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Кафедра "Экономика и управление"

Методические указания по освоению дисциплины «Иностранный язык» для бакалавров

(для студентов 09.03.01Информатика и вычислительная техника)

Квалификация - бакалавр

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2022

Введение

Дисциплина реализуется в Ступинском филиале МАИ кафедрой ЭиУ. Программа составлена в соответствии с требованиями СУОС МАИ, разработанного на основе модифицированных ФГОС ВО (3++) **по направлению 09.03.01Информатика и вычислительная техника**

ЦЕЛИ ОСВОЕНИЯ ДИСЦИПЛИНЫ. ПЕРЕЧЕНЬ ПЛАНИРУЕМЫХ КОМПЕТЕНЦИЙ И РЕЗУЛЬТАТОВ ОБУЧЕНИЯ.

Целью освоения дисциплины Иностранный язык является достижение следующих результатов освоения(РО):

N		Шифр	Результат обучения
1		З-1(УК-4.1)	Знать лексику и грамматику в объёме, достаточном для перевода профессиональных деловых текстов
2		В-1(УК-4.1)	Владеть навыками чтения и перевода профессиональных деловых текстов на иностранном языке
3		У-1(УК-4.2)	Уметь применять на практике навыки делового общения в устной и письменной формах на иностранном языке, развивающие психологическую готовность к профессиональной деятельности по избранной профессии
4		В-1(УК-4.3)	Владеть навыками аргументированного представления собственного мнения при деловом общении и в публичных выступлениях на иностранном языке, демонстрирующими достаточную степень сформированности исследовательского и критического мышления, мотивации к научно-исследовательской деятельности
5		В-2(УК-4.3)	Владеть коммуникативными приемами, принципами эффективного взаимодействия с партнером по общению, жанрами устной речи, которые необходимы для свободного общения в процессе трудовой деятельности (деловой беседой, служебным телефонным разговором

Перечисленные РО являются этапом формирования следующих компетенций:

N	Шифр	Компетенция
1	УК-4	Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном (ых) языке(ах)

Методические указания предназначены для развития навыков чтения и перевода при работе в студенческих группах по **направлению 09.03.01Информатика и вычислительная техника.** Представляют собой сборник текстов и заданий к ним.

Методические указания построены на лексико-грамматическом материале, необходимом студентам для чтения и понимания литературы по специальности на английском языке.

В методические указания включены дополнительные и развивающие тексты.

Unit 1

Text "What is a computer?"

The term computer is used to describe a device made up of a combination of electronic and electromechanical (part electronic and part mechanical) components. Computer has no intelligence by itself and is referred to as hardware. A computer system is a combination of five elements:

- HARDWARE
- SOFTWARE
- PEOPLE
- PROCEDURES
- DATA/INFORMATION

When one computer system is set up to communicate with another computer system, connectivity becomes the sixth element. In other words, the manner in which the various individual systems are connected – for example, by phone lines, microwave transmission, or satellite – is an element of the total computer system.

Software is the term used to describe the instructions that tell the hardware how to perform a task. Without software instructions, the hardware doesn't know what to do. People, however, are the most important component of the computer system: they create the computer software instructions and respond to the procedures that those instructions present.

The basic job of the computer is the processing of information. Computers accept the information in the form of instruction called a program and characters called data to perform mathematical and logical operations, and then give the results. The data is raw material while information is organized, processed, refined and useful for decision making. Computer is used to convert data into information. Computer is also used to store information in the digital form.

Ex. 1 Answer the questions:

1) What does the term "computer" describe?
2) Why is computer not intelligent?
3) What are five components of computer system?
4) What is connectivity?
5) What is software?
6) What is the difference between hardware and software?
7) Why are people the most important component of a computer system?
8) In what way terms "data" and "information" differ?
9) How does computer convert data into information?

Ex. 2 Complete the sentences:

1) Computer is made of…
2) Computer has no intelligence until…
3) There are five elements…
4) The manner in which computers are connected…
5) Without software…
6) The software is the most…
7) The user inputs data…

8) Computer is used to…

Ex. 3 Retell the text.

Unit 2

Text "Hardware"

What is hardware? Webster's dictionary gives us the following definition of the hardware – the mechanical, magnetic, electronic, and electrical devices composing a computer system.

Computer hardware can be divided into four categories:

1) input hardware
2) processing hardware
3) storage hardware
4) output hardware

Input hardware

The purpose of the input hardware is to collect data and convert it into a form suitable for computer processing. The most common input device is a keyboard. It looks very much like a typewriter. The mouse is a hand held device connected to the computer by small cable. As the mouse is rolled across the mouse pad, the cursor moves across the screen. When the cursor reaches the desired location, the user usually pushes a button on the mouse once or twice to signal a menu selection or a command to the computer.

The light pen uses a light sensitive photoelectric cell to signal screen position to the computer. Another type of input hardware is optic-electronic scanner that is used to input graphics as well as typeset characters. Microphone and video camera can be also used to input data into the computer. Electronic cameras are becoming very popular among the consumers for their relatively low price and convenience.

Processing hardware

The purpose of processing hardware is retrieve, interpret and direct the execution of software instructions provided to the computer. The most common components of processing hardware are the Central Processing Unit and main memory.

The Central Processing Unit (CPU) is the brain of the computer. It reads and interprets software instructions and coordinates the processing activities that must take place. The design of the CPU affects the processing power and the speed of the computer, as well as the amount of main memory it can use effectively. With a well-designed CPU in your computer, you can perform highly sophisticated tasks in a very short.

Memory is the system of components of the computer in which information is stored. There are two types of computer memory: RAM and ROM.

RAM (random access memory) is the volatile computer memory, used for creating loading, and running programs and for manipulating and temporarily storing data;

ROM (read only memory) is nonvolatile, nonmodifiable computer memory, used to hold programmed instructions to the system.

The more memory you have in your computer, the more operations you can perform.

Storage hardware

The purpose of storage hardware is to store computer instructions and data in a form that is relatively permanent and retrieve when needed for processing. Storage hardware

serves the same basic functions as do office filling systems except that it stores data as electromagnetic signals. The most common ways of storing data are hard disk, floppy disk and CD-ROM.

Hard disk is a rigid disk coated with magnetic material, for storing programs and relatively large amounts of data.

Floppy disk (diskette) – thin, usually flexible plastic disk coated with magnetic material, for storing computer data and programs. There are two formats for floppy disks: 5.25" and 3.5". 5.25" is not used in modern computer systems because of it relatively large size, flexibility and small capacity. 3.5" disks are formatted 1.4 megabytes and are widely used.

CD-ROM (compact disk read only memory) is a compact disk on which a large amount of digitized read-only data can be stored. CD-ROMs are very popular now because of the growing speed which CD-ROMs drives can provide nowadays.

Output hardware

The purpose of output hardware is to provide the user with the means to view information produced by the computer system. Information is output in either hardcopy or softcopy form. Hardcopy output can be held in your hand, such as paper with text (word or numbers) or graphics printed on it. Softcopy output is displayed on a monitor.

Monitor is a component with a display screen for viewing computer data, television programs, etc.

Printer is a computer output device that produces a paper copy of data or graphics.

Modem is an example of communication hardware – an electronic device that makes possible the transmission of data to or from computer via telephone or other communication lines.

Hardware comes in many configurations, depending on what the computer system is designed to do. Hardware can fill several floors of a large office building or can fit on your lap.

Ex. 1 Answer the questions:

1) What is the Webster's dictionary definition of the hardware?
2) What groups of hardware can be defined?
3) What is input hardware? Give the examples.
4) What is mouse designed for? What is a light pen?
5) What is processing hardware?
6) What are the basic types of memory used in a PC?
7) Can a PC-user change the ROM? Who records the information in ROM?
8) What is storage hardware?
9) What is CD-ROM used for?
10) What kind of storage hardware can contain more information: CD-ROM, RAM or ROM?
11) What is modem used for?

Ex. 2 Give definitions to the following:

1) CPU
2) ROM
3) Floppy-disk
4) CD-ROM
5) Printer

6) Modem
7) Motherboard
8) Hard disk
9) Keyboard
10) Sound-card

Ex. 3 Which of the following is Hardware:

1) program
2) mouse
3) CPU
4) printer
5) modem
6) command
7) port
8) cursor or the printer
9) keyboard
10) character

Ex. 4 Questions for group discussion:

1) What parts is computer unable to work without?
2) What is the most expensive part of the hardware?
3) What other hardware devices do you know? What are they for? Do you know how to use them?

Unit 3

Text "Types of Software"

A computer to complete a job requires more than just the actual equipment or hardware we see and touch. It requires Software – programs for directing the operating of a computer or electronic data.

Software is the final computer system component. These computer programs instruct the hardware how to conduct processing. The computer is merely a general-purpose machine which requires specific software to perform a given task. Computers can input, calculate, compare, and output data as information. Software determines the order in which these operations are performed.

Programs usually fall in one of two categories: system software and applications software.

System software controls standard internal computer activities. An operating system, for example, is a collection of system programs that aid in the operation of a computer regardless of the application software being used. When a computer is first turned on, one of the system programs is booted or loaded into the computers memory. This software contains information about memory capacity, the model of the processor, the disk drives to be used, and more. Once the system software is loaded, the applications software can be brought in.

System programs are designed for the specific pieces of hardware. These programs are called Drivers and coordinate peripheral hardware and computer activities. User needs to install a specific driver in order to activate a peripheral device. For example, if

you intend to buy a printer or a scanner you need to worry in advance about the driver program which, though, commonly goes along with your device. By installing the driver you "teach" your mainboard to "understand" the newly attached part.

Applications software satisfies your specific need. The developers of application software rely mostly on marketing research strategies trying to do their best to attract more users (buyers) to their software. As the productivity of the hardware has increased greatly in recent years, the programmers nowadays tend to include as much as possible in one program to make software interface look more attractive to the user. These class of programs is the most numerous and perspective from the marketing point of view.

Data communication within and between computers systems is handled by system software. Communications software transfers data from one computer system to another. These programs usually provide users with data security and error checking along with physically transferring data between the two computer's memories. During the past five years the developing electronic network communication has stimulated more and more companies to produce various communication software programs, such as Web-Browsers for Internet.

Ex. 1 Answer the questions:

1) What is software?
2) What two basic groups could software program be divided in?
3) What is an operating system – a system software or application software?
4) What is a "driver"?
5) What is application software?
6) What is it used for?
7) What is the tendency in application software market in the recent years?
8) What is the application of the communication software?

Ex. 2 Which of the following is Software:

1) program
2) mouse
3) CPU
4) word processor
5) modem
6) Web-Browser
7) operating system
8) scanner
9) printer
10) display

Ex. 3 Find English equivalents in the text:

1) Программное обеспечение определяет порядок выполнения операций.
2) Прикладные программы выполняют поставленную вами задачу.
3) Этот класс программ – самый многочисленный и перспективный с точки зрения маркетинга.
4) Системные программы предназначены для конкретных устройств компьютерной системы.
5) Устанавливая драйвер, вы «учите» систему «понимать» вновь присоединённое устройство.

6) Когда компьютер впервые включается, одна из системных программ должна быть загружена в его память.
7) Развитие систем электронной коммуникации за последние пять лет стимулировало производство соответствующих программных продуктов возрастающим числом компаний – разработчиков.

Ex. 4 Give definitions to the following:

1) Software
2) Driver
3) Application software
4) Operating system
5) Communication software
6) Computer
7) Peripheral device

Ex. 5 Questions for group discussion:

1) What do you think is more expensive – hardware or software?
2) Has anyone in your group ever purchased software? Why do you think piracy (audio, video or computer software) still exists?

Ex. 6 Read and translate the text without dictionary:

Babbage, Charles (1792-1871), British mathematician and inventor, who designed and built mechanical computing machines on principles that anticipated the modern electronic computer. Babbage was born in Teignmouth, Devon, and educated at the University of Cambridge. He became a Fellow of the Royal Society in 1816 and was active in the founding of the Analytical, the Royal Astronomical, and the Statistical Societies.

In the 1820's Babbage began developing his Difference Engine, a mechanical device that could perform simple mathematical calculations. Although Babbage started to build his machine, he was unable to complete it because of a lack of funding. In the 1830's Babbage began developing his Analytical Engine, which was designed to carry out more complicated calculations, but this device was never built, too. Babbage's book, "Economy of Machines and Manufactures" (1832), initiated the field of study known today as operational research.

Retell the text in your own words.

Unit 4

Text "Operating system"

When computers were first introduced in the 1940's and 1950's, every program written had to provide instructions that told the computer how to use devices such as the printer, how to store information on a disk, as well as how to perform several other tasks not necessarily related to the program. The additional program instructions for working with hardware devices were very complex, and time-consuming. Programmers soon realized it would be smarter to develop one program that could control the computer's

hardware, which others programs could have used when they needed it. With that, the first operating system was born.

Today, operating systems control and manage the use of hardware devices such as the printer or mouse. They also provide disk management by letting you store information in files. The operating system also lets you run programs such as the basic word processor. The operating system provides several of its own commands that help you to use the computer.

DOS is the most commonly used PC operating system. DOS is an abbreviation for disk operating system. DOS was developed by a company named Microsoft. MS-DOS is an abbreviation for "Microsoft DOS". When IBM first released the IBM PC in 1981, IBM licensed DOS from Microsoft for use on the PC and called it PC-DOS. PS-DOS and MS-DOS are the same, each providing the same capabilities and commands.

The version of DOS release in 1981 was 1.0. Over the past decades, DOS has undergone several changes, each time the DOS developers release a new version, they increase the version number.

Windows NT (new technology) is an operating system developed by Microsoft. NT is an enhanced version of the popular Microsoft Windows 3.0, 3.1 programs. NT requires a 386 processor or greater and 8 Mb of RAM. For the best NT performance, you have to use a 486 processor with about 16 Mb or higher. Unlike the Windows, which runs on top of DOS, Windows NT is an operating system itself. However, NT is DOS compatible. The advantage of using NT over Windows is that NT makes better use of the PC's memory management capabilities.

OS/2 is a PC operating system created by IBM. Like NT, OS/2 is DOS compatible and provides a graphical user interface that lets you run programs with a click of a mouse. Also like NT, OS/2 performs best when you are using a powerful system. Many IBM-based PCs are shipped with OS/2 preinstalled.

UNIX is a multi-user operating system that allows multiple users to access the system. Traditionally, UNIX was run on larger mini computers to which users accessed the systems using terminals and not PC's. UNIX allowed each user to simultaneously run the programs they desired. Unlike NT and OS/2, UNIX is not DOS compatible. Most users would not purchase UNIX for their own use.

Windows 95&98 (2000) are the most popular user-oriented operating systems with a friendly interface and multitasking capabilities. The usage of Windows 95 and its enhanced version Windows 98 is so simple that even little children learn how to use it very quickly. Windows 95 and 98 are DOS compatible, so all programs written for DOS may work under the new operating system.

Ex. 1 Answer the questions:

1) What programs faced programmers in the 1949's and 1950's?
2) Why were the first programs "complex' and "time-consuming"?
3) What are the basic functions of operating system?
4) What does the abbreviation DOS mean?
5) What company developed the first version of DOS?
6) What purpose was it done for?
7) What is the difference between the PC-DOS and MS-DOS?
8) What are the basic requirements for NT?
9) Who is the developer of OS/2?
10) What makes UNIX so different from the other operational systems?

11) What are the special features of Windows 95, Windows 98, Windows 2000, and Windows XP?

Ex. 2 Complete the sentences:

1) When computers were first introduced…
2) The operational system controls…
3) There are no commands…
4) Microsoft developed…
5) NT requires computers…
6) OS/2 is DOS compatible…
7) Traditionally, UNIX was run…
8) Windows 95 and…

Ex. 3 Translate into English:

1) Современные операционные системы контролируют использование системного оборудования, например принтера или мыши.
2) С точки зрения пользователя, операционные системы PC-DOS и MS-DOS идентичны, с разными возможностями и набором системных команд.
3) OS/2 является DOS – совместимой операционной системой, позволяющей запускать программы при помощи графического интерфейса пользователя.
4) Дополнительные программы для работы с устройствами системного оборудования были очень сложны и поглощали много времени.
5) Операционная система также позволяет запускать программы, такие как простейший текстовый редактор.
6) DOS – наиболее распространённая операционная система для PC.

Ex. 4 Questions for group discussions:

1) Why do you think Bill Gates, President of Microsoft Company is one of the richest people in the world?
2) What are the advantages and disadvantages of Windows operational systems?
3) What can you tell about Windows XP operational system?

Unit 5

Text “Windows 95”

Windows 95 is an operational system with an easy interface based on the expanding windows principle which uses icons to graphically represent files and their types.

Windows 95 makes the way you and your computer interact easy. Most everyday tasks are now easier to accomplish than ever before. For example, the second mouse button has become a powerful weapon. The old Windows 3.0 Program Manager and File Manager have been replaced. The desktop tools that replace them are very like those found on a Macintosh. For example, there is a Recycle Bin that makes it easier to recover accidentally deleted files.

Your computer probably will crash less running Windows 95 than did with Windows 3.1 and 3.0 or even DOS. Most memory related problems have been removed. Built-in networking features make it easy to reliably share files with co-workers across the room or across the world. And MS-DOS as we know it is so well hidden that you will rarely

give it a thought. Yes, you can still run DOS programs and older Windows applications but most users will probably want to spend most of their time using Windows 95 applications instead.

Microsoft says that it is moving forward to the time when we all think more about our data and less about the specific name-brand program used to create them.

Windows 95 plug-and-play capability makes it easy to upgrade your computer hardware. And portable computer users will like what Microsoft has done to make their lives calmer.

A new Windows shortcuts capability makes it easy to reach frequently used files and other necessities. A new find feature helps you to locate and examine the contents of files in a flash.

Most of this is accomplished without sacrificing performance. In fact many things (like printing) usually happen faster now, due to 32-bit support and other Windows 95 advancements.

Ex. 1 Answer the questions:

1) What is Windows 95?
2) What new principles are used in Windows 95?
3) What is a Recycle Bin feature?
4) Is it possible to run old DOS programs under Windows 95?
5) What is a “plug-n play capability”?
6) What is a “shortcut” capability?
7) What is a “Find” feature?
8) Why many things work faster now with Windows 95?

Ex.2 Which of the statements are true or false. Specify your answer using the text

. 1) An “icon” is graphical image that represents a file and its type.

2) Second button is not used in Windows 95 because most people use 1-button mouse.

3) There are no similarities between Macintosh and Windows 95 desktop tools.

4) Windows 95 has some tools which help to communicate with other people through computer network.

5) It is no longer possible to use MS-DOS commands and run MS-DOS files.

6) Microsoft Corporation is oriented to produce as many programs as needed to meet people needs and make them buy specific brand-name products.

7) New plug-n-play capability is for those who like to play computer games 24 hours a day and seven days a week.

8) A new shortcut feature is used to cut long programs very short to save disk space.

9) A new Find feature helps you to locate the contents on files.

10) It must be mentioned that all new Windows features are possible only because of the low level of performance and quality.

Ex. 3 What is:

1) window
2) icon
3) recycle bin
4) plug-n-play capability

5) shortcut feature

Ex. 4 Questions for group discussion:

1) What are the poor features of Windows 95?
2) Computer society thinks that Intel Company, The most powerful CPU producer, has an agreement with Microsoft Corporation that the latter will develop more and more sophisticated, large and demanding software to force users to buy new processors and upgrade their computers. Do you think this might be true? How does this suggestion correlate with Windows 2000, Microsoft Office 2000 and Windows XP? Do you think Bill Gates' Monopoly on Windows operating systems is very dangerous for the competition and price-making process?
3) Why or why not is Windows 95 better than Windows 2000?

Unit 6

Text "Introduction to the WWW and the Internet"

Millions of people around the world use the Internet to search for and retrieve information on sorts of topics in a wide variety of areas including the arts, business, government, humanities, news, politics and recreation. People communicate through electronic mail (e-mail), discussing groups, chat channels and other means of information exchange. They share information and make commercial and business transactions. All this activity is possible because tens of thousands of networks are connected to the Internet and exchange information in the same basic ways.

The World Wide Web (WWW) is a part of the Internet. But it's not a collection of networks. Rather, it is information that is connected or linked together like a web. You access this information through one interface or tool called a Web browser. The number of resources and services that are part of the WWW is growing extremely fast. In 1996 there were more than 20 million users of the WWW, and more than half the information that is transferred across the Internet is accessed through the WWW. By using a computer terminal (hardware) connected to a network that is a part of the Internet, and by using a program (software) to browse or retrieve information that is a part of the WWW, the people connected to the Internet and WWW through the local providers have access to a variety of information. Each browser provides a graphical interface. You move from place to place, from site to site on the Web by using a mouse to click on a portion of text, icon or region of a map. These items are called hyperlinks or links. Each link you select represents a document, an image, a video clip or an audio file somewhere on the Internet. The user doesn't need to know where it is, the browser follows the link.

All sorts of things are available on the WWW. One can use the Internet for recreation purposes. Many TV and radio stations broadcast live on the WWW. Essentially, if something can be put into digital format and stored in a computer, then it is available on the WWW. You can even visit museums, gardens, cities through the world, learn foreign languages and meet new friends. And of course, you can play computer games through the WWW, competing with partners from other countries and continents.

Just a little bit of exploring the World Wide Web will show you what a lot of use and fun it is.

Ex. 1Answer the questions:

1) What is the Internet used for?
2) Why are so many activities possible through the Internet?
3) What is the World Wide Web?
4) What is a Web browser?
5) What does a user need to have an access to the WWW?
6) What are hyperlinks?
7) What resources are available on the WWW?
8) What are the basic recreational applications of the WWW?

Ex. 2 Give the definitions to the following:

1) Internet
2) World Wide Web
3) Web browser
4) Internet provider
5) Hyperlinks

Ex. 3 Find the equivalents:

1) Объем ресурсов и услуг, которые являются частью WWW, растёт чрезвычайно быстро.
2) Каждая ссылка, выбранная вами, представляет документ, графическое изображение, видеоклип или аудио файл где-то в Интернете.
3) Интернет может быть так же использован в целях развлечения.
4) Вы получаете доступ к ресурсам Интернета через интерфейс или инструмент, который называется веб-браузер.
5) Вся эта деятельность возможна благодаря десяткам тысяч компьютерных сетей, подключённых к Интернету и обменивающихся информацией в одном режиме.
6) Пользователи общаются через электронную почту, дискуссионные группы и другие средства информационного обмена.

Ex. 4 Questions for group discussion:

1) Some people think that the Internet is harmful, especially for young people, because it carries a lot of information about drugs, violence and terrorism. Do you think that some kind of censorship is necessary on the WWW? Why or why not?
2) World famous authors and publishers say that the Internet violates their copyright because Web-programmers put all kind of books, pictures, music, films and programs free on the Internet and this reduces their sales and profits. What are your arguments for and against?
3) Why do so few people have experience working on the Internet?

Ex. 5 Read and translate the text without dictionary:

Bill Gates

William Henry Gates was born in Seattle, Washington, in 1955.

He is an American business executive, chairman and chief executive officer of the Microsoft Corporation. Gates was the founder of Microsoft in 1975 together with Paul Allen, his partner in computer language development. While attending Harvard in 1975, Gates together with Allen developed a version of the BASIC computer programming language for the first personal computer.

In the early 1980's, Gates led Microsoft's evolution from the developer of computer programming languages to a large computer software company. This transition began with the introduction of MS-DOS, the operating system for the new IBM Personal Computer in 1981. Gates also led Microsoft towards the introduction of application software such as Microsoft Word processor.

Much of Gates success is based on his ability to translate technical visions into market strategy. Although Gates has accumulated great wealth from his holdings of Microsoft stock, he has been known as a tough competitor who seems to value winning in a competitive environment over money. Gates still continues to work personally in product development at Microsoft.

Ex. 6 Make 10 questions to the text:

History and Future of the Internet.

The Internet technology was created by Vinton Cerf in early 1973 as a part of a project headed by Robert Kahn and conducted by the Advanced Research Projects Agency, part of the United States Department of Defence. Later Cerf made many efforts to build and standardize the Internet. In 1984 the technology and the network were turned over the private sector and to government scientific agencies for further development. The growth has continued exponentially. Service-provider companies make "gateways" to the Internet available to home and business users enter the market in ever increasing numbers. By early 1995, access was available in 180 countries and more than 30 million users used the Internet. The Internet and its technology continue to have a profound effect in promoting the exchange of information, making possible rapid transactions among businesses, and supporting global collaboration among individuals and organizations. More than 100 million computers are connected via the global Internet and even more are attached to enterprise internets. The development of the WWW leads to the rapid introduction of new business tools and activities that may lead to annual business transactions on the Internet worth hundreds of billions dollars.

Essential Vocabulary.

Unit 1

1) character
2) data
3) device
4) hardware
5) instruction
6) intelligence
7) procedure
8) to connect
9) to convert
10) to create
11) to evaluate
12) to refer to as
13) to refine
14) to respond
15) transmission
16) various

Unit 2

1) amount
2) capacity
3) circuitry
4) CPU, microprocessor
5) input hardware
6) keyboard
7) lap
8) output hardware
9) processing hardware
10) RAM
11) ROM
12) sensitive
13) storage hardware
14) temporary
15) to affect
16) to direct
17) to execute
18) to interpret
19) to provide (with)
20) to retrieve
21) volatile

Unit 3

1) developer
2) equipment
3) internal
4) mainboard
5) memory capacity
6) peripheral
7) regard
8) to attach
9) to boot
10) to complete
11) to conduct
12) to handle
13) to install
14) to require
15) to transfer
16) Web- browser

Unit 4

1) smart
2) decade
3) on top of DOS
4) are shipped
5) compatible
6) access
7) multiple
8) simultaneously

9) to allow
10) to consume
11) to ship

Unit 5

1) Recycle Bin
2) frequently
3) support
4) necessity
5) in a flash
6) shortcut
7) advancement
8) to accomplish
9) to crash
10) to interact
11) to plug
12) to sacrifice

Unit 6

1) World Wide Web
2) recreation
3) humanities
4) transaction
5) broadcast live
6) hyperlink
7) to browse
8) to compete
9) to retrieve
10) to share

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