技能型紧缺人才
培养培训系列教材

计算机英语

苏慧明　主编

计算机应用与软件技术培训用书

计算机英语

苏慧明　主编

高等教育出版社

内容提要

本书立足于现代计算机的发展,针对高、中等职业学校学生的认知特点、知识结构、能力水平和学习需求,以19个主题作为核心内容,涉及计算机专业岗位所需要的计算机软件、硬件、网络等典型的计算机专业基础知识,与实际应用密切相关。语言难易程度适中,所选择的专业词汇和语篇与本专业的发展紧密结合。练习题型形式多样,包括阅读、词汇、听说等,主观题与客观题并重。希望读者通过学习本教材能够掌握基本的计算机知识,并且提高英语应用能力,为参与就业竞争和职业发展做好充分的准备。

本书共分19课:Computers and Computer Systems;The Role of Computers;Structure of The Computer;Operating Systems;Application Software;Office Software;Adobe Photoshop;Web Page Making;SQL;Java;Multimedia;Modems;Analog Transmission and Digital Transmission;The Internet;The World Wide Web;Getting Connected to The Internet;TCP/IP:The Basics;Routers and Bridges;E-mail。每课均包括:课文,阅读练习,词汇练习,单词与词组,听写练习,知识拓展,自我评估等几部分。附录内容包括构词法聚焦、语法聚焦、IT英语词库和词汇总表。

本书可作为高、中等职业学校计算机及相关专业"计算机英语"课程的教材,也可作为计算机爱好者的参考资料。

前 言

本书立足于现代计算机的发展,贯彻"就业为导向"、"能力为本位"的职业教育办学理念,针对高、中等职业学校学生的认知特点、知识结构、能力水平以及工作岗位对于计算机专业英语的需求,选择19个有关计算机硬件、软件、网络等基础知识的主题作为本书的核心内容,练习题型形式多样,难易适度,把专业知识和英语学习、英语能力训练有机地结合在一起。

本书在内容和结构上的主要特点如下:

1. 选材与时俱进;
2. 知识体系连贯;
3. 练习设计实用;
4. 语言训练扎实;
5. 版面设计活泼;
6. 教辅材料(译文,习题答案,课文、练习录音)完备。

教材结构安排合理:

1. 第 1～19 课(参考学时为 57～114 学时)
2. 构词法聚焦
3. 语法聚焦
4. IT 英语词库
5. 词汇总表

每课结构安排有序:

1. 课文引入
2. 语言知识训练
3. 词汇列表
4. 听力训练
5. 阅读训练
6. 口语训练
7. 知识拓展
8. 学习档案

本教材由苏慧明编写,编者和尹国科为本书的听力部分录音,广州市职教教研室陈咏老师审阅全稿并提出宝贵的意见,在此一并表示由衷的感谢。

本教材在编写过程中参考了国内外各种专著、书刊以及网上资料,在此恕不一一说明,编者谨向这些作者致以衷心的感谢。

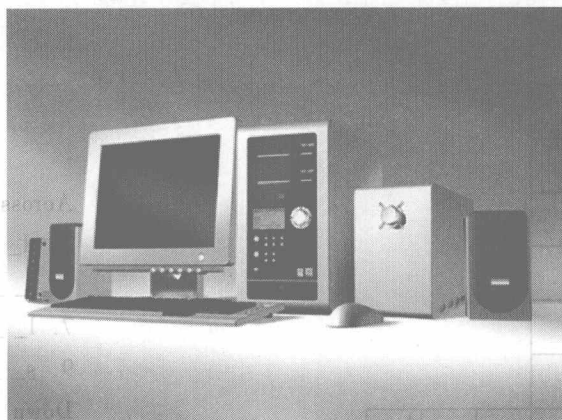运用于本教材的编写理念新颖,方法独特创新,但还不够成熟。由于编者精力和水平有限,书中难免存在疏漏之处,恳请广大读者不吝指正,以使本教材内容不断得以完善。

编 者
2008 年 1 月

Contents

Lesson 1   Computers and Computer Systems

A computer can be described as an electronic machine which can be used to store, process and display data. There are different types of computer:
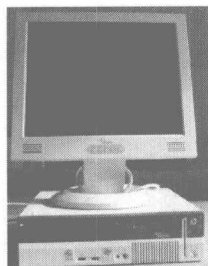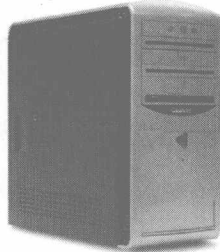
| desktop case | tower case | laptop/notebook | palmtop/PDA |
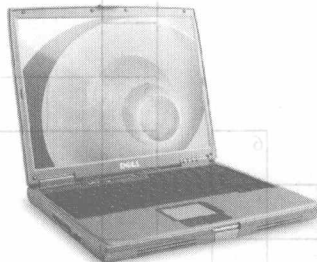
A computer is just a machine, but a computer system consists of two main elements: the machine and programs, or hardware and software. "Hardware" refers to the physical components of the system. These components are mechanical and electronic. *Software* refers to the programs which are used on a computer system. A computer program is a set of commands which the computer understands and follows. These commands perform tasks which the user wants the computer to do.

Exercise

A. Match the English words with their definitions.

(   ) 1. desktop case   a. computers that are portable and can use batteries

(　　) 2. laptop　　　　　b. computers that are small enough to be held in the user's hand

(　　) 3. tower case　　　c. a case which sits under the computer screen on a desk

(　　) 4. palmtop　　　　d. a case which stands vertically next to the screen or on the floor

B. Fill in the crossword puzzle with the help of the clues.
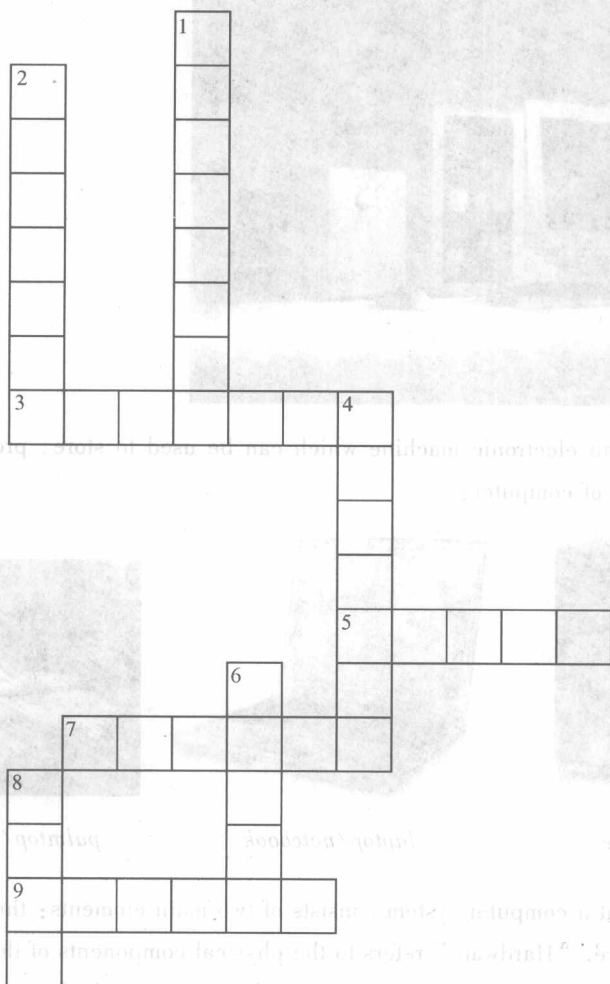
Across

3. d_ _ _ _ _ _ 台式

5. t_ _ _ _ 立式

7. l_ _ _ _ _ 便携式

9. s_ _ _ _ _ _ 系统

Down

1. n_ _ _ _ _ _ _ _

2. c_ _ _ _ _ _

4. p_ _ _ _ _ _

6. s_ _ _ _

8. t_ _ _

C. Below are some words and phrases associated with a computer system. Can you write down their Chinese meaning?

input _____　　　　output _____　　　　boot up _____

reboot _____　　　　password _____　　　　user name _____

user ID _____　　　　login name _____　　　　log in _____

log on _____　　　　log off _____　　　　log out _____

D. Complete the paragraph with the appropriate form of the given words.

software	hardware	perform	task	program

A program is a sequence of instructions that tells the _____ of a computer what operations to _____ on data. Programs can be built into the hardware itself, or they may exist independently in a form known as _____. Once a computer has been programmed, it can do only as much or as little as the software controlling it at any given moment enables it to do. Software in widespread use includes a wide range of applications — instructions to the computer on how to perform various _____.

E. Translate the underlined parts into Chinese.

1. A computer can be described as an electronic machine which can be used to store, process and display data.

   计算机可以被描述为_____的电子机器。

2. Software refers to the programs which are used on a computer system.

   软件是指_____的程序。

3. A computer program is a set of commands which the computer understands and follows.

   计算机程序是_____的一组命令。

4. These commands perform tasks which the user wants the computer to do.

   这些命令执行_____的任务。

Words and Phrases

case /keis/ n. 箱

command /kə'maːnd/ n. 命令

consist /kən'sist/ vi. 由…组成

describe /dis'kraib/ vt. 描写, 记述

desktop /'desktɔp/ adj. 台式的

display /dis'plei/ vt. 显示

follow /'fɔləu/ v. 跟随, 遵循

laptop /'læptɔp/ adj. 膝上型的

mechanical /mi'kænikl/ adj. 机械的

notebook /'nəutbuk/ n. 笔记本

palmtop /'paːmtɔp/ adj. 掌上型的

perform /pə'fɔːm/ vt. 执行

process /prə'ses/ vt. 处理

store /stɔː/ vt. 存储

task /taːsk/ n. 任务

tower /'tauə/ adj. 立式的

Millions of people around the world _____ to the Internet each day. Its influence is powerful and widespread. How is the Internet _____ our world? For one thing, it is changing the _____ at which we do things. Want to send a letter to England? Send an _____ and zip, it's there. Need to write a report on Bill Gates? _____ his name on an Internet _____ screen, and zip, information about him _____ up. Zip, zip···point and _____. That's the speed of Internet time. The Internet _____ a lot more than speed. You can find games, _____ rooms, and newspapers from around the world. The Internet can be fun and exciting.

speed
Type
changing
chat
E-mail
connect
search
click
delivers
pops

Reading Comprehension

The Computer In The Office

A computer is a machine. Let us take a look at the history of machines and their use in factories. Before the year 1750 practically everything was made by craftsmen using hand tools. By 1800, some machines were in use and were driven by steam engines. After this, machines were constantly improved and factories sprang up all over England to make the great variety of goods that are now available to us. However, all these machines were for special purposes. There were machines for making clothes, machines for making shoes and machines for canning food. An improvement in food-canning methods, for example, did not affect the factories producing the other things. The great difference in the case of the computer is that as it has something to do with the office work, it affects every company, no matter what it makes. This is why the introduction of computers is called the Computer Revolution.

If computers can do the office work so well, does it mean that the clerks will all lose their jobs? In the future there will be far fewer jobs for clerks, as such, but this doesn't mean that many clerks will be dismissed from their jobs. There are three reasons for this. The first reason is that a large amount of clerical work is done by women. These are either girls who will probably marry or else married women who came back to work for a few years. Women are constantly leaving the company, and in normal conditions, replacements would have to be found. When the computer is brought into the office, it merely means that fewer new girls need to be taken on. The second reason is that the companies which buy computers will probably be expanding, so the clerks can be moved to fill new vacancies. The third reason is that a large number of jobs will become available in connection with the computer, and clerks are suitable for many of them.

1. The expression "practically everything" means _____.

   A. absolutely everything

   B. almost everything

   C. hardly anything

   D. almost nothing

2. According to the writer, there was a rapid increase in the use of machines _____.

   A. before 1750   B. between 1750 and 1800   C. in 1800   D. after 1800

3. The main idea of the first paragraph is that _____.

   A. machines came into general use after 1800

   B. there was an improvement in food-canning methods after 1800

   C. machines were generally improved during the 19th century

   D. unlike improvements in machinery, the introduction of the computer will affect every company

4. According to the writer, the introduction of computers will mean that _____.

   A. all clerks will lose their jobs

   B. many clerks will lose their jobs

   C. there will be more clerical jobs

   D. the total number of jobs will be increased

Dialogue

A: *I'm going to buy a new computer tomorrow.*

B: *Which type are you going to buy?*

A: *I think I'll buy a* [laptop ...] *, maybe an* [IBM ...] *.*

B: *They are very useful now, and the prices are coming down.*

Do you know?

    If you were asked to describe a computer, you would probably say something like, "It's a machine with a screen and a keyboard like a typewriter. You can type in words or numbers, and the computer answers you with words or numbers." If you had used a computer before, you might add, "You can also save on a disk the information you put into the computer." This would be a pretty good description. However, what you would be describing is actually a full computer system. The computer itself is just a part of the system.

Lesson 2 The Role of Computers

Computers have many uses for individuals. People use the Internet to explore their personal hobbies and interests, and to find information on an enormous variety of topics. It is also becoming increasingly common to access goods and services via the Internet, using it to book a holiday, or to order CDs and magazines online, for example, users also use the Internet to make contact , and keep in touch with people all over the world using E-mail. The Internet is also an important educational tool, and is used in distance learning. The virtual classroom is a concept used in online learning. It refers to a classroom which exists in the virtual space of the Internet.

In the world of leisure, computer games are popular, and multimedia (using more than one medium, such as text plus audio or video) CD-ROMs are used for both leisure and education. E-commerce (business conducted on the Internet) is becoming more widespread. Through its Web site, a company can offer computer users the opportunity to order and pay for goods and services using their credit cards on the Internet.

Exercise

A. Choose words or phrases from the text to match the pictures.
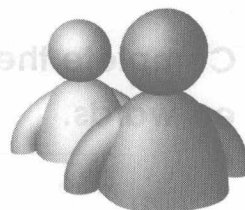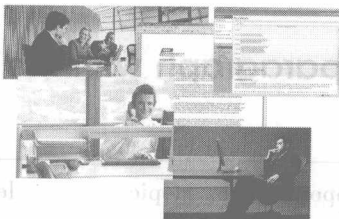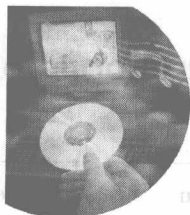
B. List things we can do on the Internet, using the information from the text.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

C. What parts of speech are these words in the text? Find them in the text and underline them. Then sort them out and put them into the appropriate circle.

explore	topic	access	good	book	order	contact
tool	concept	leisure	education	medium	business	offer
find	become	make	keep	refer	opportunity	exist
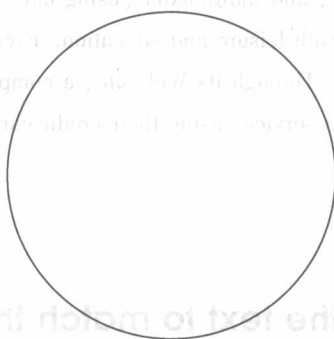
The noun   The verb
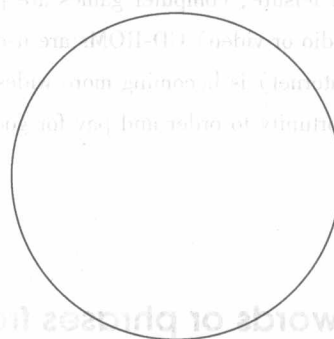
D. Complete the paragraph with the appropriate form of the given words.

video	opportunity	topic	learn	business
online	information	service	computer	individual

Anything that involves _____ being exchanged between people can be done _____. You can now buy, sell, communicate, use an Internet bank, teach, _____ and work from home. On-line shops sell everything from CDs, books and _____ to cars, boats and even houses. The first on-line shoppers had limited demands. They were _____ enthusiasts, most of whom were young men. But as a wider range of people went on-line, businesses saw the _____ to market a greater diversity of products and _____. In 1993, the Internet had about 130 Web sites. Today there are millions. Large and small _____, universities, governments, schools, libraries, and even _____ have their own Web sites. The Internet has Web sites with information on almost any _____ you can imagine. Special software programs, called search engines, look through the information and help you find what you need.

E. Matching.

1. E-commerce is becoming more widespread.

2. In the world of leisure, computer games are popular, and multimedia CD-ROMs are used for both leisure and education.

3. It refers to a classroom which exists in the virtual space of the Internet.

Simple sentence

Compound sentence

Complex sentence

Words and Phrases

audio /ˈɔːdiəu/ n. 音频
book /buk/ v. 预订
business /ˈbiznis/ n. 商业，商行
commerce /ˈkɔmə(ː)s/ n. 商务
common /ˈkɔmən/ adj. 普通的
concept /ˈkɔnsept/ n. 概念
conduct /ˈkɔndʌkt/ v. 管理，控制
credit /ˈkredit/ n. 信用
distance /ˈdistəns/ n. 远程
explore /iksˈplɔː/ v. 探索
goods /gudz/ n. 商品；货物

information /ˌinfəˈmeiʃən/ n. 信息
leisure /ˈleʒə/ n. 闲暇，悠闲
multimedia /ˈmʌltiˈmiːdjə/ n. 多媒体
offer /ˈɔfə/ vt. 提供
opportunity /ˌɔpəˈtjuːniti/ n. 机会
order /ˈɔːdə/ vt. 定购
refer /riˈfəː/ v. 提到，涉及
tool /tuːl/ n. 工具
topic /topic/ n. 话题，主题
virtual /ˈvəːtjuəl/ adj. 虚的，虚拟的
widespread /ˈwaidspred/ adj. 普遍的

What else can you do on the Internet? Each day many people _____ on the Internet. You can send electronic _____, or E-mail, to friends in your neighborhood or around the world. _____ an instant _____ if you want your words to reach someone more quickly. The Internet also has _____ rooms that let you _____ messages back and forth with people who are on the Internet at the same time as you. There's even more you can _____ on the Internet. You can find a pen pal or _____ a picture or song from your favorite music group. You can sell a _____ bike or buy a new sweater. You can take an _____ class, join a club, or even set up your own _____.

Send
mail
communicate
chat
message
on-line
used
Website
type
download
explore

Reading Comprehension

Shopping and Banking

Any product or service that can be ordered by phone or post and almost any routine banking service can be dealt with on-line. There are thousands of on-line shops already and more banks are going on-line every day. But many people are reluctant to send out private details such as credit card numbers or bank account numbers on the net, in case someone else picks them up and uses them illegally. As more of the shops and businesses we deal with open Web sites, it becomes difficult to assess how good or bad they are and whether or not to trust them. The public perception that shopping on-line may not be safe or reliable is a major obstacle(障碍) to its rapid growth.

Despite people's distrust, on-line shopping is steadily growing as people try it out. If it's possible to order clothes on-line, why bother going to clothes shops? If it's cheap and easy to transfer, or download, music and movies from the Web, why bother buying discs, tapes, and videos from shops? If you can order your food and general household supplies on-line, why spend time wheeling a heavy trolley around a supermarket?

True or False? (Write T or F)

( )1. All the product and service can be ordered by phone and all the routine banking service can be dealt with on-line.

( )2. Many people are unwilling to send out private details.

( )3. People always trust the shops and businesses when they shop on-line.

( )4. Despite people's distrust, on-line shopping is growing rapidly.

( )5. People can probably try shopping on-line and downloading music and movies from the Web.

Dialogue

A: *Should I get a* DVD-ROM *with my new computer?*
...

B: *Of course. Most good game software now comes on DVDs.*
Give a reason.

A: *DVDs are also good for multimedia software.*
...be also good for ... (Give another reason.)

B: *Yeah. I love listening to songs and seeing films on the computer.*
love + -ing

Do you know?

The computer network that became the Internet was invented in the 1960s to solve a problem in military research in the United States. People who developed it never imagined that it would end up being used by hundreds of millions of people all over the world. The Internet is a recent development, but it has burst upon the world's computer users so rapidly that it has gone from nowhere to everywhere within ten years. Younger children today have never known a world without the Internet. Children are growing up with the Internet as a perfectly normal part of their lives. In the future, the Internet may affect them in ways we can't imagine now.

Learner Log

How is your progress?

1 = Not good   2 = Need more practice   3 = Good   4 = Very good

	1	2	3	4
a. 掌握本课高频专业词汇的读音、词义及拼写	☐	☐	☐	☐
b. 了解网上购物、交易、通信和娱乐的相关表达	☐	☐	☐	☐
c. 听、说、读、译过关	☐	☐	☐	☐
d. 掌握名词和动词的主要特征及其在句子中的成分	☐	☐	☐	☐
e. 了解句子的分类	☐	☐	☐	☐

How many stars will you give yourself in this lesson?

★ ★ ★ ★ ★

Lesson 3   Structure of The Computer


```
+---------------------------+
|        +-------+          |        +--------+
|        |  CPU  |          |        | INPUT  |
|        +-------+          |        +--------+
|      +------+  +------+   |
|      | RAM  |  | ROM  |   |        +--------+
|      +------+  +------+   |        | OUTPUT |
|                          |        +--------+
+---------------------------+
```
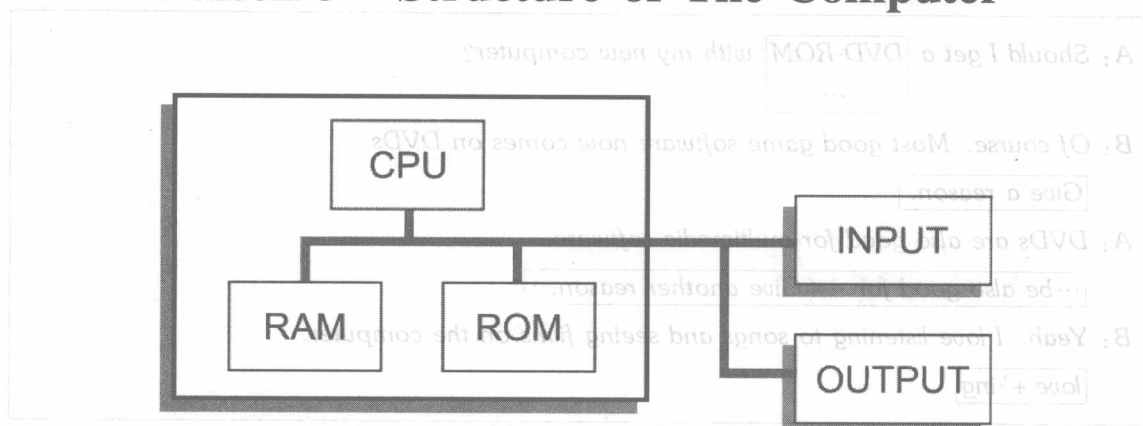
Basically, a computer consists of four components: Central Processing Unit, Memory, Input Device and Output Device.

The most essential part of a computer is a chip, which contains a complex electrical circuit called an integrated circuit. The most important chip in a computer is called the CPU, or central processing unit or a microprocessor. The board which holds the CPU is called the motherboard.

Memory is the part of the computer which stores data and commands. Two useful types of memory are ROM (read-only memory) and RAM (random access memory).

Input devices, as the name suggests, are used to put in, or enter, data. One of the most important input devices is the keyboard. Another device which can be used to input data is a scanner. Another way to input data is to use a microphone (in the case of audio data, such as speech or music), or when using voice recognition software to, for example, dictate to a word-processing program. The most useful pointing device is a mouse. Laptop computers often have a touchpad on the keyboard which the user can use to direct the pointer on the screen by moving a finger across the pad. A graphics tablet (or digital tablet or tablet) is a device which functions like an electronic pen and paper. The user can draw on its flat surface with a special "pen" or "stylus", and the drawings are transferred onto the screen.

Several devices are used to display the output from a computer. A monitor is an item of equipment with a screen. The quality of images on a screen is measured in terms of resolution, with high resolution monitors generally being capable of displaying text and images with greater clarity. Another important output device is the printer, which allows the user to produce paper copies of data held in the computer. Speakers and headphones allow the listener to hear audio data, such as speech or music, through the computer.

★　★　★　★　★