Windows

Windows 10

Mac

Apple

Linux

hardware

Get ready!

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

1   What are the most common operating systems?

2   What are some differences between the Apple and Microsoft products?

Reading

2 **Read the letter. Then, mark the following statements as true (T) or false (F).**

1   __ The purpose of the email is to recommend what kind of computers to purchase.

2   __ PCs are less vulnerable to attack than Mac computers.

3   __ Apple computers have outstanding color matching capability.

Vocabulary

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

1   __ Mac   5   __ hardware

2   __ Windows   6   __ software compatible

3   __ macOS   7   __ processing speed

4   __ Linux   8   __ vulnerable

A   a computing device

B   being able to run different programs

C   an operating system developed by Apple

D   an operating system that uses open source software

E   a measure of how fast a computer operates

F   an operating system developed by Microsoft

G   a computer developed by Apple

H   open to attack

Dear Ms. Jones,

You asked in the meeting whether we should purchase **Mac** computers or PCs that run **Microsoft Windows** or **Linux**. I feel that we would be better off investing in Mac computers.

We are currently using PCs and have had many issues with them. I have to **upgrade** the Windows operating system with patches, which is time-consuming. While PCs are highly **software compatible,** they are also more **vulnerable** to attack, so we need expensive security software.

One advantage to PCs is the vast availability of **hardware** choices. It might be easier to **customize** the computers to meet individual employee needs.

But Macs still meet our needs better than PCs. The **macOS** needs little maintenance. Since our company develops architectural designs, we need computers with good graphics. **Apple** has outstanding **prepress** and **color matching** capability, as well as great **processing speed**.

One main drawback of replacing our current PCs with Macs is that of training. Currently, all of our employees use the Windows operating system. If we purchase Apple computers, we would need to teach our employees how to use macOS.

I hope this helps guide your decision.

Simon Jacobs
IT Support

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

1 **customize / upgrade**

A The IT department plans to _____ every computer with a new version of the operating system.

B Users cannot _____ the drives and cards in Macs, but they can do so with PCs.

2 **color matching / prepress**

A I have a _____ file ready for printing.

B The _____ was poor; the image looked better on the screen.

5 🎧 **Listen to and read the letter again. What does the man recommend and why?**

Listening

6 🎧 **Listen to a conversation between an IT employee and a manager. Mark the following statements as true (T) or false (F).**

1 __ The company will upgrade the current operating systems on the computers.

2 __ The company's design software only runs on Windows.

3 __ The woman accepted the man's recommendation.

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

Manager: We're going to buy **1** _____ _____ .

IT Employee: Oh really? Why?

Manager: We found that most of our computers are less than two years old. We only need **2** _____ _____ a few.

IT Employee: I see. But we'll still **3** _____ _____ _____ security software.

Manager: We **4** _____ _____ all of the computers to the newest Windows version. It's much less vulnerable.

IT Employee: **5** _____ _____ , but since we're a design firm, I thought Macs would be better.

Manager: Not necessarily. Besides, the software we use is **6** _____ _____ with Windows.

IT Employee: Oh, it is? Well, Macs can run Windows.

Windows 10

Speaking

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

USE LANGUAGE SUCH AS:

What did you decide?

We found ...

That's true, but since I thought ...

Student A: You are a manager. Talk to Student B about:

• upgrading PCs or buying Macs

• what you intend to do

• the benefits of your decision

Student B: You are an employee. Talk to Student A about what the company is going to do.

Writing

9 **Use the letter and the conversation from Task 8 to write an email about operating systems. Include: the benefits of PCs, the benefits of Macs, and which you recommend.**

processing speed [N-UNCOUNT-U1] **Processing speed** is a measure of how quickly a computer can process information.

programmer [N-COUNT-U12] A **programmer** is a person who writes computer programs.

public cloud [N-COUNT-U13] A **public cloud** is a cloud system which provides services to the general public.

quarantine [V-T-U8] To **quarantine** a file or program is to isolate it from other files to prevent the spread of malware.

remote access [N-UNCOUNT-U11] **Remote access** is the ability to access programs, networks, and data from a different location or computer than where they are stored.

removal [N-UNCOUNT-U8] **Removal** is the process of eliminating or deleting something.

renew [V-T-U5] To **renew** is to make something like new again.

replicate [V-T-U6] To **replicate** is to copy.

resident extension [N-COUNT-U6] A **resident extension** is an add-on to a computer virus that causes it to become part of the host computer's operating system.

resident virus [N-COUNT-U6] A **resident virus** is a type of virus that is not active until triggered by a certain event.

rootkit [N-COUNT-U8] A **rootkit** is software that permits a hacker to obtain special access to a system while masking that access from other users.

router [N-COUNT-U3] A **router** is a device that forwards information between computer networks.

SaaS (Software as a Service) [N-UNCOUNT-U14] **SaaS (Software as a Service)** is a model in which software and the associated data are hosted by a provider and accessed over a network.

sales [N-PLURAL-U12] **Sales** is the field dealing with selling products.

scalability [N-UNCOUNT-U13] **Scalability** is the ability of a system to accommodate increasing amounts of information in the form of data or processing.

settings [N-PLURAL-U9] **Settings** are any values data at which some feature of a computer or computer program can be placed.

signal [N-COUNT-U5] A **signal** in electronics is a wave or field used to communicate information from a source to a recipient device.

Site Key [N-COUNT-U10] A **Site Key** is an Internet security tool that confirms the validity of a website.

Skype [N-UNCOUNT-U11] **Skype** is a software application that allows people to call other computers and have video conferences.

social media manager [N-COUNT-U12] A **social media manager** is someone who manages a company's online
software compatible [ADJ-U1] **Software compatible** is being able to run multiple types of software on a system.

software engineer [N-COUNT-U12] A **software engineer** is an engineer that writes, tests, and evaluates software.

software license [N-COUNT-U14] A **software license** is a legal agreement which grants the right to use a program to a buyer.

software on demand [N-UNCOUNT-U14] **Software on demand** is a model in which software is rented from a provider as it is needed.

software suite [N-COUNT-U14] A **software suite** is a collection of related programs.

software [N-UNCOUNT-U14] **Software** is the collection of programs used by a computer.

solution stack [N-COUNT-U15] A **solution stack** is a group of software components required to provide a product or service.

presence through Facebook, Twitter, Instagram etc.
spyware [N-UNCOUNT-U7] **Spyware** is the general term for destructive programs that infect a computer for the purposes of financial gain.

SSL connection [N-COUNT-U10] An **SSL connection** is a secure connection between two servers.

stop [V-T-U2] To **stop** an audio or video file is to end its playback without the option to resume.