Department IT about Worksheet الملف
Almanahj Website → American curriculum → 10th Grade → Information and comm → Term 1 → The file

More files for 10th Grade , Subject Information and comm , Term 1	
Worksheet about ADDED VALUE KET Communication and Technology	1
Worksheet about English for information technology	2
A TEST ABOUT COMMUNICATION TECHNOLOGIES	3
Worksheet about Acronyms in information technology	4
Worksheet about Databases	5

TIPS FOR DISTANCE LEARNING

☺ LOOK FOR A QUIET PLACE TO STUDY.

☺ TAKE NOTES OF THEORY, VIDEOS, AUDIOS, QUESTIONS.

☺ DO THE ACTIVITY ONCE AND TAKE NOTES.

☺ SAVE THE ACTIVITY IF YOU WANT TO FINISH LATER OR IF YOU HAVE DOUBTS. ASK QUESTIONS VIA EDMODO.

☺ TRY ANSWERS AND DO AGAIN IF NECESSSARY.

☺ FINISH THE ACTIVITY.

RECOMENDACIONES PARA TRABAJAR DESDE CASA

☺ BUSCAR UN LUGAR TRANQUILO PARA TRABAJAR.

☺ TOMAR NOTA DE TEORÍA, VIDEOS, AUDIOS, DUDAS.

☺ REALIZAR LA ACTIVIDAD UNA VEZ Y TOMAR NOTA.

☺ GUARDAR LA ACTIVIDAD SI QUIEREN TERMINAR MÁS ADELANTE O TIENEN DUDAS. CONSULTAR DUDAS POR LA MENSAJERÍA INTERNA DE LA PLATAFORMA DE LA ESCUELA: EDMODO

☺ COMPROBAR RESPUESTAS Y REHACER SI ES NECESARIO.

☺ TERMINAR LA ACTIVIDAD.

Activity 1: Complete this conversation with a-g.

Sacha: Hi, my name's Sacha.

Faris: (1) _____ . I'm Faris.

Sacha: Do you work for IBM?

Faris: (2) _____ .

Sacha: Which company do you work for?

Faris: (3) _____ . I'm the new Chief Systems Analyst.

Sacha: (4) _____! Do you like your job?

Faris: (5) _____ .

Sacha: Where are you based?

Faris: (6) _____ .

Sacha: Would you like to join me for lunch?

Faris: (7) _____, thanks.

a Absolutely – it's very interesting

b Pleased to meet you

c In San Francisco

d Oh, congratulations

e I'd love to

f No, I don't

g GF Systems

Activity 2: Read the two mails and complete the booking form. *(Leer bien los dos mails ya que la información que necesitan para completer está en ambos)*

From: Carla Lang, Training Officer
To: All staff
Subject: Workshops in May

Hi everyone

Please let me know which workshop you'd like to attend next month and which day you would like to go. Places are limited, so please contact me before 30th April.

Workshops available:
Security procedures: 1 day, 13th or 14th May
Website design: 1 day, 15th or 16th May
Setting up a network: 1 day, 20th or 21st May

Best wishes
Carla

From: Guy Danvers, Head of IT Department
To: Carla Lang, Training Officer
Subject: Workshops in May

Hi Carla

Two people in my department would like to participate in a workshop. The first is Mansoor Khan, one of our web designers. He wants to do the network workshop but he's away 16th–20th May. I hope there's a place for him on the second day. The second person is me. I'd like to do the 14th May workshop as I'm away on the 15th and 16th. I did the website design last month and it was excellent.

Kind regards
Guy

Booking form for workshops

Department: (1) <u>IT Department</u>

	PERSON 1	**PERSON 2**
Name:	(2) _____	(6) _____
Job:	(3) _____	(7) _____
Course:	(4) _____	(8) _____
Preferred date:	(5) _____	(9) _____