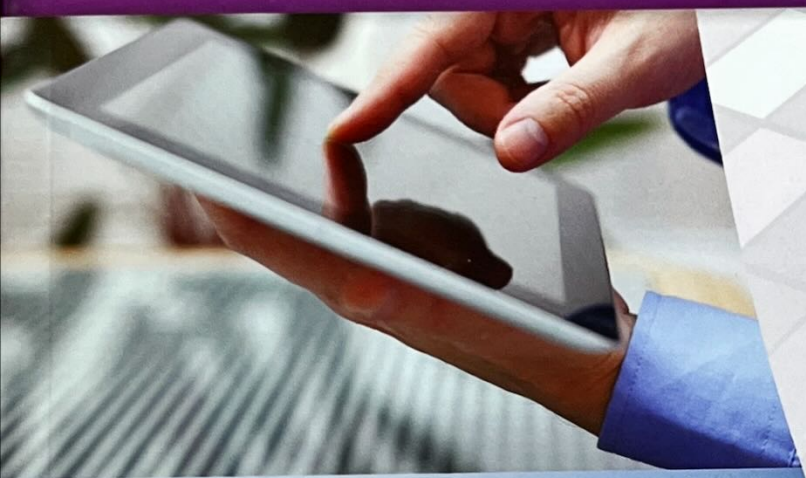
A2-B1+

Series devised by Anna Phillips, Terry Phillips & Hans Mol

Moving into

Information Technology

Course Book



Anna Phillips & Terry Phillips

Garnet EDUCATION

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Moving into

Information Technology

Course Book

Anna Phillips & Terry Phillips

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Unit	Topics & Vocabulary	Listening	Speaking
1 **The world at your fingertips** page 5	• IT devices • laptops, tablets and smartphones • hardware and software • Apple and Microsoft	**Skill:** Using slides for understanding **Grammar:** Recognizing singular and plural	Introducing a talk
2 **The skills you need** page 19	• jobs in IT • hard skills and soft skills	**Skill:** Recognizing signposts (1) **Grammar:** Identifying positive and negative sentences	Using notes
3 **From data to action** page 33	• data, information and action • input, process and output	**Skill:** Recognizing and using examples **Grammar:** Recognizing positive and negative sentences	Ending a talk
4 **The customer is king … and queen** page 47	• keeping the customer happy • website design • market research	**Skill:** Making notes during a talk **Grammar:** Predicting the next word	• Showing and checking understanding • Speaking in sense groups
5 **Always on** page 61	• the internet • the World Wide Web • online activities • inventors and inventions in IT	**Skills:** Making notes of interviews **Grammar:** Recognizing information (*Wh*~) questions	Good and bad habits!
Review Units 1–5 page 75			
6 **Starting up** page 79	• types of IT company • games apps • flow charts	**Skill:** Listening for definitions **Grammar:** Predicting content after a linking word – *and/but* (1)	Taking part in a meeting
7 **Now you're talking** page 93	• good communication • communication problems • taking and leaving messages • writing good emails	**Skill:** Finding examples from the real world **Grammar:** Recognizing possibility and obligation	Understanding and not understanding
8 **Cycle of life** page 107	• life cycle analysis • describing trends • company strategies for growth	**Skill:** Active listening **Grammar:** Predicting content after a linking word – *because/so*	Referring to graphs
9 **Green IT!** page 121	• your carbon footprint • green issues in IT • reducing the environmental impact of IT	**Skill:** Recognizing separate points **Grammar:** Recognizing passive sentences	Working in a team
10 **How to get a good job** page 135	• job applications • interview skills • body language in job interviews	**Skill:** Two-part signposts **Grammar:** Recognizing introductory phrases	Giving yourself time to think
Review Units 6–10 page 149			

Resources page 153 Grammar reference page 172 Transcripts page 193 Word list page 220

Reading	Writing	Pronunciation	English in action
Skill: Recognizing text types **Grammar:** Identifying the subject	**Grammar:** Subjects and verbs	• Saying numbers (1, 2) • Short forms • Saying units of measurement	Numbers and units of measurement
Skill: Predicting the content of a text **Grammar:** Identifying the subject and the verb *be*	**Grammar:** Subject, verb, extra information	• Polite language (1) • *Their/They're* • Saying numbers (3)	Using polite language
Skill: Understanding a process **Grammar:** Identifying the subject and the verb	**Grammar:** Subject, verb, object (SVO)	• Spelling ≠ sound • Saying *schwa* (1) • Two-syllable words	Talking about data
Skill: Using topic sentences **Grammar:** Finding the object	**Grammar:** Longer subjects and objects	• Multi-syllable words • Saying *schwa* (2)	Speaking to customers
Skill: Reading for research **Grammar:** Understanding long objects	**Skill:** Making notes **Grammar:** Subject, verb, (object), adverbial (time/place)		Helping people
Skill: Dealing with new words **Grammar:** Predicting content after a linking word – *and/but* (2)	**Skill:** Making a flow chart	• Polite language (2) • Short forms	Buying products and services
Skill: Understanding the subject, the purpose and the deadline in a text **Grammar:** Recognizing the verb form	**Grammar:** Choosing the verb form	*Do you/would you/could you …?*	Taking and leaving messages
Skill: Scanning for names and numbers **Grammar:** Understanding pronouns and noun reference	**Grammar:** Giving reasons and results Using pronouns and possessive adjectives	Stress in noun phrases	Giving good and bad news
Skill: Active reading (1) **Grammar:** Understanding passive sentences	**Grammar:** Using the present passive		Arranging a meeting
Skill: Active reading (2) **Grammar:** Understanding long subjects		Emphasizing	Getting through the first day