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IT workplace rules

Speaking

Look at these signs. What are the rules?







Speaking

Do you have any of the previous rules in your workplace or college?
Do you think they are good rules or bad rules? Why?

Reading

FROM: Chief Information Officer

TO: All staff

As you know, many new staff have joined us at XBM Digital recently, so now is a good time for a reminder about DATE: 16 June

some of our rules. Security is important, and these rules will help us to keep our IT systems and data secure. Firstly, passwords are important for keeping the network secure. Don't use common words or numbers as passwords, such as birthdays or names of your children. Passwords must be alphanumeric and be at least eight

characters long. You need to change your password every month or more frequently. Also, you should not share

it with anyone, including your colleagues.



Reading

H.W.

Read the message and find the words that match these definitions:

1. person in charge	of IT
1. person in charge	0111

- 2. keeping something safe _____.
- 3. information such as numbers and details about people _____.
- 4. a secret word that you type into a computer before you can use it _____.
- 5. a group of connected computers _____.
- 6. having only letters and numbers _____.
- 7. people you work with _____.

Language

We use (**must**, **mustn't** and **have to**) to show strong obligation and to express rules.

We can also use (**should**, **shouldn't**, **can't** and **need to**) to talk about rules.

Passwords **must** be at least eight characters long.

I **have to** go to the cafeteria to eat. I **can't** even have an apple at my desk.

We also use **imperatives** to give rules. Use them carefully because they can sound impolite

Keep your password secret.

Don't share your password with other people.

H.W.

Read the message again and underline the words used to express rules.

Speaking

Write workplace rules for these activities (allowed/not allowed). What reason can you think of for each rule?

- -installing new software.
- -connecting personal devices to company computers.
- -playing computer games or using Facebook.
- -downloading files.
- -streaming music or video.

CD 05 IT2



H.W.

Lateefa	Ivan
$\sqrt{}$	√
Ask a technician to install software	•
X	X
•	•

Listen and complete this table.

Listening:

Writing

H.W

Imagine you are a computer technician in a college. Write a list of rules for your computer room.

words and phrases to learn

H.W.

You are my rock	انت سندي
Don't make me lose my temper	لا تجعلني افقد اعصابي
I have no clue	ليس لدي أي فكرة
 My heart shattered 	قابي تحطم
Go easy on him	لا تقس عليه

Meetings

Speaking

What are the following? Why are they useful?

- -chairperson
- -agenda
- -videoconference
- -teleconference

CD 06 IT2

Listening:



H.W.

Read this agenda then listen to a teleconference in a company that has small offices in different cities and answer the questions.

Agenda

In attendance:

Juliette, Chief Accountant, Chairperson, head office. Fred, Office Manager, local office. Ulrik, IT Support Officer, local office.

Items:

- 1. replacing old computers
- 2. cost of new furniture

- 1. What suggestion did Fred make?
- 2. What is the problem with that suggestion?
- 3. what was Fred's next suggestion?
- 4. what is the problem with that?
- 5. what was Ulrik's suggestion?
- 6. whose suggestion was chosen?



Making suggestions, agreeing and disagreeing

We can use the model verbs shall and could to make suggestions.	We could buy new computers.
We can also use how about/what about + -ing to make a suggestion.	How about hiring a new technician?
We can use maybe/perhaps to soften a suggestion and I'm afraid to politely disagree. It's usually polite to give a reason if you disagree.	Maybe we could upgrade the server. There's a problem with that idea, I'm afraid. We're cutting costs at the moment.

Writing

H.W.

Listen to the audio again then write the phrases that make responses more polite.

H.W. words and phrases to learn Drop me off here انزلنی هنا لا أطول غيبتك / خليك على اتصال Don't be a stranger We go back a long way نحن عشرة عمر We should leave before it starts یجب ان نغادر قبل ان تبدا تمطر raining هل يمكنك اخباري بالضبط ما حدث Can you tell me exactly what happened

H.W.

Reading

Complete the company description and job advertisement with the words in the box. Then compare answers with a partner.

client diagnosing from time to time installing launched maintaining provide service centres spreadsheet and database supplies

Reading

- 1.7 provide
- 2. 8 service centers
- 3. 10
- 4.9
- 5.5
- 6. 6 maintaining
- 7.4
- 8. 2 diagnosing
- 9. 1 client
- 10.3

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		C	our compa	iny and v	vhat we do			
PDS (P	acific Digital S	Solutions Lim	ited) is an inte	ernational t	echnology con	npany which	h (I)	
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					es help (6)			
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tnem u	p. vve can eve	en carry out t	ne installation	i for clients	if they request	uiis.		
			Tech	nical offi	cer			
Tired	of staying indo	ors all day? V	Vant to travel	as part of v	our job and m	eet differen	t people ever	v day?
Then v	ve have an ex	cellent job fo	r you! PDS se	rves clients	all around the	world. Ou	r Sydney offic	e
require	es three peop	le to look aft	er our custon	ners across	Australia.		,	
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• a full	driving licenc	e.						
You sh	ould also have	e:						
	0		and weekends					
• a frie	ndly personal	ity and good	customer ser	vice skills.				
Salary	and benefits	on application	n.					

Don't say another word لا تقل كلمة أخرى



Test: 10/11/2022 CD 30,31,32, class A Write the sentences you listened to as dots?





- 1 not a lot of time
- 2 too much work
- 3 only a little money
- 4 a few computers
- 5 a lot of memory



- 1 open an account
- 2 go to the check-out
- 3 put an item in the basket
- 4 browse the website
- 5 choose an item
- 6 check the order

32

- 1 The company won't provide Internet access to all employees.
- 2 I'll do the security checks and then upgrade this week.
- 3 When will you finish the work?
- 4 Yes, I will.
- 5 No, she won't.

