

## Computers

WORKSHEET A

### Caroline

Where would we be without computers? I'd be (1) \_\_\_\_\_ without mine. As I run a small business from home I'm always writing all sorts of (2) \_\_\_\_\_, and I can't imagine doing them by hand or using a typewriter, but that's what people had to do in the (3) \_\_\_\_\_, isn't it? Then there are the business accounts, which I couldn't keep track of without spreadsheets. As for email, there's no way I could have built up my business without it, as it's (4) \_\_\_\_\_ for me to be able to communicate quickly with my customers and suppliers.

It's weird to think that until the early 1980s hardly anyone had a computer at home, as most computers were so big and expensive that they belonged to (5) \_\_\_\_\_ rather than individuals.

I'd say my computer is on for most of the time I'm in the house – if I'm not using it for work I'm probably surfing the internet, downloading music, or (6) \_\_\_\_\_ other stuff online.

### Bob

Basically I'm a bit of a technophobe. There's a lot of modern (7) \_\_\_\_\_ I don't like using, and a lot I don't really see the point of. I can't believe how people think they have to get the latest (8) \_\_\_\_\_ gadgets, even though most of them are so obviously unnecessary.

As for computers, I use one at work, but that's only because everyone in my (9) \_\_\_\_\_ has to have one. I suppose computers help workplaces function more efficiently, but I don't think they're as (10) \_\_\_\_\_ as most people think they are. Email, for example, probably wastes as much time as it saves, as most of my colleagues seem to spend half the day (11) \_\_\_\_\_ to pointless messages.

I also have a computer at home, but I haven't used it for ages. I made an effort with it for a little while, but found it very frustrating – I got fed up with all those 'error' messages appearing on the (12) \_\_\_\_\_ whenever I tried to do something.

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WORKSHEET B

### A

Fill the twelve gaps in the text on Worksheet A with the correct words from the box below. There are four words that you will not need to use.

organisations	price	past	office
electronic	documents	screen	replying
essential	technology	people	buying
top	happy	useful	lost

### B

Below is a conversation between Bob and one of his friends, but the different parts of the conversation have been put in the wrong order. Can you put them back in the right order?

<b>A</b>	No. Why should I?
<b>B</b>	Well, there's probably nothing for me. I'd rather read a book.
<b>C</b>	What do you mean, 'good enough'? I bet the internet connection is really slow.
<b>D</b>	No, I'm not, honestly. I know there are all those websites, but most of them are probably rubbish.
<b>E</b>	And why would I want to use the internet?
<b>F</b>	Yeah, but you can read books <i>as well</i> as use the internet – you don't have to choose between the two. Anyway, what <i>do</i> you use your computer for?
<b>G</b>	Bob, I can't believe you've still got that old computer!
<b>H</b>	Bob, tell me you're joking, please.
<b>I</b>	I use it to write letters occasionally. That's all, really.
<b>J</b>	Can't you? It's good enough for me.
<b>K</b>	What? You mean you don't use the internet?
<b>L</b>	No, that's not true. There's something for everyone on the internet.