

Book map

Unit	Topics
1 What is ICT? Listening · Speaking	<ul style="list-style-type: none"> defining ICT introduction to different aspects of ICT
2 ICT in the workplace Reading · Writing	<ul style="list-style-type: none"> impact of ICT on business, including communication, information management and product design impact of ICT on the nature of work, including teleworking and outsourcing
3 Introduction to ICT systems Listening · Speaking	<ul style="list-style-type: none"> embedded and general purpose systems data storage and management control systems communication systems functions of ICT systems (data capture, processing and output)
4 ICT in education Reading · Writing	<ul style="list-style-type: none"> use of computers and the Internet in research and learning computer-assisted learning (CAL), virtual learning environments (VLEs) and their impact on teaching
5 The history of ICT Listening · Speaking	<ul style="list-style-type: none"> key stages in the development of the computer (inventions and innovations) development of computer components (input, output, processing and storage) foundations of the Internet
6 The Internet Reading · Writing	<ul style="list-style-type: none"> Internet protocols and data transfer Web 2.0 and the future of the Internet social networking services (SNS)
7 Software development Listening · Speaking	<ul style="list-style-type: none"> development methods and processes waterfall, iterative and prototyping models planning the development process open source software
8 Efficiency in computer systems Reading · Writing	<ul style="list-style-type: none"> efficiency in computer systems reliability, security, speed and cost
9 Human-computer interaction (HCI) Listening · Speaking	<ul style="list-style-type: none"> importance and scope of HCI aspects of human sciences and computer sciences different types of interface hardware and software
10 E-commerce and e-government Reading · Writing	<ul style="list-style-type: none"> types of e-commerce: B2B, B2C, C2C, B2G barriers to adoption of e-commerce
11 Computing and ethics Listening · Speaking	<ul style="list-style-type: none"> laws and regulations, including copyright principles and ethics, including privacy and surveillance the role of hacking
12 ICT in the future Reading · Writing	<ul style="list-style-type: none"> virtual and mirror worlds augmented reality (AR) lifelogging using technological growth curves to predict future development

Vocabulary focus	Skills focus	Unit
<ul style="list-style-type: none"> • words from general English with a special meaning in ICT • prefixes and suffixes 	<p>Listening</p> <ul style="list-style-type: none"> • preparing for a lecture • predicting lecture content from the introduction • understanding lecture organization • choosing an appropriate form of notes • making lecture notes <p>Speaking</p> <ul style="list-style-type: none"> • speaking from notes 	1
<ul style="list-style-type: none"> • English–English dictionaries: headwords · definitions · parts of speech · phonemes · stress markers · countable/uncountable · transitive/intransitive 	<p>Reading</p> <ul style="list-style-type: none"> • using research questions to focus on relevant information in a text • using topic sentences to get an overview of the text <p>Writing</p> <ul style="list-style-type: none"> • writing topic sentences • summarizing a text 	2
<ul style="list-style-type: none"> • stress patterns in multi-syllable words • prefixes 	<p>Listening</p> <ul style="list-style-type: none"> • preparing for a lecture • predicting lecture content • making lecture notes • using different information sources <p>Speaking</p> <ul style="list-style-type: none"> • reporting research findings • formulating questions 	3
<ul style="list-style-type: none"> • computer jargon • abbreviations and acronyms • discourse and stance markers • verb and noun suffixes 	<p>Reading</p> <ul style="list-style-type: none"> • identifying topic development within a paragraph • using the Internet effectively • evaluating Internet search results <p>Writing</p> <ul style="list-style-type: none"> • reporting research findings 	4
<ul style="list-style-type: none"> • word sets: synonyms, antonyms, etc. • the language of trends • common lecture language 	<p>Listening</p> <ul style="list-style-type: none"> • understanding 'signpost language' in lectures • using symbols and abbreviations in note-taking <p>Speaking</p> <ul style="list-style-type: none"> • making effective contributions to a seminar 	5
<ul style="list-style-type: none"> • synonyms, replacement subjects, etc., for sentence-level paraphrasing 	<p>Reading</p> <ul style="list-style-type: none"> • locating key information in complex sentences <p>Writing</p> <ul style="list-style-type: none"> • reporting findings from other sources: paraphrasing • writing complex sentences 	6
<ul style="list-style-type: none"> • compound nouns • fixed phrases from ICT • fixed phrases from academic English • common lecture language 	<p>Listening</p> <ul style="list-style-type: none"> • understanding speaker emphasis <p>Speaking</p> <ul style="list-style-type: none"> • asking for clarification • responding to queries and requests for clarification 	7
<ul style="list-style-type: none"> • synonyms • nouns from verbs • definitions • common 'direction' verbs in essay titles (<i>discuss, analyze, evaluate, etc.</i>) 	<p>Reading</p> <ul style="list-style-type: none"> • understanding dependent clauses with passives <p>Writing</p> <ul style="list-style-type: none"> • paraphrasing • expanding notes into complex sentences • recognizing different essay types/structures: descriptive · analytical · comparison/evaluation · argument • writing essay plans • writing essays 	8
<ul style="list-style-type: none"> • fixed phrases from ICT • fixed phrases from academic English 	<p>Listening</p> <ul style="list-style-type: none"> • using the Cornell note-taking system • recognizing digressions in lectures <p>Speaking</p> <ul style="list-style-type: none"> • making effective contributions to a seminar • referring to other people's ideas in a seminar 	9
<ul style="list-style-type: none"> • 'neutral' and 'marked' words • fixed phrases from ICT • fixed phrases from academic English 	<p>Reading</p> <ul style="list-style-type: none"> • recognizing the writer's stance and level of confidence or tentativeness • inferring implicit ideas <p>Writing</p> <ul style="list-style-type: none"> • writing situation–problem–solution–evaluation essays • using direct quotations • compiling a bibliography/reference list 	10
<ul style="list-style-type: none"> • words/phrases used to link ideas (<i>moreover, as a result, etc.</i>) • stress patterns in noun phrases and compounds • fixed phrases from academic English • words/phrases related to ethics in computing 	<p>Listening</p> <ul style="list-style-type: none"> • recognizing the speaker's stance • writing up notes in full <p>Speaking</p> <ul style="list-style-type: none"> • building an argument in a seminar • agreeing/disagreeing 	11
<ul style="list-style-type: none"> • verbs used to introduce ideas from other sources (<i>X contends/suggests/asserts that ...</i>) • linking words/phrases conveying contrast (<i>whereas</i>), result (<i>consequently</i>), reasons (<i>due to</i>), etc. • words for quantities (<i>a significant minority</i>) 	<p>Reading</p> <ul style="list-style-type: none"> • understanding how ideas in a text are linked <p>Writing</p> <ul style="list-style-type: none"> • deciding whether to use direct quotation or paraphrase • incorporating quotations • writing research reports • writing effective introductions/conclusions 	12