

## TEACHING WITH COMPUTERS

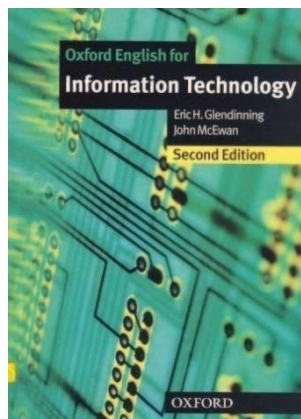
*Eudovít POLČÍK*

### ZVYŠOVANIE POČÍTAČOVEJ GRAMOTNOSTI

(GLEDINNING, E., McEWAN, J. Oxford English for Information Technology; second edition, Oxford University Press, 2006, Oxford, Teacher's book ISBN 0-19-457493-8, 138p.; Student's book ISBN 978-0-19-457452-1; 224 p.; CD ISBN 978-0-19-457455-2)

There we have another helpful book both for teachers and students. Oxford English for Information Technology was published in version of the Teacher's book as well as Student's book and it includes a CD. This book is useful for students of Information Technology and computing as well as for people working in the IT section. It gives wide range of vocabulary for university students, as well as for students at technical schools or attending adult education programmes. This is the second edition therefore the book took into account recent developments in technology and computing.

Both the Student's book and the Teacher's book are divided into 25 units which cover everything from the basics about computers, operating systems and application programmes, through multimedia, communicating systems. The book deals with data security and the last units contemplate about the future of technology.



Units provide a wide range material in IT topics as well as visual material- figures taken from newspapers, popular computing magazines, textbooks, manuals and advertisements. Every fifth unit concentrates on developing listening skills through authentic interviews with IT professionals.

Student's book contains comprehensive glossary of current IT technology. Teacher's book gives a teacher a support by explaining major terms in each unit. This book is focused on preparation of students for working with IT technology and ability to express oneself in English approximately as well. Nowadays in many branches, there is necessary to be able to use English, especially in computing. Teacher's book is completed by the section of progress tests

which may be used by the teacher after completing units. The book is well organized, each unit provides four hours of work. Units are composed of the sections like Starter which is a warm-up exercise which makes students think about the topic; Specialist reading- it provides longer authentic texts. A section Authentic interviews is in every fifth unit and there are authentic interviews with IT and computer students and specialists. Each interview unit has a Word Study section on new vocabulary studied up to that period in the text book. This book is great for using in classes where there are pair-work and even group-work activities. But there I can imagine using it for self-studies, if your aim is to improve only in input skills, like comprehension of texts.

The first unit gives an introduction and prepares readers – computer users for the work with the book. The second unit provides vocabulary of essential terms related to computer components. What made me interested were the examples of adverts in which a reader can adopt the terminology and is able to understand the adverts. The third and fourth unit offers examples in what branches we can apply PC terminology and deals with input and output devices. Unit 6 tries to explain operating systems via diagrams as well as with articles.

As I mentioned before, this book is full of visual input, diagrams, photographs, figures etc. For example, in the seventh unit there we can find figures of Windows XP screen display and MAC Gui(Graphical user interface) with a description of items. This I found really helpful for any reader because there cannot come to any kind of misunderstanding, even with reader who has basic skills. Unit 8 focuses on application programmes and unit 9 names various types of multimedia and its main function. In the unit 10 there is an explanation of what computing support officer is, again with detailed visual input. The units 11, 12, 13 and 14 try to describe networks and the Internet even with a vocabulary

of the main terms. Unit 12 also includes useful pieces of advice for the Internet users regarding safety of their computer. There you can also find a list of web abbreviations commonly used. Unit 15 called Webpage Creator is great for people who aim to create their own web page. But I have to say that it is not sufficient for professional web page creators. Unit 16 names some communication systems and their usage. There is a section about VOIP (Voice over Internet Protocol) which is a way of making phone calls by using the Internet. Reading section is devoted to broadband communications (for example Wireless connections or DSC). Unit 17 provides appropriate examples of computing support and explains the main reasons of its usage. In this unit there you find a writing section- writing a report of one of the ten problems which are set. Units 18, 19 and 20 try to aim on the importance of data security and viruses. These units also contain comprehension tests. Unit 21 called Software Engineering provides a wide range of vocabulary as well as visual inputs for better comprehension of the topic. Unit 22 is devoted to people working in computing with a brief description of their work duties. Very pleasant was an example of curriculum vitae which might

be helpful for people who decide to work abroad. Unit 23 is named Recent Developments in IT where are texts on recent developments. A very inspiring was a list of web pages regarding developments. There is also an article about Bluetooth. The unit 24 continues working on the topic and contemplates about future of Information technology. The last unit (25) gives some information about electronic publishing with a list of useful terms.

The book provides figures in color, the design of the cover is nice and modern. Of course, there are many books related to computing at present. But this book can be reliable teaching aid for teachers and also good source of vocabulary for students. This book has been composed mainly for classes but it is even helpful for self- study.

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