

# Computing

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Book

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## Scope and Sequence

| Unit | Topic                  | Reading context  | Vocabulary                                                                                                               | Function                     |
|------|------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1    | Types of Computers     | Magazine article | computer, desktop, laptop, notebook, personal computer, portable, power, server, tablet, workstation                     | Giving a strong response     |
| 2    | Monitors               | Article          | aspect ratio, contrast, CRT, display, HD, LCD, monitor, resolution, response time, screen                                | Pointing out a difference    |
| 3    | Keyboards              | Blog post        | Alt key, Caps Lock, Control key, diacritical mark, function key, keyboard, numeric keypad, QWERTY, Shift key, type       | Giving instructions          |
| 4    | Mice                   | Product listing  | ball mouse, click, button, cordless mouse, laser mouse, LED mouse, mouse, scroll, scroll wheel, USB                      | Making a recommendation      |
| 5    | Inside the Computer    | Magazine article | case, CD drive, disk drive, fan, hard drive, heat sink, motherboard, port, power supply, processor                       | Describing a problem         |
| 6    | Memory Storage Devices | Advertisement    | burn, capacity, CD-R, flash drive, flash memory, GB, kB, MB, memory                                                      | Asking about size            |
| 7    | Printers               | E-mail           | cartridge, dpi, ink, inkjet, laser printer, ppm, print, printer, toner, two-sided                                        | Getting someone's attention  |
| 8    | Scanners               | Article          | all-in-one, automatic document feeder, color depth, copy, flatbed, optical resolution, ppi, scan, scan area, scanner     | Describing benefits          |
| 9    | Cameras                | Advertisement    | compression, digital camera, digital zoom, JPEG, megapixel, optical zoom, pixel count, SD card, white balance            | Giving a negative opinion    |
| 10   | Smartphones            | User manual      | app, built-in feature, cell phone, GPS, MP3 player, service, smartphone, sync, touchscreen                               | Correcting a mistake         |
| 11   | The User Interface     | User guide       | cursor, desktop, dropdown menu, folder, GUI, icon, organize, right-click, select, user                                   | Asking about locations       |
| 12   | E-mail 1               | Article          | address book, drafts folder, e-mail, e-mail address, e-mail client, inbox, junk mail, sent folder, trash folder, webmail | Asking about completed tasks |
| 13   | E-mail 2               | E-mail           | attach, Bcc, Cc, create, forward, recipient, reply, reply all, subject                                                   | Making an apology            |
| 14   | E-mail 3               | Article          | attachment, bounce back, configure, domain name, exceed, maximum, POP3 server, SMTP server, spam, time out, typo         | Identifying an error         |
| 15   | Instant Messaging      | E-mail           | available, busy, chat, contact list, file transfer, IM, one-to-one, provider, real-time, screen name,                    | Asking for an opinion        |



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