

## Contents

# Unit 1 Information Technology

## Part One Listening & Speaking

### Section A Listening

. Listen to the following two dialogues, and choose the best answer to each of the questions you have heard.

#### Dialogue 1: Best Invention

1. Why does the woman think Windows is the best invention in this information age?
  - A. It can help people earn more money.
  - B. It can shorten the distance between people.
  - C. It can save people from too much work.
  - D. It can complicate people's easy life.
2. Why is the boss reluctant to buy a new machine combining fax machine, copy machine and printer in one according to the woman?
  - A. Because the boss is too poor.
  - B. Because the boss is a thrifty man.
  - C. Because the company has run out of money.
  - D. Because the company has purchased a new one recently.



#### Word Tips:

1. communication ( 尤指依靠电或无线电波的 ) 通信系统, 通信, 消息, 信息
2. convenience 方便, 便利, 合宜, 便利设施, 便利装置
3. functional 实用的, 为实用而设计的, 功能性的
4. printer 打印机
5. copy machine 复印机

### Dialogue 2: Getting a New Computer

1. What is the reason for buying a new computer for Christine?
  - A. It is not fashionable.
  - B. Its screen is not big enough.
  - C. It is too weak.
  - D. The manager wants to change a new one.
2. Does the man agree to accept the woman's advice to buy a new one?
  - A. Yes, he thinks it is a must to buy a new one.
  - B. Yes, he will consider it.
  - C. Yes, he will order the accounting department to buy a new one.
  - D. No, he doesn't think it is necessary to buy a new one.



### Word Tips:

1. accounting 会计, 记账, 财务部
2. purchase 买, 购买, 采购

**. Listen to the following dialogue. Decide whether the following statements are true (T) or false (F).**

1. The woman will be responsible for inviting the clients to the conference.
2. The man gets the contact info of the guests from the computer.
3. The clients will end up living in the Shangri-La Hotel.
4. The man doesn't have to print out the meeting agenda for the woman to



look over.

5. The man has to return the Rolodex to the manager's apartment when he is done with it.

**Word Tips:**

1. info=information 信息
2. rolodex 记事本
3. agenda 议事日程

**. Listen to the following short passage twice and fill in the blanks with what you have heard.**

**A Fresh Start Now**

The greatest power you (1)\_\_\_\_\_ for succeeding in life is your understanding that life gives you a fresh start any moment you choose to start fresh. You've only to test the (2)\_\_\_\_\_ of this fact about the newness of life to (3) \_\_\_\_\_the incredible (4) \_\_\_\_\_ that waits for you just behind it. Nothing that stood in your way before stands there now in the same (5) \_\_\_\_\_. It's all new, even if you can't as yet see it that way.



**Word Tips:**

incredible 不可思议的；难以置信的

**Section B Speaking**

**Dialogue 1: Introduction**

A: Hello, David, good to see you again.

B: Hello, Tom. How's business?

A: Oh, can't complain.

B: And the family?

A: Fine, thanks.

B: Good. Tom, I'd like to introduce a colleague, Quentin Richardson. Quentin'd just joined us from EA, and he served for after you from now on. He'll be



your day-to-day contact.

C: Hello, Mr. Thomas.

A: Tom , please. “Mr. Thomas” makes me sound old.

C: Fine, Tom. I’m Quentin. I look forward to working with you.

B: I want you to take good care of him , Quentin. He is one of our best customers.

C: I’ll do my best.

B: I’m sure you will, Quentin.

C: Well, to start the ball rolling, how about having lunch together?

A: You know all my favorite restaurants, David.



### Dialogue 2: Personal Digital Assistant

A: What’s that, a new video game?

B: Nope! It’s the largest generation of PDA! You won’t believe what it can do.

A: For instance?

B: It has a built-in camera unit that takes digital color stills. It also plays MP3 files, which I can save on media cards and then transfer to the hard drive of my computer.

A: Wow! Anything else?

B: This one comes with its own folding keyboard. It has a pre-installed handwriting recognition program. I can use the stylus to write on the screen.

A: What if I want to use CD-ROMs or floppies?

B: Just plug in a peripheral CD or floppy drive and you’re ready to go!

## Section C Speaking Practice

**Task: Work in pairs. Make a dialogue based on the following outlines and act it out in pairs.**

### Outlines:

1. Michelle just enters a new international computer corporation as a software engineer, and her boss Isabelle introduces her to many co-workers.

2. Michelle enjoys a good time at the new company, and she is very happy to get a brand-new PDA as a present on her birthday from her co-workers. However, she doesn't know how to operate it, and Chris explains the basic functions of the PDA to her.

## Part Two Practical Reading

### Reading A Basic Computer Components

#### 1. Key Computer Components

A computer is a fast and accurate system that is organized to accept , store and process data , and produce results under the direction of a stored program. Key elements in a computer system include the CPU (Central Processing Unit) , memory , input devices , and output devices. The input/output devices are sometimes called peripheral devices.

Build up Your Vocabulary

**CPU:** The brain of any computer system is the CPU. There are three main sections in the CPU of a typical personal computer system: the arithmetic logic unit, the control section, and the memory section. These three sections are found in CPUs of all sizes.

**Memory:** The term memory often refers to random access memory (RAM) in a computer system. A computer system's memory is crucial to its operation; without memory, a computer could not read programs or retain data. Memory stores data electronically in memory cells contained in chips. The two most common types of memory chips are DRAM and SRAM.

**Input devices:** Computer systems use many devices for input purposes. Some input devices allow direct human-machine communication, while some require data to be recorded on an input medium first. Some typical input devices are: keyboards, mice, touch screens, and input pens.

**Build up Your Vocabulary**

**Output devices:** Like the input devices, output devices are instruments of interpretation and communication between humans and computer systems. These devices convert output results from the computer into a form that can be used by people. In personal computer systems, monitors and desktop printers are popular output devices.

## **2. Personal Computers**

The term “PC” is originally used to describe an IBM-compatible personal computer, which has an Intel CPU as its microprocessor. Basically it would run a typical Windows operating system. Other types of machines that are often not considered as PCs are Macs and servers running UNIX or Linux. A great number of companies produce PCs, and the PC is the most popular type of computer on the market. It comes in the form of a desktop computer, which includes separate components such as a case, a monitor, a keyboard, a mouse, and speakers; or in the form of a laptop computer, which has all those features in one unit. The PC makes using the computer easier, especially with the Windows environment. This easy-to-use interface has made it possible for novice computer users to figure out how to use the computer. This is a major reason why personal computers are so popular today.

### 3. Server Computers

A server is a computer on a network that is dedicated to a particular purpose and stores all information and performs the critical functions for that purpose. For example, a Web server would store all files related to a website and perform all the work necessary for hosting the website. Most offices have at least one server that is dedicated as both a network server and a file server. This means that, in its network server role, the computer is responsible for managing the processes that enable everyone in the office to access and use the network; and in its file server role, it holds the central computer files and the CMS database.

Build up Your Vocabulary

**Task 1: Decide whether the following statements are true (T) or false (F).**

1. Key elements in a computer system include memory, input devices, and output devices.
2. Keyboards, mice, input pens, and printers are input devices.
3. There is only one main section in the CPU of a typical personal computer system: the control section.
4. The input/output devices are also called peripheral devices.
5. Personal computers come in the form of a desktop computer, which involves separate components such as cases, monitors, keyboards, speakers, and mice.

**Task 2: Choose the best answer to each question.**

1. All of the following words can be used to describe a computer's functional features EXCEPT \_\_\_\_.  
A. fast  
B. expensive  
C. accurate  
D. organized
2. Which of the following elements can be called the key element of a computer?  
A. Printer.  
B. CPU.  
C. Mouse.  
D. Keyboard.
3. Which section can be found in the CPU of a typical PC?

- A. The digital-analog section.
  - B. The remote control section.
  - C. The upload section.
  - D. The control section.
4. Which of the following CAN NOT be called an output device?
- A. Monitor.
  - B. Printer.
  - C. Speaker.
  - D. Mouse.
5. According to the passage, what is the major reason why people love PCs?
- A. They store much more information than a server does.
  - B. The speed keeps improving.
  - C. Their easy-to-use interfaces make them comfortable for novices.
  - D. They are becoming cheaper and cheaper.

**Task 3: Translate the following sentences into Chinese.**

1. A computer is a fast and accurate system that is organized to accept, store and process data, and produce results under the direction of a stored program.
  
2. Like input devices, output devices are instruments of interpretation and communication between humans and computer systems.
  
3. This means that, in its network server role, the computer is responsible for holding the files and managing the processes that enable everyone in the office to access and use the network.

## **Reading B Information Technology**

Build up Your Vocabulary

We use the term information technology or IT to refer to an entire industry. In fact, information technology is the use of computers and softwares



to manage information. In some companies, this is referred to as Management Information Services (or MIS) or simply as Information Services (or IS). The information technology department of a large company would be responsible for storing, protecting, processing, transmitting the information, and later retrieving the information as necessary.

Build up Your Vocabulary

Information technology (IT) has been successfully applied into many different sections, and one area where IT has not had much influence until recently is the field of medicine. Due to the rising cost of healthcare and the increasing demands by patients for better quality care, healthcare organizations are being driven to apply IT to improving results.

One example of IT which can provide hospitals is the development of electronic medical records. This technology can save medical information into a single database. Not only does this technology reduce paper cost, it also allows healthcare providers to access patients information with just the click of a mouse. Another advantage of medical IT is online access to insurance organizations. Insurance companies now have information available to individuals 24 hours a day and 7 days a week, including offering personal insurance information, medical tips, online nurse chat, etc.

**Task 1: Choose the best answer to each question.**

1. Information technology or IT is to manage information by using \_\_\_\_\_.
  - A. computers and the Internet
  - B. the Internet and softwares
  - C. softwares and mobile phones

- D. computers and softwares
2. The information technology department of a large company manages the information in the following ways EXCEPT \_\_\_\_.
- A. protecting the information
  - B. purchasing the information
  - C. transmitting the information
  - D. retrieving the information
3. Which of the following statements concerning IT application in medicine is not true?
- A. IT doesn't have so much influence in the field of medicine nowadays.
  - B. Electronic medical record is an example of the application of IT in medicine.
  - C. IT can help patients to have a healthcare with low cost but better quality.
  - D. Some healthcare organizations have applied IT to improving their work efficiency.
4. Which of the following is not the advantage of electronic medical record?
- A. It can save medical information in a single database.
  - B. It helps to reduce the use of paper on medical record.
  - C. It is much easier for healthcare providers to access patients information.
  - D. It makes it possible for patients to see the medical record at any time and place.
5. When can individuals get on-line insurance information from the insurance company?
- A. On weekdays.
  - B. At weekends.
  - C. At any time.
  - D. Anytime on weekdays.

**Task 2: Translate the following expressions into Chinese.**

1. online access to insurance organizations
2. the rising cost of healthcare and the increasing demand for better quality care
3. to be applied into many different sections

4. to offer personal insurance information, medical tips, online nurse chat
5. to be responsible for storing, protecting, processing, transmitting, retrieving the information

## Part Three Practical Translation

### Process of Translation

#### Introduction:

Translation is the reproduction of meaning from a source language to a target language. A specific translation process usually consists of two basic steps: (1) accurate comprehension and (2) proper representation. That is to say, the translator should first correctly and accurately understand the meaning in the source language and then find proper terms and methods to reproduce that meaning in the target language.

#### Example:

原文：Early in the 21st century, single-processor performance stopped growing exponentially, and it now improves at a modest pace, if at all.

译文：21 世纪初，单处理器性能就已不再呈几何级数地增长，而如今更甚，即使还有增长也已极为缓慢。

*In order to understand this sentence, the basic requirement is that we must understand the meaning of all the words here and the structure of this sentence. If we have difficulty in accurately understanding some of them, we may consult a dictionary or grammar book for help. In this example sentence above, someone may have difficulty in understanding “grow exponentially” and/or “if at all”, and a good dictionary will suffice.*

*In the step of representation, we choose proper Chinese words and arrange*

*them in the correct order instead of following the English order.*

**Task 1: Translate the following English sentences into Chinese by accurately understanding them first and then expressing them properly in Chinese.**

1. This tool helps you quickly resize your browser window to standard sizes, or you may even add Custom window sizes.

2. Current digitization trends are leading to input-dataset scaling for most applications.

3. When one program is finished, a new one can take its place in memory, allowing the computer to process completely different data.

4. Therefore logic must be used when making decisions, or when calculating or processing data.

5. Because logic and memory elements are placed closer together on more densely packed chips, the electrical path length is shortened, increasing operating speed.

6. Another development in software engineering has been the application of computer technology to the software development process itself, resulting in what is called computer-aided software engineering.

7. It is essential that corporate Intranet design involves the generation of a security policy, coupled with the implementation and management of security

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systems.

8. When enabled, the Internet Connection Firewall blocks all unsolicited connections originating from the Internet.

9. Using Microsoft Excel, you can create hyperlinks within a worksheet to access other Office documents on the network, an organization's Intranet, or the Internet.

10. An operating system serves as an interface, bridging the gap between hardware and application software.

**Task 2: Translate the following English paragraph into Chinese by accurately understanding it first and then expressing it properly in Chinese.**

One view of the current pool of practicing programmers is that there is a large disparity between the very best programmers and the rest in both time to solution and elegance of solution. The conventional wisdom in the field is that the difference in skills and productivity between the average programmer and the best programmers is a factor of 10 or more.

## Part Four Practical Writing

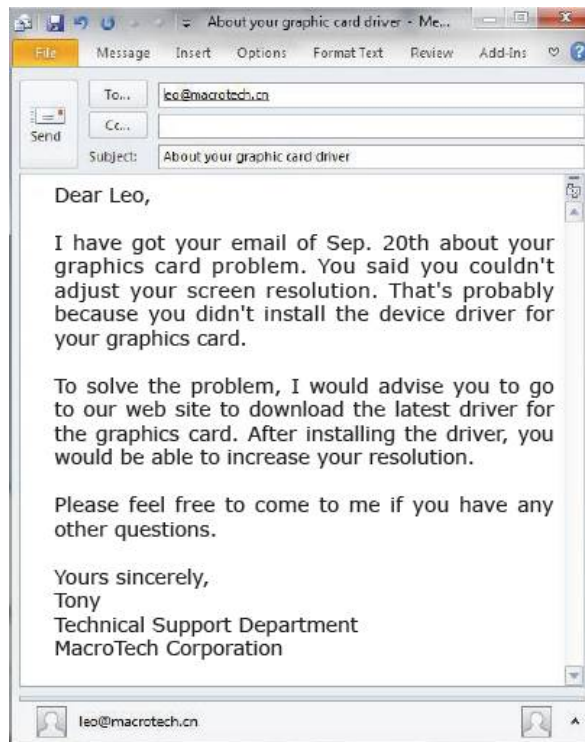
### E-mail

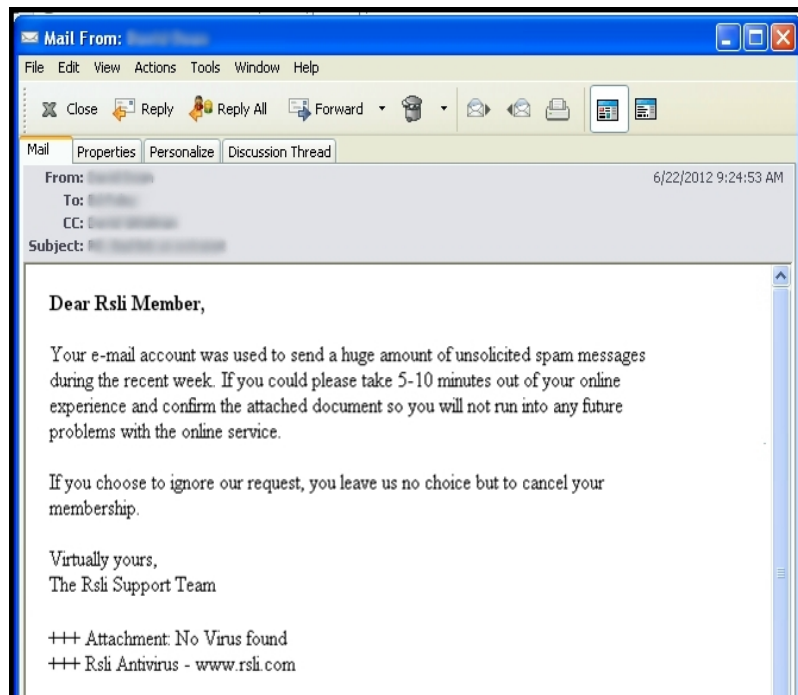
#### Introduction:

E-mail, short for electronic mail, is a means of transmitting messages over communications networks. Some early E-mail systems required that the author and the recipient both be online at the same time, in common with instant messaging. Today's E-mail systems are based on a store-and-forward model. E-mail servers accept, forward, deliver, and store messages. Neither the users nor their computers are required to be online simultaneously; they need connect only briefly, typically to a mail server, for as long as it takes to send or receive messages. E-mails are useful for communication, marketing and promotion, mobility, business and friends.

An E-mail message always has two parts: the header and the body. The principal elements of the mail header are normally the recipient's address, the subject line and the C.C., i.e. additional E-mail addresses to which a copy is to be sent. By the time the message arrives at its destination, its header automatically includes further information like the E-mail address of the sender and the time of sending. The body is the main text of the message, and may also include attachments. The attachment can be a long text, pictures and other documents which are not proper to be included in the body of the E-mail.

**Example 1:**

**Example 2:**



**Tasks 1: Send an E-mail to your teacher to tell him/her your problems of study and life in college. C.C. the E-mail to SAW@hotmail.com.**

**Tasks 2: A company is hiring some part-time employees and you want to do this job. Write an E-mail to the company to apply for this job. Attach your photo in the E-mail. The E-mail address of the company is HR193@qq.com.**

## Part Five Group Project

**Task: Work in groups. Firstly make a discussion based on the following outline and then present it in groups in class.**

**Outline:**

Describe the configurations of your own computer according to the following example.



**Example:**

Computer Name: T5 Mini 10.2 inch Laptop

Configurations:

Operation system: Linux or Windows XP

Display: 10.2 inch

CPU: VIA C7 1.6G Hz

Network Interface: 10/100M Ethernet Access

Network Access: Built-in Intel Pro802.11b/g/Wireless network solution

Memory: DDRII SO-DIMM slot.1GB

HDD: SATA 120GB

Built-in Camera: Built-in 1.3-megapixel camera

Sound Effect: Built-in high-effect audio stereo speakers; Built-in microphone

DC-In: 1 port

Earphone: 1 port

Micro Phone: 1 port

RJ45 Port: 1 port

VGA Port: 1 External D-15 output

USB Port: USB 2.0 \* 2 port

Card Reader: SD/MS/MMC/MS-Pro

Battery: 3 Core 10.8V, 2.5 hrs

Dimension: 253mm\*188mm\*33mm

Weight: 1.30kg