

# English for IT

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# English for IT

## Information technology basics

- ▶ Information Technology (IT)
- ▶ is an **umbrella term** that includes systems which provide information to support the analyses, day-to-day operations and decision-making processes in the company. In other words, this term combines all tools which capture, store, process, exchange and use information. IT is becoming an increasingly significant element in the growth of every company. Nowadays, IT investments are vital and integral part of every business plan. This applies to multinational corporations (MNCs) as well as small and medium-sized enterprises (SMEs).

# English for IT

## Information technology basics

- ▶ **organisation:** people within the company and company procedures;
- ▶ **hardware:** devices or physical components of a computer system, including e.g. a hard drive or a keyboard, which store or transmit information;
- ▶ **software:** application programs, which enable the completion of various tasks;
- ▶ **data:** collection of meaningful or meaningless raw data for communication purposes.

# English for IT

## Information technology basics

- ▶ The main goal of information systems for companies is the realization of fundamental objectives such as increase in revenue.

# English for IT

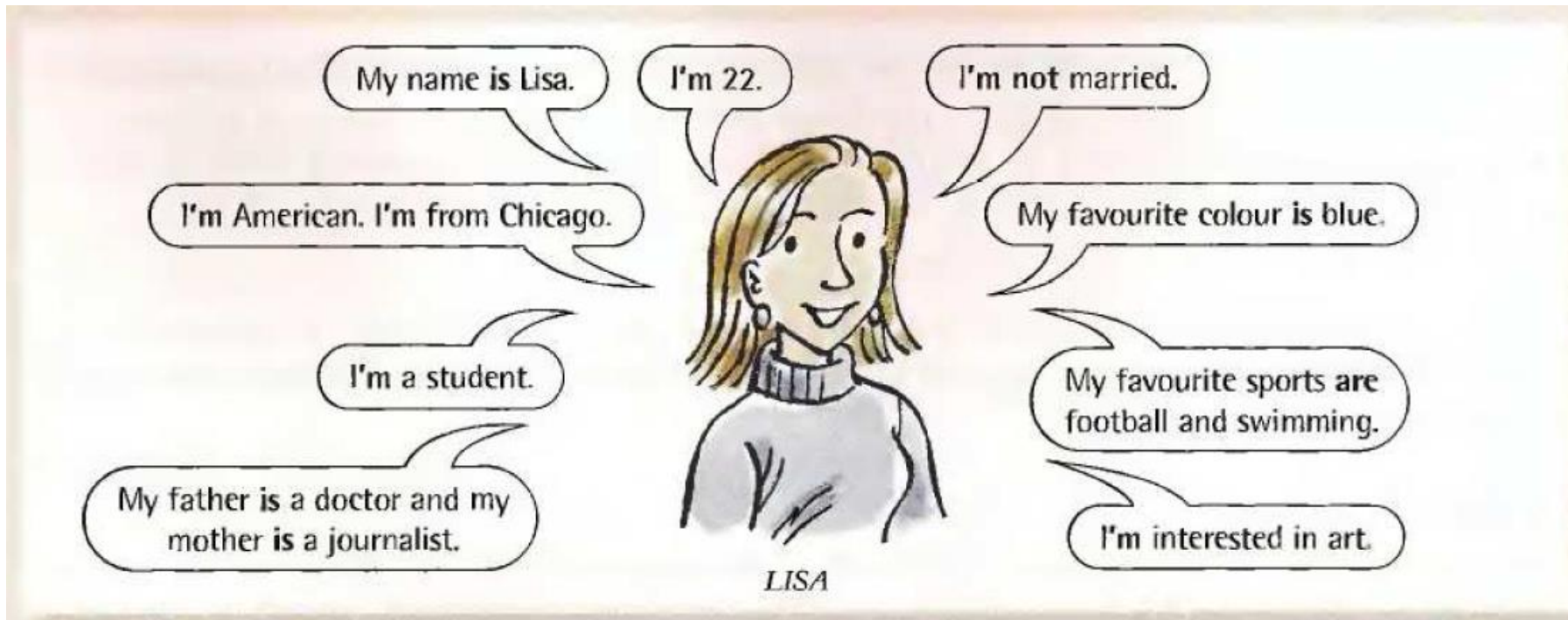
## Information technology basics

Examples of application of information technology in modern company include, i.a.:

- ▶ Decision Support Systems (DSS): Customized and interactive computer-based systems which help people solve problems and make decisions.
- ▶ Executive Information Systems (EIS): They support decision-making needs of senior executives and they are considered a specialized form of DSS.
- ▶ Enterprise Resource Planning (ERP): A business management software, which is usually in a form of a suite of integrated applications that a company uses to collect, store, manage and interpret data from many business activities, such as production planning, inventory management, payments, etc. ERP provides a comprehensive real-time view of the most important business processes.
- ▶ Management Information Systems (MIS): They provide periodic reports that enable planning, monitoring and making decisions on everyday issues, etc.

# English for IT

## Present Simple



# English for IT

## Present Simple

<i>positive</i>			<i>negative</i>		
I	am	(I'm)	I	am not	(I'm not)
he	is	(he's)	he	is not	(he's not or he isn't)
she		(she's)	she		(she's not or she isn't)
it		(it's)	it		(it's not or it isn't)
we	are	(we're)	we	are not	(we're not or we aren't)
you		(you're)	you		(you're not or you aren't)
they		(they're)	they		(they're not or they aren't)

} *short form*
} *short forms*

# English for IT

## Present Simple

- I'm cold. Can you close the window, please?
- I'm 32 years old. My sister is 29.
- Steve is ill. He's in bed.
- My brother is afraid of dogs.
- It's ten o'clock. You're late again.
- Ann and I are good friends.
- Your keys are on the table.
  
- I'm tired, but I'm not hungry.
- Tom isn't interested in politics. He's interested in music.
- Jane isn't a teacher. She's a student.
- Those people aren't English. They're Australian.
- It's sunny today, but it isn't warm.



# English for IT

## Present Simple

### 1.1 Write the short form (she's / we aren't etc.).

- 1 she is she's                      3 it is not .....
- 2 they are .....
- 4 that is .....
- 5 I am not .....
- 6 you are not .....

### 1.2 Write am, is or are.

- 1 The weather is nice today.      5 Look! There ..... Carol.
- 2 I ..... not rich.                      6 My brother and I ..... good tennis players.
- 3 This bag ..... heavy.                7 Emily ..... at home. Her children ..... at school.
- 4 These bags ..... heavy.            8 I ..... a taxi driver. My sister ..... a nurse.

### 1.3 Complete the sentences.

- 1 Steve is ill. He's in bed.
- 2 I'm not hungry, but ..... thirsty.
- 3 Mr Thomas is a very old man. .... 98.
- 4 These chairs aren't beautiful, but ..... comfortable.
- 5 The weather is nice today. .... warm and sunny.
- 6 '..... late.' 'No, I'm not. I'm early!'
- 7 Catherine isn't at home. .... at work.
- 8 '..... your coat.' 'Oh, thank you very much.'

# English for IT

## Present Simple

Write true sentences, positive or negative. Use **is/isn't** or **are/aren't**.

- 1 (it / hot today)      It isn't hot today.      or      It's hot today.
- 2 (it / windy today) It      \_\_\_\_\_
- 3 (my hands / cold) My      \_\_\_\_\_
- 4 (Brazil / a very big country) \_\_\_\_\_
- 5 (diamonds / cheap) \_\_\_\_\_
- 6 (Toronto / in the US) \_\_\_\_\_


Write true sentences, positive or negative. Use **I'm / I'm not**.

- 7 (tired)      I'm tired.      or      I'm not tired.
- 8 (hungry) I \_\_\_\_\_
- 9 (a good swimmer) \_\_\_\_\_
- 10 (interested in football) \_\_\_\_\_

# English for IT

## Present Simple - questions

positive		question	
I	am	am	I?
he she it	is	is	he? she?
we you they	are	are	we? you? they?



What's your name?  
David.

Are you married?  
No, I'm single.

How old are you?  
25.

Are you a student?  
Yes, I am.

- 'Am I late?' 'No, you're on time.'
- 'Is your mother at home?' 'No, she's out.'
- 'Are your parents at home?' 'No, they're out.'
- 'Is it cold in your room?' 'Yes, a little.'
- Your shoes are nice. Are they new?

# English for IT

## Present Simple - questions

Where ... ? / What ... ? / Who ... ? / How ... ? / Why ... ?

- Where is** your mother? Is she at home?
- '**Where are** you from?' 'Canada.'
- '**What colour is** your car?' 'It's red.'
- '**How old is** Joe?' 'He's 24.'
- How are** your parents? Are they well?
- These postcards are nice. **How much are** they?
- This hotel isn't very good. **Why is** it so expensive?

what's = what is    who's = who is    how's = how is    where's = where is

- What's** the time?
- Who's** that man?
- Where's** Lucy?
- How's** your father?

# English for IT

## Present Simple - questions

*Short answers*

Yes,	I	am.
	he she it	is.
	we you they	are.

No,	I'm	
	he's she's it's	not.
	we're you're they're	

or

No,	he she it	isn't.
	we you they	aren't.



- 'Are you tired?' 'Yes, I am.'
- 'Are you hungry?' 'No, I'm not, but I'm thirsty.'
- 'Is your friend English?' 'Yes, he is.'
- 'Are these your keys?' 'Yes, they are.'
- 'That's my seat.' 'No, it isn't.'

# English for IT

## Present Simple - questions

Find the right answers for the questions.

- 1 Where's the camera?
- 2 Is your car blue?
- 3 Is Linda from London?
- 4 Am I late?
- 5 Where's Ann from?
- 6 What colour is your bag?
- 7 Are you hungry?
- 8 How is George?
- 9 Who's that woman?

- A London.
- B No, I'm not.
- C Yes, you are.
- D My sister.
- E Black.
- F No, it's black.
- G In your bag.
- H No, she's American.
- I Very well.

- 1 G
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....



# English for IT

## Present Simple - questions

Complete the questions. Use **What ... / Who ... / Where ... / How ...**.

1	How are ..... your parents?	They're very well.
2	..... the bus stop?	At the end of the street.
3	..... your children?	Five, six and ten.
4	..... these oranges?	£1.50 a kilo.
5	..... your favourite sport?	Skiing.
6	..... the man in this photograph?	That's my father.
7	..... your new shoes?	Black.

Write the questions.

		
1	(name?) What's your name?	Paul.
2	(American?) .....	No, I'm Australian.
3	(how old?) .....	I'm 30.
4	(a teacher?) .....	No, I'm a lawyer.
5	(married?) .....	Yes, I am.
6	(wife a lawyer?) .....	No, she's a designer.
7	(from?) .....	She's Italian.
8	(her name?) .....	Anna.
9	(how old?) .....	She's 27.

# English for IT

## Present Simple

They **read** / he **likes** / I **work** etc. = the *present simple*:

I/we/you/they	<b>read</b>	<b>like</b>	<b>work</b>	<b>live</b>	<b>watch</b>	<b>do</b>	<b>have</b>
he/she/it	<b>reads</b>	<b>likes</b>	<b>works</b>	<b>lives</b>	<b>watches</b>	<b>does</b>	<b>has</b>

Remember:

**he works** / **she lives** / **it rains** etc.

- I work** in a shop. **My brother works** in a bank. (*not* My brother work)
- Lucy lives** in London. **Her parents live** in Scotland.
- It rains** a lot in winter.

I **have** → he/she/it **has**:

- John has** a shower every day.

*Spelling* (→ Appendix 5):

<b>-es</b> after <b>-s</b> / <b>-sh</b> / <b>-ch</b> :	pass → passes	finish → finishes	watch → watches
<b>-y</b> → <b>-ies</b> :	study → studies	try → tries	
<i>also</i> :	do → does	go → goes	

# English for IT

## Present Simple

We use the present simple for things that are true in general, or for things that happen sometimes or all the time:

- I **like** big cities.
- Your English is good. You **speak** very well.
- Tim **works** very hard. He **starts** at 7.30 and **finishes** at 8 o'clock in the evening.
- The earth **goes** round the sun.
- We **do** a lot of different things in our free time.
- It **costs** a lot of money to build a hospital.

# English for IT

## Present Simple

Write these verbs with -s or -es.

- 1 (read) she reads      3 (fly) it .....
- 2 (think) he .....      4 (dance) he .....      5 (have) she .....
- 6 (finish) it .....

Complete the sentences about the people in the pictures. Use:

eat    go    live    ~~play~~    play    sleep



- 1 He plays the piano.      4 ..... tennis.
- 2 They ..... in a very big house.      5 ..... to the cinema a lot.
- 3 ..... a lot of fruit.      6 ..... seven hours a night.

# English for IT

## Present Simple - negative

The present simple negative is **don't/doesn't** + *verb*:



She **doesn't drink** coffee.



He **doesn't like** his job.

# English for IT

## Present Simple - negative

<i>positive</i>		<i>negative</i>		
I	<b>work</b>	I	<b>don't</b> (do not)	<b>work</b>
we	<b>like</b>	we		
you	<b>do</b>	you		
they	<b>have</b>	they		<b>like</b>
he	<b>works</b>	he	<b>doesn't</b> (does not)	<b>do</b>
she	<b>likes</b>	she		
it	<b>does</b>	it		
	<b>has</b>			

- I **drink** coffee, but I **don't drink** tea.
- Sue **drinks** tea, but she **doesn't drink** coffee.
- You **don't work** very hard.
- We **don't watch** television very often.
- The weather is usually nice. It **doesn't rain** very often.
- Gary and Nicole **don't know** many people.

# English for IT

## Present Simple - negative

Remember:

I/we/you/they **don't** ...

he/she/it **doesn't** ...

**I don't** like football.

**He doesn't** like football.

- I don't** like Fred and **Fred doesn't** like me. (*not* Fred don't like)
- My car doesn't** use much petrol. (*not* My car don't use)
- Sometimes he is late, but **it doesn't** happen very often.

We use **don't/doesn't** + *infinitive* (**don't like** / **doesn't speak** / **doesn't do** etc.):

- I **don't like** washing the car. I **don't do** it very often.
- Sarah **speaks** Spanish, but she **doesn't speak** Italian. (*not* doesn't speaks)
- Bill **doesn't do** his job very well. (*not* Bill doesn't his job)
- Paula **doesn't** usually **have** breakfast. (*not* doesn't ... has)

# English for IT

## Present Simple - negative

Write the negative.

1 I play the piano very well.

*I don't play the piano very well.*

2 Jane plays the piano very well.

Jane .....

3 They know my phone number.

They .....

4 We work very hard.


5 He has a bath every day.

6 You do the same thing every day.

# English for IT

## Present Simple - negative

Study the information and write sentences with **like**.



*BEN AND SOPHIE*   *KATE*   *YOU*

1 classical music?	yes	no	?
2 boxing?	no	yes	?
3 horror films?	yes	no	?

1 *Ben and Sophie like classical music.*  
Kate .....  
I ..... classical music.

2 Ben and Sophie .....  
Kate .....  
I .....

3 .....  
.....  
.....

# English for IT

## Present Simple - questions

We use **do/does** in present simple questions.

*positive*

I	work
we	like
you	do
they	have
he	works
she	likes
it	does
	has

*question*

<b>do</b>	I we you they	work? like? do? have?
<b>does</b>	he she it	



# English for IT

## Present Simple - questions

*do/does + subject + infinitive*

	<b>Do</b>	you	<b>work</b>	on Sundays?
	<b>Do</b>	your friends	<b>live</b>	near here?
	<b>Does</b>	Chris	<b>play</b>	tennis?
Where	<b>do</b>	your parents	<b>live?</b>	
How often	<b>do</b>	you	<b>wash</b>	your hair?
What	<b>does</b>	this word	<b>mean?</b>	
How much	<b>does</b>	it	<b>cost</b>	to fly to Rome?

*Questions with always/usually/often:*

	<b>Do</b>	you	<b>always</b>	<b>have</b>	breakfast?
	<b>Does</b>	Chris	<b>often</b>	<b>phone</b>	you?
What	<b>do</b>	you	<b>usually</b>	<b>do</b>	at weekends?

What do you do? = What's your job?

□ 'What do you do?' 'I work in a bank.'

# English for IT

## Present Simple - questions

Remember:

**do** I/we/you/they ...  
**does** he/she/it ...

- Do they** like music?
- Does he** like music?

*Short answers*

Yes,	I/we/you/they <b>do</b> .
	he/she/it <b>does</b> .

No,	I/we/you/they <b>don't</b> .
	he/she/it <b>doesn't</b> .

- 'Do you play tennis?'    'No, I don't.'
- 'Do your parents speak English?'    'Yes, they do.'
- 'Does Gary work hard?'    'Yes, he does.'
- 'Does your sister live in London?'    'No, she doesn't.'

# English for IT

## Present Simple - questions

Write questions with **Do ... ?** and **Does ... ?**

- |  |                       |   |
|--|-----------------------|---|
| 1 I like chocolate. How about you?           | Do you like chocolate | ? |
| 2 I play tennis. How about you?              | you                   | ? |
| 3 You live near here. How about Lucy?        | Lucy                  | ? |
| 4 Tom plays tennis. How about his friends?   |                       | ? |
| 5 You speak English. How about your brother? |                       | ? |
| 6 I do yoga every morning. How about you?    |                       | ? |
| 7 Sue often goes away. How about Paul?       |                       | ? |
| 8 I want to be famous. How about you?        |                       | ? |
| 9 You work hard. How about Anna?             |                       | ? |

# English for IT

## Present Simple - questions

Make questions from these words + do/does. Put the words in the right order.

- |  |                            |   |
|--|----------------------------|---|
| 1 (where / live / your parents)              | Where do your parents live | ? |
| 2 (you / early / always / get up)            | Do you always get up early | ? |
| 3 (how often / TV / you / watch)             | .....                      | ? |
| 4 (you / want / what / for dinner)           | .....                      | ? |
| 5 (like / you / football)                    | .....                      | ? |
| 6 (your brother / like / football)           | .....                      | ? |
| 7 (what / you / do / in your free time)      | .....                      | ? |
| 8 (your sister / work / where)               | .....                      | ? |
| 9 (to the cinema / often / you / go)         | .....                      | ? |
| 10 (what / mean / this word)                 | .....                      | ? |
| 11 (often / snow / it / here)                | .....                      | ? |
| 12 (go / usually / to bed / what time / you) | .....                      | ? |

# English for IT

## Present continuous



# English for IT

## Present continuous

The present continuous is:

**am/is/are + doing/eating/running/writing** etc.

I	am (not)	<b>-ing</b>
he she it	<b>is</b> (not)	
we you they	<b>are</b> (not)	

- I'm **working**. I'm **not watching** TV.
- Maria **is reading** a newspaper.
- She **isn't eating**. (*or She's not eating.*)
- The phone **is ringing**.
- We're **having** dinner.
- You're **not listening** to me. (*or You aren't listening ...*)
- The children **are doing** their homework.

# English for IT

## Present continuous

am/is/are + **-ing** = something is happening *now*:

I'm **working**  
she's **wearing** a hat  
they're **playing** football  
I'm **not watching** television

*past*

*now*

*future*

- Please be quiet. I'm **working**. (= I'm working now)
- Look, there's Sarah. She's **wearing** a brown coat. (= she is wearing it now)
- The weather is nice. It's **not raining**.
- 'Where are the children?' 'They're **playing** in the park.'
- (*on the phone*) We're **having** dinner now. Can I phone you later?
- You can turn off the television. I'm **not watching** it.

# English for IT

## Present continuous

*Spelling* (→ Appendix 5):

come → coming	write → writing	dance → dancing
run → running	sit → sitting	swim → swimming
lie → lying		

# English for IT

## Present continuous

What are these people doing? Use these verbs to complete the sentences:

eat    have    lie    play    sit    wait



1 *She's eating* ..... an apple.

2 He ..... for a bus.

3 They ..... football.

4 ..... on the floor.

5 ..... breakfast.

6 ..... on the table.

# English for IT

## Present continuous

Complete the sentences. Use these verbs:

build    cook    go    have    stand    stay    swim    work

- 1 Please be quiet. I 'm working.
- 2 'Where's John?' 'He's in the kitchen. He .....
- 3 'You ..... on my foot.' 'Oh, I'm sorry.'
- 4 Look! Somebody ..... in the river.
- 5 We're here on holiday. We ..... at the Central Hotel.
- 6 'Where's Sue?' 'She ..... a shower.'
- 7 They ..... a new hotel in the city centre at the moment.
- 8 I ..... now. Goodbye.

# English for IT

## Present continuous

What are these people doing? Use these verbs to complete the sentences:

eat    have    lie    play    sit    wait



1 *She's eating* an apple.

2 He ..... for a bus.

3 They ..... football.

4 ..... on the floor.

5 ..... breakfast.

6 ..... on the table.

# English for IT

## Present continuous

Look at the picture. Write sentences about Jane. Use *She's -ing* or *She isn't -ing*.



- 1 (have dinner) *Jane isn't having dinner.*
- 2 (watch television) *She's watching television.*
- 3 (sit on the floor) She .....
- 4 (read a book) .....
- 5 (play the piano) .....
- 6 (laugh) .....
- 7 (wear a hat) .....
- 8 (write a letter) .....

# English for IT

## Present continuous

What's happening now? Write true sentences.

1 (I / wash / my hair)

I'm not washing my hair.

2 (it / snow)

It's snowing. or It isn't snowing.

3 (I / sit / on a chair)

4 (I / eat)

5 (it / rain)

6 (I / learn / English)

7 (I / listen / to music)

8 (the sun / shine)


9 (I / wear / shoes)

10 (I / read / a newspaper)

# English for IT

## Present continuous - questions

positive			question		
I	am	doing working going staying etc.	am	I	doing? working? going? staying? etc.
he she it	is		is	he she it	
we you they	are		are	we you they	



What are you doing?

- 'Are you **feeling** OK?' 'Yes, I'm fine, thanks.'
- 'Is it **raining**?' 'Yes, take an umbrella.'
- Why **are** you **wearing** a coat? It's not cold.
- 'What's Paul **doing**?' 'He's **reading** the newspaper.'
- 'What **are** the children **doing**?' 'They're **watching** television.'
- Look, there's Emily! Where's she **going**?
- Who **are** you **waiting** for? **Are** you **waiting** for Sue?

# English for IT

## Present continuous - questions

Study the word order:

**is/are** + *subject* + **-ing**

	<b>Is</b>	he	<b>working</b> today?
	<b>Is</b>	Paul	<b>working</b> today? ( <i>not</i> Is working Paul today?)
Where	<b>are</b>	they	<b>going</b> ?
Where	<b>are</b>	those people	<b>going</b> ? ( <i>not</i> Where are going those people?)

# English for IT

## Present continuous - questions

*Short answers*







Yes,	I	am.	No,	I'm	not.	or	No,	he	isn't.
	she	is.		she's					
	it			it's					
Yes,	we	are.	No,	we're	not.	or	No,	he	isn't.
	you			you're				she	
	they			they're				it	
Yes,	we	are.	No,	we're	not.	or	No,	we	aren't.
	you			you're				you	
	they			they're				they	

- 'Are you going now?' 'Yes, I am.'
- 'Is Paul working today?' 'Yes, he is.'
- 'Is it raining?' 'No, it isn't.'
- 'Are your friends staying at a hotel?' 'No, they aren't. They're staying with me.'

# English for IT

## Present continuous - questions

Look at the pictures and write the questions.






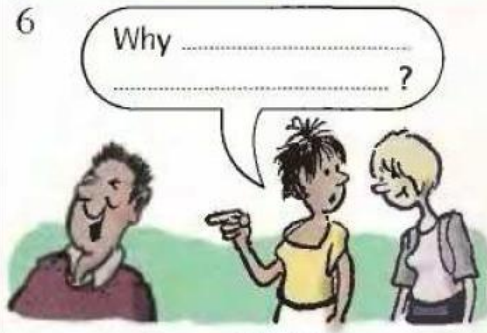
<p>1 (you / watch / it?) <i>Are you watching it?</i></p>  <p>No, you can turn it off.</p>	<p>2 (you / go / now?) .....</p>  <p>Yes, see you tomorrow.</p>	<p>3 (it / rain?) .....</p>  <p>No, not at the moment.</p>
<p>4 (you / enjoy / the film?) .....</p>  <p>Yes, it's very funny.</p>	<p>5 (that clock / work?) .....</p>  <p>No, it's broken.</p>	<p>6 (you / wait / for a bus?) .....</p>  <p>No, for a taxi.</p>

# English for IT

## Present continuous - questions


Look at the pictures and complete the questions. Use:

cry eat go laugh look at read

<p>1</p> <p>What <u>are you</u> <u>reading</u> ?</p> 	<p>2</p> <p>Where ..... she ..... ?</p> 	<p>3</p> <p>What ..... ..... ?</p> 
<p>4</p> <p>Why ..... ..... ?</p> 	<p>5</p> <p>What ..... ..... ?</p> 	<p>6</p> <p>Why ..... ..... ?</p> 

# English for IT

## Present simple vs. continuous



Jack is watching television.  
He is *not* playing the guitar.

But Jack has a guitar.  
He often plays it and he plays very well.

Jack **plays** the guitar,  
but he **is not playing** the guitar now.

Is he playing the guitar?	No, he isn't.	(present continuous)
Does he play the guitar?	Yes, he does.	(present simple)

# English for IT

## Present simple vs. continuous

*Present continuous (I am doing) = now, at the time of speaking:*

**I'm doing**

*past*

*now*

*future*

- Please be quiet. **I'm working.** (*not I work*)
- Tom **is having** a shower at the moment. (*not Tom has*)
- Take an umbrella with you. **It's raining.**
- You can turn off the television. **I'm not watching** it.
- Why are you under the table? What **are you doing?**

*Present simple (I do) = in general, all the time or sometimes:*

**I do**

*past*

*now*

*future*

- I **work** every day from 9 o'clock to 5.30.
- Tom **has** a shower every morning.
- It **rains** a lot in winter
- I **don't watch** television very often.
- What **do you usually do** at the weekend?

# English for IT

## Present simple vs. continuous

We do *not* use these verbs in the present continuous (I am -ing):

like	love	want	know	understand	remember	depend
prefer	hate	need	mean	believe	forget	

Use only the present simple with these verbs (I want / do you like? etc.):

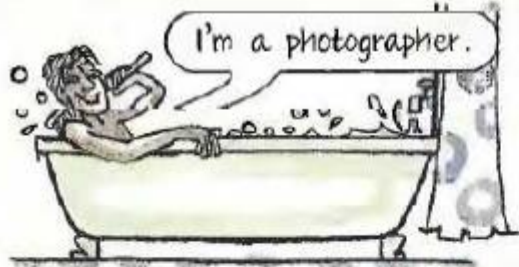
- I'm tired. I **want** to go home. (*not* I'm wanting)
- 'Do you **know** that girl?' 'Yes, but I **don't remember** her name.'
- I **don't understand**. What do you **mean**?

# English for IT

## Present simple vs. continuous

Answer the questions about the pictures.

1



Does he take photographs? Yes, he does.  
Is he taking a photograph? No, he isn't.  
What is he doing?  
He's having a bath.

2



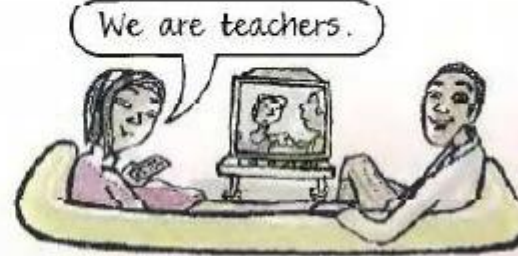
Is she driving a bus? .....  
Does she drive a bus? .....  
What is she doing?  
.....

3



Does he clean windows? .....  
Is he cleaning a window? .....  
What is he doing?  
.....

4



Are they teaching? .....  
Do they teach? .....  
What do they do?  
.....

# English for IT

## Present simple vs. continuous

Complete the sentences with **am/is/are** or **do/don't/does/doesn't**.

- 1 Excuse me, *do* you speak English?
- 2 'Where's Kate?' 'I ..... know.'
- 3 What's funny? Why ..... you laughing?
- 4 'What ..... your sister do?' 'She's a dentist.'
- 5 It ..... raining. I ..... want to go out in the rain.
- 6 'Where ..... you come from?' 'Canada.'
- 7 How much ..... it cost to send a letter to Canada?
- 8 Steve is a good tennis player, but he ..... play very often.

# English for IT

## Present simple vs. continuous

Put the verb in the present continuous (I am doing) or the present simple (I do).

- 1 Excuse me, do you speak (you/speak) English?
- 2 'Where's Tom?' ' He's having (he/have) a shower.'
- 3 I don't watch (I/not/watch) television very often.
- 4 Listen! Somebody ..... (sing).
- 5 Sandra is tired. .... (she/want) to go home now.
- 6 How often ..... (you/read) a newspaper?
- 7 'Excuse me, but ..... (you/sit) in my place.' 'Oh, I'm sorry.'
- 8 I'm sorry, ..... (I/not/understand). Can you speak more slowly?
- 9 It's late. .... (I/go) home now. ....  
(you/come) with me?
- 10 What time ..... (your father / finish) work every day?
- 11 You can turn off the radio. .... (I/not/listen) to it.
- 12 'Where's Paul?' 'In the kitchen. .... (he/cook) something.'
- 13 Martin ..... (not/usually/drive) to work. He  
..... (usually/walk)
- 14 Sue ..... (not/like) coffee. .... (she/prefer) tea.

# English for IT

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# English for IT

## Information technology basics



### **OPTIMALIZATION vs. OPTIMIZATION**

#### *Definitions:*

The word **optimalization** does not exist in English.

We talk about **optimization** of something, so making something as good as it can be.

#### *Example sentence:*

Nowadays, the increasing pressure of IT investments **optimization** and their efficient management in alignment with key business drivers, is a real challenge for all companies in light of limited resources such as people and funding.

*W dzisiejszych czasach, w świetle ograniczonych zasobów ludzkich i finansowych, prawdziwym wyzwaniem dla wszystkich przedsiębiorstw jest coraz większa presja w kierunku **optymalizacji** inwestycji w technologie informacyjne oraz sprawne zarządzanie nimi w zgodzie z kluczowymi czynnikami biznesowymi.*

# English for IT

## Information technology basics



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# English for IT

## Information technology basics



### CUSTOMIZE vs. CUSTOMISE

#### *Definitions:*

Both forms are correct but the form **customize** is more commonly used all over the world, especially in the USA.

In British English it is also acceptable to write **customise**.

By analogy, the following pairs of words from the text above are also correct:

- ◆ optimize/optimise
- ◆ prioritize/prioritise
- ◆ specialize/specialise

#### *Example sentence:*

Decision Support Systems (DSS) are **customized** and interactive computer-based systems which help people solve problems and make decisions.

*Systemy wspomagania decyzji to interaktywne, dostosowywane do potrzeb użytkowników systemy komputerowe, które pomagają ludziom w rozwiązywaniu problemów i podejmowaniu decyzji.*

# English for IT

## Information technology basics

### MULTINATIONAL CORPORATION vs. INTERNATIONAL CORPORATION



#### *Definition:*

A **multinational corporation (MNC)** is an enterprise which has headquarters in one country and operates wholly or partially owned subsidiaries in several different countries.

#### *Example sentence:*

IT investments became vital and integral part of business plans of many **multinational corporations (MNCs)** with subsidiaries all over the world.

*Inwestycje w technologie informacyjne stały się istotną i integralną częścią biznesplanów wielu **ponadnarodowych korporacji** mających spółki zależne na całym świecie.*

#### *Definition:*

An **international corporation** is a business which manufactures products in its home country and exports them to other countries, expanding overseas.

#### *Example sentence:*

Polish **international corporation** invested PLN 10 million in software for domestic retailers and retailers from abroad.

*Polska **korporacja międzynarodowa** zainwestowała 10 milionów złotych w oprogramowanie dla krajowych i zagranicznych sprzedawców detalicznych.*

# English for IT

## Information technology basics



### IN TIME (FOR SOMETHING) vs. ON TIME

#### *Definition:*

**in time** = with enough time to be able to do something; soon enough

#### *Example sentence:*

The new software will be released **in time** for Christmas.

*Nowe oprogramowanie pojawi się w sklepach w samą porę, na święta Bożego Narodzenia.*

#### *Definition:*

**on time** = to happen at the time when something was planned; punctually

#### *Example sentence:*

Milestones are important markers of progress that indicate if a project is **on time** or falling behind schedule.

*Kamienie milowe są ważnymi wyznacznikami postępu realizacji projektu, które wskazują, czy projekt jest realizowany **na czas** czy niezgodnie z harmonogramem.*

# English for IT

## Information technology basics



### **REVENUE vs. INCOME**

#### *Definitions & example sentences:*

**Revenue** is the amount of money that a company receives from its customers for its products or services.

*Przychód to ilość pieniędzy, jakie przedsiębiorstwo otrzymuje od klientów za oferowane produkty lub usługi.*

**Income** is the net profit, i.e. the money which remains after expenses and taxes are subtracted from revenue.

*Dochód to zysk netto, czyli pieniądze, które pozostają po odliczeniu od przychodu wydatków i podatków.*

# English for IT

## Information technology basics



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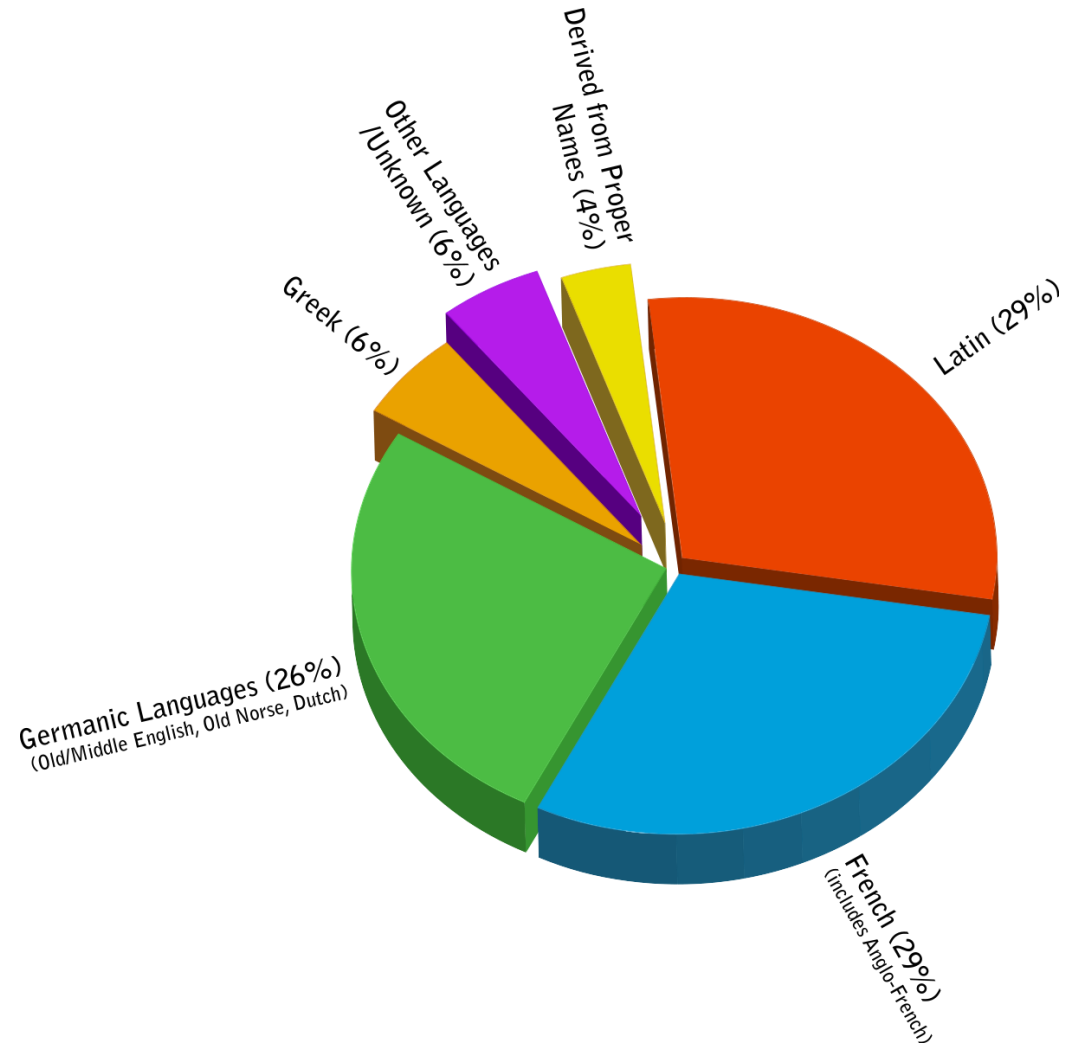
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# English for IT

## Information technology basics

1. Glitch
2. Cafe
3. Music
4. alias



# English for IT

## Information technology basics

<b>LATIN EXPRESSION</b>	<b>EXPLANATION IN ENGLISH</b>	<b>TRANSLATION INTO POLISH</b>
<b>e.g.</b>	Latin: <i>exempli gratia</i> ; for example	<i>na przykład</i>
<b>ad hoc</b>	for this purpose	<i>doraźnie/tymczasowo</i>
<b>i.e.</b>	Latin: <i>id est</i> ; that is	<i>to znaczy/to jest</i>
<b>per se</b>	by itself	<i>samo przez się</i>
<b>de facto</b>	in fact	<i>rzeczywiście/faktycznie</i>
<b>i.a.</b>	Latin: <i>inter alia</i> ; among other things	<i>między innymi</i>
<b>per annum</b>	per year	<i>rocznie</i>
<b>pro forma</b>	as a matter of form	<i>dla formy/dla pozor</i>

# English for IT

## Information technology basics

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**IDEAL:** Model doskonalenia organizacji, który może być wykorzystywany jako harmonogram przy rozpoczynaniu, planowaniu i wdrażaniu ulepszeń. Nazwa modelu IDEAL jest akronimem od angielskich nazw pięciu faz opisywanych przez model: rozpoczęcie (ang. initializing), diagnozowanie (ang. diagnosis), ustanawianie (ang. establishing), działanie (ang. acting) oraz uczenie się (ang. learning).

**IDEAL:** An organizational improvement model that serves as a roadmap for initiating, planning, and implementing improvement actions. The IDEAL model is named for the five phases it describes: initiating, diagnosing, establishing, acting, and learning

# English for IT

## Information technology basics

**manifest Agile** (Manifest Zwinnego Wytwarzania Oprogramowania). Określenie zasad, które stanowią zwinne wytwarzanie oprogramowania.

Te zasady to:

- ludzie i współpraca ponad procesy i narzędzia;
- działające oprogramowanie ponad obszerną dokumentację;
- współpraca z klientem ponad formalne ustalenia;
- reagowanie na zmiany ponad podążanie za planem.

**agile manifesto:** A statement on the values that underpin agile software development. The values are:

- individuals and interactions over processes and tools
- working software over comprehensive documentation
- customer collaboration over contract negotiation
- responding to change over following a plan

# English for IT

## Information technology basics

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# English for IT

## Information technology basics

**poker planistyczny:** Technika szacowania oparta na kompromisie, zwykle używana do oszacowania nakładu pracy lub relatywnej wielkości historyjek użytkownika, wykorzystywana na ogół w zwinnym wytwarzaniu oprogramowania. Jest modyfikacją szerokopasmowej techniki delfickiej, używającą talii kart z wartościami reprezentującymi jednostki, w których zespół dokonuje szacowania. Patrz także *zwinne wytwarzanie oprogramowania, szerokopasmowa technika delficka*

**planning poker:** A consensus-based estimation technique, mostly used to estimate effort or relative size of user stories in agile software development. It is a variation of the Wide Band Delphi method using a deck of cards with values representing the units in which the team estimates. See also *agile software development, Wide Band Delphi*.

# English for IT

## Information technology basics

**proces systematycznego testowania i oceny** (ang. **Systematic Test and Evaluation Process STEP**) Ustrukturalizowana metodyka testowania, wykorzystywana również jako model doskonalenia procesu testowania oparty o zawartość. Proces systematycznego testowania i oceny nie wymaga, by poprawę przeprowadzać w zadanym porządku. Patrz także *model oparty na zawartości*.

**proces testowy:** Podstawowy proces testowy składa się z następujących faz: planowanie testów i kontrola, analiza i projektowanie testów, implementacja i wykonanie, ocena kryteriów wyjścia i raportowanie oraz czynności związane z zakończeniem testów.

**proces:** Powiązane ze sobą działania przetwarzające wejścia w wyjścia. [ISO 12207]

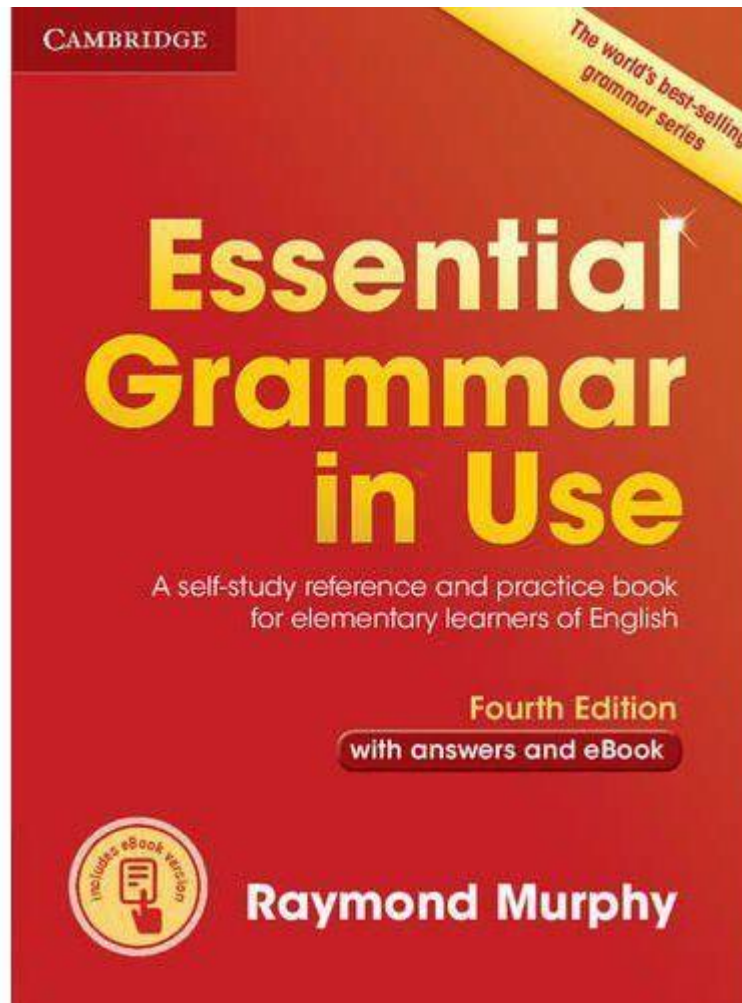
**Systematic Test and Evaluation Process:** A structured testing methodology, also used as a content-based model for improving the testing process. Systematic Test and Evaluation Process (STEP) does not require that improvements occur in a specific order. See also *content-based model*

**test process:** The fundamental test process comprises test planning and control, test analysis and design, test implementation and execution, evaluating exit criteria and reporting, and test closure activities.

**process:** A set of interrelated activities, which transform inputs into outputs. [ISO 12207]

# English for IT

Where to learn more?



# English for IT

Where to learn more?



# English for IT

## How to learn more?

1. Practice, practice, practice
2. 10,000 hours
3. Find your motivation
4. Focus on communication first
5. Use technology (Duolingo)
6. Watch movies