor – program used for text manipulation
Data – to copy files from a server to your PC or mobile

6. Переведите следующие вопросы и ответьте на них:

1. What is digital age?
2. What is the digital generation?
3. What do computers do in banks?
4. What can you do with a built-in camera?
5. How can computers help us in the air?

UNIT 2

1. Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:

Hardware –аппаратное обеспечение
Software - программное обеспечение
Peripherals – вспомогательные средства
Keyboard - клавиатура

Storage devices – устройства хранения

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

Central processing unit, main memory, disk drives, input devices, output devices, mouse, hard drives, flash drives

3. Перепишите и переведите текст на русский язык. В каждом предложении найдите и подчеркните сказуемое. Определите его видо-временную форму.

What is a computer?

1. A computer is an electronic machine which can accept data in a certain form, process the data, and give the results of the processing in a specified format as information.
First, data is fed into the computer's memory. Then, when the program is run, the computer performs a set of instructions and processes the data. Finally, we can see the results (the output) on the screen or in printed form.

2. A computer system consists of two parts: hardware and software. Hardware is any electronic or mechanical part you can see or touch. Software is a set of instructions, called a program, which tells the computer what to do. There are three basic hardware sections: the central processing unit (CPU), main memory and peripherals.

3. Perhaps the most influential component is the central processing unit. Its function is to execute program instructions and coordinate the activities of all the other units. In a way, it is 'the brain' of the computer. The main memory (a collection of RAM chips) holds the instructions and data which are being processed by the CPU. Peripherals are the physical units attached to the computer. They include storage devices and input/output devices.

Storage devices (hard drives, DVD drives or flash drives) provide a permanent storage of both data and programs.

4. Disk drives are used to read and write data on disks. Input devices enable data to go into the computer's memory. The most common input devices are the mouse and the keyboard. Output devices enable us to extract the finished product from the system. For example, the computer shows the output on the monitor or prints the results onto paper by means of a printer.

5. On the rear panel of the computer there are several ports into which we can plug a wide range of peripherals – a modem, a digital camera, a scanner, etc. They allow communication between the computer and the devices. Modern desktop PC's have USB ports and memory card readers on the front panel.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1) necessity	a)due to
2) many	b) need
3) various	c) due to
4) double	d) a lot of
5) because	e) different

5. Выберите соответствующие определения для следующих слов:

Software – the brain of the computer
Peripherals – physical parts that make up a computer system
Main memory – programs which can be used on a particular computer system
Hard drive – the information which is presented to the computer
Hardware – results produced by the computer
Input – input devices attached to the CPU
Ports – section that holds programs and data while they are

executed or processed
Output – magnetic device used to store information
CPU – sockets into which an external device may be connected

6. Переведите следующие вопросы и ответьте на них:

1. What is a computer?
2. What does a computer system consist of?
3. What is hardware?
4. What is software?
5. What is the function of the CPU?

UNIT 3

1. Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:

Basic features – основные черты
Resolution – разрешение
Connection – связь
To create the image – создать изображение

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

Liquid Crystal Display, Cathode ray Tube, flat panel, aspect ratio, colour depth

3. Перепишите и переведите текст на русский язык. В предложениях найдите и подчеркните Причастие II. Определите, какую функцию оно выполняет в предложении (определение, обстоятельство, часть сказуемого).

How screen displays work

1. Displays, often called monitors or screens, are the most-used output device on a computer. They provide instant feedback by showing you text and graphic images as you work or play.

2. Most desktop displays are Liquid Crystal Display (LCD) or Cathode Ray Tube (CRT) technology, while nearly all portable computing devices, such as laptops, incorporate LCDs. Because of their slimmer design and lower energy consumption, LCD monitors (also called flat panel or flat screen displays) are replacing CRTs.

3. Basic features

Resolution refers to the number of dots of colour, known as pixels (picture elements), contained in a display. It is expressed by identifying the number of pixels on the horizontal and vertical axes. A typical resolution is 1024x768.

Two measurements describe the size of your display: the aspect ratio and the screen size. Historically, computer displays, like most televisions, have had an aspect ratio of 4:3 – the width of the screen to the height is four to three. For widescreen LCD displays, the aspect ratio is 16:9, very useful for viewing DVD movies, playing games and displaying multiple windows side by side. High-definition TV also uses this format. The viewable screen size is measured diagonally, so a 19” screen measures 19” from the top left to the bottom right.

Inside the computer there is a video adapter, or graphics card, which processes images and sends signals to the monitor. CRT monitors use a VGA (video graphics adapter) cable, which converts digital signal into analogue signals. LCD monitors use a DVI (digital video interface) connection.

Colour depth refers to the number of colours a monitor can display. This depends on the number of bits used to describe the colour of a single pixel. For example, an old VGA monitor with an 8-bit depth can generate 256 coloure and a SuperVGA with a 24-bit depth can generate 16.7 million colours. Monitors with a 32-bit

depth are used in digital video, animation and video games to get certain effects.

4. Display technologies

An LCD is made of two glass plates with a liquid crystal material between them. The crystals block the light in different quantities to create the image. Active-matrix LCDs use TFT (thin film transistor) technology, in which each pixel has its own switch. The amount of light the LCD monitor produces is called brightness or luminance, measured in candela per square meter.

A CRT monitor is similar to a traditional TV set. It contains millions of tiny red, green and blue phosphor dots that glow when struck by an electron beam that travels across the screen and create a visible image.

PCs can be connected to video projects, which project the image onto a large screen. They are used for presentations and home theatre applications.

In a plasma screen, images are created by a plasma discharge which contains noble (non-harmful) gases. Plasma TVs allow for larger screens and wide viewing angles, making them ideal for movies.

Organic Light-Emitting Diodes (OLEDs) are thin-film LED displays that don't require a backlight to function. The material emits light when stimulated by an electrical current, which is known as electroluminescence. They consume less energy, produce brighter colours and flexible – i.e. they can be bent and rolled up when they're not being used.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1) typically	a) important
2) to require	b) to be
3) significant	c) to need
4) to exist	d) to support
5) to maintain	e) usually

5. Выберите соответствующие определения для следующих слов:

Resolution - the smallest unit on a display screen or bitmapped image (usually a coloured dot)
Pixel - an expansion card that generates the video signal sent to a computer display
Aspect ratio - the width of the screen in proportion to its height
Colour depth - also called gas discharge display
Video adapter - the number of pixels contained in a display, horizontally and vertically
Plasma screen - the number of bits used to hold a colour pixel; this determines the maximum number of colours that can be displayed

6. Переведите следующие вопросы и ответьте на них:

1. What do CRT and LCD stand for?
2. How is the screen size measured?
3. What technology is used by active-matrix LCDs?
4. Which unit of frequency is used to measure the brightness of a display?
5. What substance produces light and colour when hit by electrons in a CRT monitor?
6. What are the three advantages of OLED displays?

UNIT 4

1.Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:

Floppy disk – дискета
Storage – хранение
To retrieve information – извлекать информацию
Surface – поверхность

Rate – скорость
To look for – искать

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

Partitions, platters, formatted, tracks, create a directory, entry, seek time, transfer rate, back up

3. Перепишите и переведите текст на русский язык. В предложениях найдите и подчеркните Причастие II. Определите, какую функцию оно выполняет в предложении (определение, обстоятельство, часть сказуемого).

Magnetic storage

1. Magnetic storage devices store data by magnetizing particles on a disk tape. A floppy disk is so called because it consists of a flexible sheet of plastic, coated with iron oxide – a magnetizable material. A floppy disk drive spins at 360 revolutions per minute (rpm), so it's relatively slow. However, a hard drive spins at over 7,200 rpm and stores data on a stack of metal rotating disks called platters. This means you can store much more data and retrieve information much faster.

2. New disks need to be formatted before you can use them, unless they come preformatted from the manufacturer. When the disk is formatted, the operating system (OS) organizes the disk surface into circular tracks and divides each track into sectors. The OS creates a directory which will record the specific location of files. When you save a file, the OS moves the read/ write head of the drive towards empty sectors, records the data and writes an entry for the directory. Later on, when you open that file, the OS looks for its entry in the directory, moves the read/write heads to the correct sector, and reads the file in the RAM area. However,

formatting erases any existing files on a disk, so do not format disks on which data that you don't want to lose is stored.

3. The OS allows you to create one or more partitions on your hard drive, in effect dividing it into several logical parts. Partitions let you install more than one operating system on your computer. You may also decide to split your hard drive because you want to store the OS and programs on one partition and your data files on another; this allows you to reinstall the OS when a problem occurs, without affecting the data partition.

4. The average time required for the read/write heads to move and find data is called seek time (or access time) and it is measured in milliseconds (ms); most hard drives have a seek time of 7 to 14 ms. Don't confuse this with transfer rate – the average speed required to transmit data from the disk to the CPU, measured in megabytes per second.

5. How to protect your hard drive

Don't hit or move your computer while the hard drive is spinning. Hard drives are very sensitive to vibration and shocks, especially when they are operating; when the read/write head touches the rotating disk, it can scratch and damage the disk surface. This is known as head crash.

You shouldn't turn your computer off and on quickly. Wait at least ten seconds to ensure that the drive has stopped spinning.
Check your hard drive regularly for logical and physical errors. To check and repair a drive, you can use a disk diagnosis utility like Windows ScanDisk.

To minimize the risk of data loss or corruption, you should install an up-to-date virus scanner. You should also back up your hard drive regularly.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1) to replace	a) to change;
2) new	b) a lot of;

3) many c) modern;
4) common d) territory;
5) area e) ordinary;

5. Выберите соответствующие определения для следующих слов:

Formatted - a file system that defines the structure for keeping track of the files
Directory - the part of a drive that reads and records data on a disk
Read/write head - to make a copy of data or software in case the original disk is damaged
Head crash - initialized; when the tracks and sectors on magnetic disks are set
Back up - a serious disk malfunction; when the read/write head touches the rotating disk

6. Переведите следующие вопросы и ответьте на них:

1. What is the speed of a hard drive?
2. What happens to the files if you format the disk?
3. Can hard drives be partitioned?
4.What is the difference between seek time and transfer rate?
5. How can you minimize the risk of data loss?

UNIT 5

1. Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:

To major – специализироваться в изучении предмета
To excel – преуспевать
To deal with smth.– иметь дело с чем-то
To emphasis on smth.– особое внимание к чему-то
To attend training seminars – посещать учебные семинары

Vendor – продавец; разработчик
Background – (зд.) подготовка, образование

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

To create a solution, strong detail orientation, the way information is organized, to bring advantage to, to stay on top, technological advancements.

3. Перепишите и переведите текст на русский язык. В каждом предложении найдите и подчеркните сказуемое. Определите его видо-временную форму.

Computer engineering

1. Computer engineering is the process of analyzing and designing all hardware, software, and operating systems for a computer system. It is the combination of two fields: computer science and electrical engineering. Computer science and engineering are often confused as being the same, but these two fields differ greatly. While the responsibilities of computer scientists consist more of electrical and software engineering, computer engineers are also trained in software design and the integration of hardware and software.

2. Computer engineers also focus on computer networking. They must utilize their knowledge and understanding of the design of logic and microprocessor systems, as well as computer architecture and computer interfacing. During their work, computer engineers may find themselves with answers to major computer dilemmas, creating the next big technological solution.

3. Case Western Reserve was the first university to offer a computer engineering program in 1971; however, now there over

100 accredited universities worldwide. Students who are going to major in this field must have a strong background and understanding of mathematics and science. If a student excels in these subjects, computer engineering will most likely be a comfortable fit for them. Computer engineers also must possess strong detail orientation, teamwork, and analytical skills. Good communication skills are also needed, because computer engineers often need to go outside the lab to deal with customers, and other professionals.

4. The field of computer engineering is broad, but there are many smaller areas that most students focus on. Sometimes a person studying to become a computer engineer will choose to major with an emphasis on computer architecture, or the way information is organized internally. Other possible areas of study are database systems, operating systems, or software engineering. If a student chooses to study any one of these, or a variety of other areas, they will bring a specialized advantage to the field of computer engineering.

5. This field is constantly growing and changing due to the rapid pace of technological advancements. It is important, therefore, that professionals are continuously improving and learning new things to stay on top of all new developments. Computer engineers are often required to attend training seminars created by vendors, hardware and software manufacturers, colleges and universities, or other private institutions.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1) Responsibility	a) difficulty
2) Dilemma	b) to have
3) To differ	c) stress
4) To possess	d) to handle

5) To deal with e) to be unlike
6) Emphasis f) duty

5. Выберите соответствующие определения для следующих слов:

Integration – a way of dealing with a difficult situation so that the difficulty is removed
Solution – a benefit or improvement that is likely to result from something
To major – to be very good at something
To excel – someone who sells things
Advantage – incorporation into a group
Vendor – to study something as the main subject

6. Составьте 5 предложений, используя слова из упражнений 4 и 5.

7. Переведите следующие вопросы и ответьте на них:

1. What is the difference between computer science and engineering?
2. What are the requirements for a student who wants to study computer engineering?
3. What skills should a computer engineer have?
4. Why is the field of computer engineering constantly growing?
5. Why is it important for computer engineers to improve and learn new things?

UNIT 6

1. **Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:**

Academic field – научная область

Social impact – социальное влияние
Breadth - ширина
To coin the term – ввести термин в обиход
To remove restriction – снять ограничение
To distinguish from – отличать от

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

To communicate information, conceptual and theoretical foundations, to process information digitally, to lead to, to be dependent upon, object of investigation

3. Перепишите и переведите текст на русский язык. В каждом предложении найдите и подчеркните сказуемое. Определите его видо-временную форму.

Informatics

1. Informatics is the science of computer information systems. As an academic field it involves the practice of information processing, and the engineering of information systems. It studies the structure, algorithms, behaviour, and interactions of natural and artificial systems which store, process, access, and communicate information. The field considers the interaction between humans and information systems alongside the construction of computer interfaces. It also develops its own conceptual and theoretical foundations and utilizes foundations developed in other fields. As such, the field of informatics has great breadth and encompasses many individual specializations including the more particular discipline of computing science. Since the advent of computers, individuals and organizations are increasingly processing information digitally. This has led to the study of informatics with computational, mathematical, biological, cognitive and social aspects, including study of the social impact of

information technologies. However, it is important to note that Informatics as an academic field is not explicitly dependent upon technological aspects of information, while information technology is.

2. In 1957 the German computer scientist Karl Steinbuch coined the word *Informatik* by publishing a paper called *Informatik: Automatische Informationsverarbeitung* ("Informatics: Automatic Information Processing"). The English term *Informatics* is sometimes understood as meaning the same as computer science. The term was coined as a combination of "information" and "automatic" to describe the science of automating information interactions.

3. Usage has since modified this definition in three ways. First, the restriction to scientific information is removed, as in business informatics or legal informatics. Second, since most information is being digitally stored, computation is now central to informatics. Third, the representation, processing and communication of information are added as objects of investigation, since they have been recognized as fundamental to any scientific account of information. Taking *information* as the central focus of study distinguishes *informatics* from *computer science.* Informatics includes the study of biological and social mechanisms of information processing whereas computer science focuses on the digital computation.

4.Выберите синонимы из правой колонки для слов в левой колонке:

1) To utilize	a) limit
2) Foundation	b) to keep
3) Restriction	c) examination
4) Investigation	d) basis
5) To modify	e) to use
6) To store	f) to alter

5. Выберите соответствующие определения для следующих слов:

To encompass – to pay special attention to something
Definition – a person
To focus on – a special series of instructions carried out in a particular order
Algorithm – to have a wide range that includes all the things
Individual – the fact if something starting or coming into existence
Advent – a statement giving the meaning of a word

6. Составьте 5 предложений, используя слова из упражнений 4 и 5.

7. Переведите следующие вопросы и ответьте на них:
1. What does informatics study?
2. How did the advent of computers influence information processing?
3. What is the difference between informatics and computer science?
4. Why is computation central to informatics?
5. What are the fundamentals of any scientific account of information?

UNIT 7

1. **Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:**

To place an emphasis on - акцентировать
ICT – информационно-коммуникационные технологии
Aforementioned - вышеупомянутый
Critical – (зд.) решающий
On the one hand – с одной стороны

2. Перепишите и переведите на русский язык следующие слова и выражения из текста:

To make a distinction, decision making, to be concerned with, to be suited, to enable someone to do smth., to handle information.

3. Перепишите и переведите текст на русский язык. В предложениях найдите и подчеркните инфинитивные конструкции, модальные глаголы. Найдите пассивные обороты и укажите их видо-временную форму.

Information systems

1. **Information systems** is an academic study of systems with a specific reference to information and the complementary networks of hardware and software that people and organizations may use to collect, filter, process, create and also distribute data. An emphasis is to be placed on an Information System having a definitive Boundary, Users, Processors, Stores, Inputs, Outputs and the aforementioned communication networks.

2. Any specific information system aims to support operations, management and decision making. An information system is the information and communication technology (ICT) that an organization uses, and also the way in which people should interact with this technology in support of business processes.

3. Some authors make a clear distinction between information systems, computer systems, and business processes. Information systems typically include an ICT component but are not purely concerned with ICT, focusing instead on the end use of information technology. Information systems are also different from business processes. Information systems help to control the performance of business processes.

4. Information systems inter-relate with data systems on the one hand and activity systems on the other. An information system is a form of communication system in which data represent and are processed as a form of social memory. An information system can

also be considered a semi-formal language which supports human decision making and action.

5. There are various types of information systems, for example: transaction processing systems, decision support systems, knowledge management systems, learning management systems, database management systems, and office information systems. Critical to most information systems are information technologies, which are typically designed to enable humans to perform tasks for which the human brain is not well suited, such as: handling large amounts of information, performing complex calculations, and controlling many simultaneous processes.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1) To inter-relate	a) to hand out
2) Distinction	b) achievement
3) To distribute	c) to do
4) Performance	d) to interconnect
5) To perform	e) difference

5.Выберите соответствующие определения для следующих слов:

Memory – having many different parts and therefore difficult to understand
Language – quantity of something
Complex – happening or existing at the same time
Knowledge – the ability to remember things
Amount – the ability to use words in order to communicate
Simultaneous – information and understanding about a subject which someone has in their mind

6. Составьте 5 предложений, используя слова из упражнений 4 и 5.

7. Переведите следующие вопросы и ответьте на них:

1. What is any information system aimed at?
2. What do information technologies enable humans to do?
3. What does ICT stand for?
4. Why are information systems not purely concerned with ICT?
5. Which tasks is the human brain not suitable for?

UNIT 8

1. **Прочитайте следующие слова и выражения из текста и обратите внимание на их перевод:**

Circuitry - схема
To be referred to as – называться, именоваться
Input/output medium – средство, устройство ввода/вывода (данных)
Communications device – устройство связи
Manual – руководство по эксплуатации

2. **Перепишите и переведите на русский язык следующие слова и выражения из текста:**

Storage device, machine-readable form, to govern the operation, to collect data, to influence smth., to direct the circuitry

3. Перепишите и переведите текст на русский язык. В предложениях найдите и подчеркните инфинитивные конструкции, модальные глаголы. Найдите пассивные обороты и укажите их видо-временную форму.

Components of an information system

The 6 components that must come together in order to produce an information system are:

1. Hardware: The term hardware refers to machinery. This

category includes the computer itself, which can be often referred to as the central processing unit (CPU), and all of its support equipments. Among the support equipments are input and output devices, storage devices and communications devices.

2. Software: The term software refers to computer programs and the manuals (if any) that support them. Computer programs are machine-readable instructions that direct the circuitry within the hardware parts of the system to function in ways that produce useful information from data. Programs should be stored on some input / output medium, often a disk or tape.

3. Data: Data are facts that are used by programs to produce useful information. Like programs, data are generally stored in machine-readable form on disk or tape until the computer needs them.

4. Procedures: Procedures are the policies that govern the operation of a computer system. "Procedures are to people what software is to hardware" is a common analogy that is used to illustrate the role of procedures in a system.

5. People: Every system needs people if it is to be useful. Often the most over-looked element of the system are the people, probably the component that most influence the success or failure of information systems. This includes "not only the users, but those who operate and service the computers, those who maintain the data, and those who support the network of computers."

6. Feedback: it is another component of the IS, that defines that an IS may be provided with a feedback (Although this component isn't necessary to function).

Data is the bridge between Hardware and People. This means that the data we collect is only data, until we involve people. At that point, data is now information.

4. Выберите синонимы из правой колонки для слов в левой колонке:

1)	To store	a) to affect
2)	To illustrate	b) to keep

3) To over-look c) to exemplify
4) To function d) to disregard
5) To influence e) to act

5. Выберите соответствующие определения для следующих слов:

Device – comments about something that you have done or made
Feedback – lack of success in doing or achieving something
Success – a word or expression that is used in relation to a particular subject
Failure – achievement of something that you have been trying to do
Analogy – an object that has been made or built for a particular purpose
Term – similarity between two things

6. Составьте 5 предложений, используя слова из упражнений 4 и 5.

7.Переведите следующие вопросы и ответьте на них:

1. What does machinery include?
2. What do computer programs do?
3. What is the role of procedures in a system?
4. Why do you think the people component influences the IS the most?
5. Where are data stored?

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