PROCESO GESTIÓN DEL TALENTO HUMANO

FORMATO INFORME MENSUAL EJECUCIÓN CONTRACTUAL

Barranquilla, Abril de 2025

Señor(a)
IBETH DEL SOCORRO TEJERA MORALES
SUPERVISOR(A) CONTRATO No. **7433599**
Coordinador Académico Calzado
CONFECCIONES
Barranquilla

Asunto: Informe mensual de ejecución contractual Mes Abril del año 2025

Referencia: No 7433599 del año 2025

NORLY DE JESUS CALVO ARCHBOLD, identificado con la cédula de ciudadanía No. 32863056 de Soledad, en mi calidad de Contratista del SENA, en CONFECCIONES, en cumplimiento del Contrato de Prestación de Servicios de la referencia, a continuación, presento el Informe de actividades realizadas en el mes objeto de cobro.

Valor y forma de Pago: c). un pago correspondiente al mes de Abril de 2025 por valor de (4599511). Los honorarios serán pagados por el SENA al contratista de acuerdo al cronograma definido por la Dirección Administrativa y Financiera de la Dirección General, en la cuenta AHORROS No. 474-56853672 BANCOLOMBIA, cuyo titular es el Contratista.

Plazo: Será hasta el 23 de Diciembre de 2025.

OBJETO: Desarrollar formación profesional por competencias laborales, mediante la estrategia de aprendizaje por proyectos en los programas de formación de FORMACION PRESENCIAL Y VIRTUAL: BILINGUISMO, participando en los equipos de diseño y desarrollo curricular y gestionando las actividades y proyectos a través de las tecnologías

de la información y la comunicación que brinda la entidad, atendiendo las políticas institucionales y la normatividad vigente.

Obligaciones Especificas: (Trascriba las obligaciones específicas del contrato, dentro del siguiente cuadro)

No	Obligaciones	Acciones realizadas	Evidencias
1	Planificar el desarrollo curricular del programa de formación a impartir de acuerdo a los procedimient os de formación profesional de la entidad.	Revisión de guías de aprendizaje, alistamiento de cursos y elaboración de cronogramas	ADSO fichas: 2911245/2911247/2928707/ 2998937/3064412/3064399 MANTENIMIENTO DE COMPUTO fichas: 2998992/3064209 TGO REDES ficha: 2827204/3146226 TEC. REDES Ficha 2998547 TELEINFORMATICA 2998554/2998576
2	Gestionar la información de planificación curricular, gestión de proyectos formativos, juicios evaluativos, novedades e inasistencias en el aplicativo institucional SOFIA Plus	Evaluación de juicios y registro de novedades de cancelamient o de aprendices.	Supervision coordinacion
3	Gestionar actividades de formación con apoyo en la plataforma virtual dispuesta por la entidad y garantizar el uso de la misma por parte de los aprendices	Procedimient os de alistamiento, ejecución y cierre de cursos de complementa ria virtual con base a los estándares de la formación con	Informe Historial y Centro de Calificaciones. Informes de actividades usuarios en foro y general del curso

		modalidad virtual. Evaluar y retroalimentar actividades de aprendizaje por cada unidad temática.	
4	Ejecutar acciones de formación profesional según el área de conocimiento asignada en el objeto contractual y acorde al nivel de formación, jornada y modalidad establecida en la programació n específica de acciones de formación.	Se atendió a los grupos de aprendices asignados (Bilingüismo)	ADSO fichas: 2911245/2911247/2928707/ 2998937/3064412/3064399 MANTENIMIENTO DE COMPUTO fichas: 2998992/3064209 TGO REDES ficha: 2827204/3146226 TEC. REDES Ficha 2998547 TELEINFORMATICA 2998554/2998576

A continuación, relaciono los desplazamientos que realicé previo a la presentación de este informe. Una vez finalizado cada desplazamiento presenté al ordenador del gasto el informe en el Formato Informe Legalización Desplazamiento Contratista GTH-F-087, en el que se describieron las actividades desarrolladas y los resultados de cada desplazamiento. Cada informe cuenta con el visto bueno del Supervisor.

Se lista a continuación el soporte de la legalización de los desplazamientos realizados, los cuales forman parte integral del presente informe de ejecución contractual.

ITEM	No DE LA ORDEN DE VIAJE	LUGAR DE DESPLAZAMIENTO	FECHA DE DESPLAZAMIENTO INICIAL	FECHA DE DESPLAZAMIENTO FINAL

Nota 1: Por cada desplazamiento que haya realizado el contratista, adjuntará el respectivo informe que la soporte. En caso de haber realizado el desplazamiento en fecha posterior a

la presentación del informe de ejecución contractual, deberá reportarlo en el siguiente informe de ejecución contractual.

Para el trámite de la cuenta me permito adjuntar: Documentos electrónicos enunciados como evidencias del cumplimiento de las obligaciones contractuales y los desplazamientos realizados y el No. 9482257890 de la planilla, operador y periodo. (Decreto Ley 2106 de 2019 – “Decreto Ley Antitrámites”)

Evidencias en () folios

Cordialmente,

NORLY DE JESUS CALVO ARCHBOLD

Contratista

C.C. No. 32863056

Recibí a satisfacción:

IBETH DEL SOCORRO TEJERA MORALES

Supervisor(a) Contrato 7433599 de 2025

Coordinador Académico Calzado

Basic Computer Quiz

1. The term ‘Computer’ is derived from?

A. French

B. German

C. Latin

D. Arabic

2. The fathers of the Internet is?

A. Charles Babbage

B. John McCarthy

C. Vint Cerf

D. Barin Lee

3. The standard protocol of the Internet is?

A. TCP/IP

B. Https

C. www

D. Ftp

4. The inventor of the World Wide Web?

A. Charles Babbage

B. John McCarthy

C. Tim Berners-Lee

D. Barin Lee

5. The first page of a website is called ?

A. First Page

B. Web Page

C. New Page

D. Home Page

6. Where is RAM located?

A. Expansion Board

B. External Drive

C. Mother Board

D. All of above

7. ___ are specific to users’ needs

A. System software

B. Assemblers

C. Application software

D. Compilers

8. Which web browser was the first web browser from the following?

A. Safari

B. Opera

C. Mosaic

D. MSIE

9. Which of the following is the most powerful type of computer?

A. Megaframe

B. Super computer

C. Super conductor

D. Super–micro

10. Web pages are written using?

A. FTP

B. HTML

C. URL

D. HTTP

11. Which is the part of the computer system that one can physically touch?
A. Operating systems
B. Data
C. Software
D. Hardware

12. Malicious software is known as?
A. Badware
B. Malware
C. Illegalware.
D. Maliciousware

13. Which of the following is not an input device?
A. Keyboard
B. VDU
C. Mouse
D. Light pen
A. Mother Board
B. Graphic Card

14. Which company is nicknamed “Big Blue”?
A. Microsoft
B. TCS
C. Wipro
D. IBM

15. If a computer has more than one processor then it is known as ?
A. Multi-programming
B. Multiprocessor
C. Multi-threaded
D. Uni-process

16. Which of the following is the processing unit of the computer?
C. CPU
D. Memory

17. Bit stands for ____ ?
A. Binary digit
B. Binary information term
C. Binary tree
D. Bivariate theory

18. Who is the father of Computer?
A. Allen Turing
B. Charles Babbage
C. Simur Cray
D. Augusta Adaming

19. What are the components of the Central Processing Unit?
A. Arithmetic Logic Unit
B. Control Unit
C. Memory
D. All of the above

Essential software development terms:

Term	Definition
Algorithm	A step-by-step set of instructions for solving a problem.
Variable	A named storage location in memory that holds data.
Data Type	The classification of data (e.g., integer, string, boolean).
Function	A reusable block of code that performs a specific task.
Loop	A structure that repeats a block of code until a condition is met.
Condition	A statement that evaluates as true or false for decision-making.
Compiler	A program that translates high-level code into machine code.
Interpreter	A program that executes code line by line without compiling.
Syntax	The set of rules that define the correct structure of code.
Debugging	The process of finding and fixing errors in code.
Operator	A symbol that performs operations on variables and values (e.g., +, -, *).
Expression	A combination of values, variables, and operators that evaluates to a result.
String	A sequence of characters enclosed in quotes (e.g., "Hello, world!").
Integer	A data type that represents whole numbers (e.g., 1, 42, -5).
Boolean (Bool)	A data type that represents true or false values.
Array	A data structure that stores multiple values in a single variable.
OOP (Object-Oriented Programming)	A programming paradigm based on objects and classes.
Class	A blueprint for creating objects with attributes and methods.
Object	An instance of a class with specific attributes and behaviors.
API (Application Programming Interface)	A set of rules that allows different software to communicate.
IDE (Integrated Development Environment)	A tool for writing, debugging, and running code.
Framework	A pre-built collection of code for faster development.
Library	A set of pre-written functions that can be used in a program.
Database	A structured collection of data that can be accessed and managed.

Operators used in programming:

Addition: “a + b” ➡ plus(+)
Subtraction: “a – b” ➡ minus (-)
Multiplication: “a * b” ➡ times (x)
Division: “a / b” ➡ divided by (÷ , /)

Odd
Even number

Comparison operators:	**Logical operators:** Combine or negate a condition.	**String quotation marks:** Encloses strings or characters	**Others**
Equal to: “a == b” Not equal to: “a != b” Greater than: “a > b” Less than: “a < b” Greater than or equal to: “a >= b” Less than or equal to: “a <= b”	And: “a && b” Or: “a || b” Not:” !a”	Single quotes (') Double quotes (") Triple quotes (''' or """)	Parentheses **( )** Curly braces **{ }** Square brackets **[ ]** Colon **:** Semicolon **;** Period/dot **.**

WORKSHEET: Programming Terminology

Name: _____ Date: _____

Part 1: Vocabulary in Context

Instructions: Write a short paragraph using at least 5 programming terms from the list. Exchange with a partner and identify the terms used.

Example:

"I write a function with a loop to process an array of integers. I have to debug my code because one of my conditional statements has a syntax error."

Part 2: Fill in the Blanks Worksheet

Complete the sentences using the appropriate programming terms:

a. A(n) _____ is like a recipe that tells the computer what steps to follow.
b. When I need to store multiple values in one variable, I use a(n) _____.
c. The process of finding and fixing errors in code is called _____.
d. A _____ can be either true or false, with no other possible values.
e. The _____ checks my code for proper structure and rules.

Match the operator with its function:

1. &&	a. Addition ___
2. ==	b. Logical AND ___
3. +	c. Equal to ___
4. !=	d. Not equal to ___
5. >=	e. Greater than or equal to ____

Write the correct term for each definition: a.

A reusable block of code that performs a specific task: _____
b. A named storage location in memory that holds data: _____
c. A program that translates high-level code into machine code: _____
d. A sequence of characters enclosed in quotes: _____

Identify the type of operator (arithmetic, comparison, or logical):

a. + _____
b. <= _____
c. || _____
d. / _____
e. != _____

ACTIVITY 1: Write down the meaning of each term below/
Escribe el significado de cada uno de los siguientes términos.

Términos de programación	Definiciones en español
Variable	
Function	
If Statement	
Loop	
Class	
Method	
Object	
Array	
Operator	
Boolean	
String	
Integer	
Float	
Query	
Char	
Programming language	
Database	
Debugging	
GUI	
Syntax	

ACTIVITY 2: Fill in the blank with the correct form of the present simple of the verb in parentheses.

1. Java (be) _____ a popular programming language.
2. The program (run) _____ without errors.
3. The software (use) _____ a simple user interface.
4. The programmer (write) _____ code every day.
5. The debugger (fix) _____ errors in the code.
6. The database (store) _____ user information.
7. The algorithm (solve) _____ complex problems.
8. The software engineer (test) _____ new features.
9. The client (request) _____ a custom software solution.
10. The user (access) _____ the program through a web browser
11. Juan, Miguel and I _____ (code) in Java.
12. Jonathan _____ (debug) his program.
13. Sandra and Melany _____ (test) the software.
14. Katherine _____ (program) the new feature.
15. I _____ (develop) mobile applications.

Complete el siguiente párrafo:

"A programmer _____ (write) code using programming languages such as Java and Python. They _____ (debug) code to find errors and _____ (test) the code to make sure it works properly. Finally, they _____ (upload) the code to a database or version control system."

ACTIVITY 3:

Complete the sentences with the correct form of the present simple.

She _____ (work) at a software company.
They _____ (study) computer science.
He _____ (code) in Java.
We _____ (use) a programming language.
You _____ (write) code every day.

Choose the correct form of the present simple to complete the sentences.

My computer _____ (run / runs) very slowly.
The software _____ (is / are) easy to use.
The program _____ (have / has) a lot of bugs.
She always _____ (forget / forgets) to save her work
We _____ (enjoy / enjoys) learning about new technologies.

Rewrite the sentences using the present simple.

I am working on a new project.
I _____ (work) on a new project.
He is using a Macbook Pro for programming.
He _____ (use) a Macbook Pro for programming.
They are studying Python at university.
They _____ (study) Python at university.
She is not coding in C++.
She _____ (not code) in C++.
We are not enjoying the class.
We _____ (not enjoy) the class.

ACTIVITY 4:

Selección múltiple

Elige la opción correcta para completar las siguientes oraciones:

The development team _____ agile methodology.
a) use
b) uses
c) using

The computer system _____ down for maintenance every Friday at 8 pm.
a) shut
b) shuts
c) shutting

Our company _____ in the field of artificial intelligence.
a) specialize
b) specializes
c) specializing

The software _____ all the data entered by the user.
a) store
b) stores
c) storing

The IT support team _____ tickets via email or phone.
a) handle
b) handles
c) handling

ACTIVITY 5:

Write your daily routine at least with 100 words. / Escribe tu rutina diaria utilizando como mínimo 100 palabras, tener en cuenta el uso del presente simple, los adverbios de secuencia, preposiciones y términos generales y de programación visto en clases. Estare evaluando su creatividad y ortografía del texto.

Postearlo en el siguiente enlace https://padlet.com/ncarchbold/my-daily-routine-lo9001yepo67whyf

*El desarrollo del taller lo envían al siguiente enlace:

https://drive.google.com/drive/folders/1SDMeGHrgIzYS-zzWdP13GTVNHsmgycut?usp=sharing

Worksheet: Determiners and Pronouns in Programming

Exercise 1: Instructions: Choose the correct determiner from the options provided.

1. I need to install ___ new software update.
   a) a
   b) an
   c) the
2. Can you give me ___ guidance on debugging this code?
   a) some
   b) any
   c) the
3. We should review ___ error messages before fixing the bug.
   a) these
   b) those
   c) this
4. ___ developer is responsible for writing the database queries.
   a) The
   b) A
   c) An
5. The company has developed ___ improved version of the application.
   a) an
   b) some
   c) the

Exercise 2: Instructions: Choose the correct determiner to complete each sentence.

1. I have ___ programming book that explains Python functions in detail.
   a) a
   b) an
   c) the

2. Do you have ___ extra USB cables for my keyboard?
   a) some
   b) any
   c) the
3. ___ software engineer should be familiar with version control systems.
   a) The
   b) A
   c) An
4. Please check ___ syntax errors in the code.
   a) these
   b) those
   c) that
5. We need to update ___ security patches for the server.
   a) some
   b) many
   c) the

Exercise 3: Instructions: Choose the correct personal pronoun from the options provided.

1. ___ is responsible for testing the new feature.
   a) He
   b) She
   c) They
2. The senior developer explained the algorithm to ___ team.
   a) he
   b) she
   c) they
3. The debugging tool identifies issues automatically. ___ makes troubleshooting easier.
   a) It
   b) They
   c) We

Exercise 4: Instructions: Choose the correct object pronoun from the options provided.

1. The software update improved performance and optimized ___.
   a) us
   b) them
   c) it
2. The instructor explained recursion concepts to ___ during the workshop.
   a) they
   b) us
   c) her
3. The company hired an expert to assist ___ with cybersecurity strategies.
   a) we
   b) they
   c) us

Exercise 5: Fill in the Blanks with Demonstrative Pronouns

Instructions: Use "this," "that," "these," or "those" to complete each sentence.

1. I need to refactor ___ function. It's causing errors. (near)
2. Can you check ___ log files over there? They might contain useful debugging information. (far)
3. ___ algorithms are efficient and scalable. (near)
4. Is ___ your code snippet in the repository? (far)
5. I want to implement ___ new authentication system. (near)

Exercise 6: Instructions: Replace the underlined articles (a, an, the) with demonstrative pronouns.

1. I am debugging **a** script for data analysis. **(near)**
2. I need to update **the** server configuration. (far)
3. Can you check **the** error logs? The system crashed overnight. (far)
4. I wrote **an** algorithm to optimize memory usage. (near)

Exercise 7: Fill in the Blanks with the Correct Indefinite Pronoun

Instructions: Use "someone," "anyone," "anything," "everyone," or "nothing" to complete each sentence.

1. Is ___ available to help with debugging the script?
2. There's an issue with the compiler, but I can't find ___ *wrong* in the code.
3. ___ left their laptop in the coding lab. I wonder who it belongs to.
4. It seems like ___ has completed their assigned coding tasks.
5. Don't worry, there's ___ wrong with the software. It just needs an update.

Exercise 8: Choose the Correct Indefinite Pronoun

Instructions: Choose the correct indefinite pronoun to complete each sentence.

1. I'm not sure if **anyone/someone** can fix this bug today.
2. **Nobody/Everyone** should follow best coding practices.
3. Have you noticed **anything/anywhere** unusual in the logs?
4. It's essential that **none/everyone** adheres to security guidelines.
5. I can't find my USB drive. I must have left it **somewhere/everywhere**.

Exercise 9: Search the meaning in Spanish of the highlight vocabulary

TERM	MEANING	TERM	MEANING

Verb(English)	Verb (Spanish)	Simple past	Past participle
Abate	Suprimir	Abated	Abated
Allocate	Asignar/reservar	Allocated	Allocated
Assemble	Ensamblar	Assembled	Assembled
Attach	Adjuntar	Attached	Attached
Break	Romper	Broke	Broken
Browse	Explorar/navegar	Browsed	Browsed
Chat	Charlar	Chatted	Chatted
Clear	Borrar	Cleared	Cleared
Click	Pulsar	Clicked	Clicked
Clone	Clonar	Cloned	Cloned
Compile	Compilar	Compiled	Compiled
Compose	Redactar	Composed	Composed
Connect	Conectar	Connected	Connected
Copy	Copiar	Copied	Copied
Crash	Dañar	Crashed	Crashed
Create	Crear	Created	Created
Deduce	Deducir	Deduced	Deduced
Delete	Borrar	Deleted	Deleted
Debug	Depurar	Debugged	Debugged
Design	Diseñar	Designed	Designed
develop	desarrollar	Developed	Developed
download	descargar	Downloaded	Downloaded
Draw	Dibujar	Drew	Drawn
Edit	Editar	Edited	Edited
Emulate	Emular	Emulated	Emulated
Encrypt	Encriptar	Encrypted	Encrypted
Format	Formatear	Formated	Formated
freeze	congelar	Froze	Frozen
Install	Instalar	Installed	Installed
Join	unir	Joined	Joined
Manage	Administrar	Managed	Managed
Maximize	Maximizar	Maximized	Maximized
Minimize	Minimizer	Minimized	Minimized
Paste	Pegar	Pasted	Pasted
print	imprimir	Printed	Printed
Repair	Reparar	Repaired	Repaired
Run	ejecutar	Ran	Run
Save	Guarder	Saved	Saved

Scan	Escanear	Scanned	Scanned
schedule	programar	Scheduled	Scheduled
Scroll	Desplazar	Scrolled	Scrolled
Surf	Navegar	Surfed	Surfed
Synthesize	Sintetizar	Synthesized	Synthesized
Systematize	Sistematizar	Systematized	Systematized
Type	Teclear	Typed	Typed
Update	Actualizar	Updated	Updated
insert	insertar	Inserted	Inserted
Phrasal verb	**Meaning**		
Log in Sign in	Conectar o ingresar a Un PC o pagina web	Logged in Signed in	Logged in Signed in
Hook up	Conectar cable de un dispositivo a una fuente de poder.	Hooked up	Hooked up
Power up Turn on	Suministrar energia a un dispositivo	Powered up Turned on	Powered up Turned on
Boot up Start up	Iniciar el sistema del computador	Booted up Started up	Booted up Started up
Set up	Instalar un programa en el computador	Set up	Set up
Click on	Mover el mouse, presionar y seleccionar en un punto en la pantalla	Clicked on	Clicked on
Scroll up Scroll down	Mover hacia arriba Mover hacia abajo	Scrolled up Scrolled down	Scrolled up Scrolled down
Backup back up	Hacer una copia de seguridad	Backed up	Backed up
Print out printout	Mandar a imprimir	Printed out	Printed out
Hack into	Acceder ilegalmente	Hacked into	Hacked into
Go down	No trabaja apropiadamente	Went down	Gone down
Wipe out	Eliminar completamente	Wiped out	Wiped out
Sign up	Registrarse	Signed up	Signed up
Turn off Power down Shut down	Cerrar sesion apagar el computaador	Turned off Powered down Shut down	Turned off Powered down Shut down

Worksheet: Past Tense of Regular and Irregular Verbs in software

Exercise 1: Fill in the blanks with the correct past tense form of the regular verb.

1. She _____ (install) the new software on her computer yesterday.
2. They _____ (configure) the system settings for better performance.
3. He _____ (debug) the code to fix the bugs.
4. We _____ (test) the application before release.
5. The team _____ (test) the network for vulnerabilities.
6. The software _____ (update) successfully after the updates.
7. They _____ (test) the program for compatibility issues.
8. He _____ (configure) the firewall settings for enhanced security.
9. We _____ (test) the database for errors.
10. She _____ (test) the software before deployment.
11. They _____ (deploy) the latest version of the application last week.
12. She _____ (integrate) the new features seamlessly into the existing system.
13. He _____ (maintain)the network infrastructure for security vulnerabilities.
14. The company _____ (release) the new update on time.
15. He _____ (optimize) the application for performance improvements.
16. The program _____ (break) down unexpectedly yesterday.
17. The users _____ (drink) all the available memory before the update.
18. The code _____ (go) through several revisions last week.
19. The developers _____ (begin) debugging the software after receiving feedback.
20. We _____ (see) a significant increase in performance after optimizing the algorithm.
21. The system _____ (sleep) while waiting for user input.
22. I _____ (drive) the development process forward with regular updates.
23. She _____ (eat) up all the available disk space with her large files.
24. They _____ (run) tests on the new feature before deploying it.
25. He _____ (swim) through the codebase to identify and fix bugs.

Exercise 2: Rewrite the following sentences in the past tense.

1. The program encounters errors during execution.
2. Users access the new feature through the main menu.
3. The development team implements agile methodologies for project management.
4. The software stores user preferences in a local database.
5. Developers create a user-friendly interface for the application.
6. The testing phase identifies several critical bugs.
7. Customers provide feedback on the latest software release.
8. The server handles multiple requests simultaneously.
9. The software company launches a marketing campaign for its new product.
10. Programmers optimize the code for better performance.

Exercise 3: Write a sentence using the past tense of a regular verb in a software context.

_____

_____

Exercise 4: Write a sentence using the past tense of an irregular verb in a software context.

_____

_____

Worksheet 1: Introduction to Present Continuous in IT Context

1. Right now, I _____ (write) a new code for the website.
2. Our team _____ (test) the software for any bugs at the moment.
3. Alan is not here because he _____ (attend) an online coding seminar.
4. We _____ (discuss) the project with the client this afternoon.
5. They _____ (update) the database to improve its performance.
6. Our development team _____ (work) on a critical update.
7. The system administrator _____ (configure) the network settings at the moment.
8. I'm sorry, I can't talk right now; I _____ (debug) a software issue.
9. The IT department _____ (conduct) a security audit this week.
10. Lynn _____ (test) the new app on different devices.

Worksheet 2: Present Continuous for Future Plans in IT

1. Our team _____ (meet) with the project manager tomorrow to discuss the timeline.
2. The developers _____ (work) on a new feature next week.
3. Claudia _____ (present) the latest app updates to the stakeholders on Friday.
4. They _____ (launch) the new website in two weeks.
5. The IT department _____ (migrate) the servers to a new data center next month.

Worksheet 3: Present Continuous for Temporary Actions in IT

1. The server _____ (run) slower than usual today.
2. Ruth can't attend you right now; she _____ (troubleshoot) a technical issue.
3. The network administrator _____ (install) new security software.
4. Our IT team _____ (work) on a critical update at the moment.
5. They _____ (resolve) the server outage as we speak.

PRESENT SIMPLE FOR SOFTWARE DEVELOPERS

Name: _____ Date: _____

Part A: Understanding Present Simple in Technical Context

Choose the correct form of the verb in present simple:

1. A compiler _____ (convert/converts) source code into machine code.
2. The function _____ (process/processes) data when called.
3. Developers _____ (write/writes) code every day.
4. This IDE _____ (support/supports) multiple programming languages.
5. The server _____ (respond/responds) to HTTP requests.

Part B: Negative Forms and Questions Convert these statements into negative form and questions:

6. The program runs efficiently.
   Negative: _____ Question: _____
7. This method returns a Boolean value.
   Negative: _____ Question: _____

Part C: Frequency Adverbs Complete the sentences using the correct position of the frequency adverb:

8. The system crashes (rarely) _____
9. Programmers debug their code (usually) _____
10. The database updates (automatically) _____

What is the meaning in Spanish of the following sentences:

The user types the wrong password. _____

Instructions: Fill in the blanks with the correct word.

Any anyone are his is is many some the Their their

Text: "A Day at the Office"

This _____ (1) our office. There _____ (2) _____ (3) employees working here. Mark is _____ (4) manager. He checks _____ (5) emails every morning.
Lisa and John work in the same department. _____ (6) tasks are important. "Do we have _____ (7) meetings today?" Lisa asks.
In the break room, there _____ (8) always _____ (9) coffee and snacks. "Does _____ (10) want tea?" John asks.
At 5 p.m., the employees turn off _____ (11) computers and go home.

Translate to Spanish these phrases:

The efficient software system _____
A complex programming language_____

Instructions: Fill in the blanks with the correct word.

any anyone are his many some the the their their their

Text: "A Day in a Developer's Life"

Every morning, _____ (1) developers start working on _____ (2) projects. There _____ (3) _____ (4) tasks to complete.
Mark, _____ (5) team leader, checks _____ (6) emails and assigns work. "Do we have _____ (7) urgent bugs to fix?" he asks.
Sarah writes _____ (8) lines of code and tests the software. "Does _____ (9) need help with debugging?" she asks.
In the afternoon, developers join _____ (10) daily meeting and discuss progress.
At the end of the day, they save _____ (11) work and log off.

Translate to Spanish these phrases:

The modern user interface _____
The clean project code _____

Instructions: Fill in the blanks with the correct word.

a a few any anyone are her many the their their

Text: "Working on a New Software Project"

Lisa is _____ (1) software developer. She works with _____ (2) team on a new application. There _____ (3) _____ (4) lines of code to write.

Her colleague, Tom, checks _____ (5) database and fixes bugs. "Are there _____ (6) errors in the code?" Lisa asks.

Tom replies, "Yes, but only _____ (7). I will fix them now." During the meeting, the manager says, "Does _____ (8) have questions about the project?"

At the end of the day, the developers upload _____ (9) work to the repository and review _____ (10) tasks for tomorrow.

Translate to Spanish:

An innovative design application _____
The fast data server _____

Instructions: Fill in the blanks with the correct word.

a few any anyone are his some their their their this

Text: "Debugging the Code"

Every day, developers work on _____ (1) projects. There _____ (2) always _____ (3) bugs to fix.

James checks _____ (4) code carefully. "I think _____ (5) function has an error," he says.

His teammate, Anna, asks, "Do we have _____ (6) missing variables?"

James looks at the script. "Yes, I see _____ (7) missing parameters."

After fixing the issues, they test _____ (8) application. "Does _____ (9) need to review the code before we deploy?" James asks.

At the end of the day, the team commits _____ (10) changes to the repository.

Translate to Spanish:

An advanced security program _____
The flexible algorithm structure _____

Activity: "My Daily Routine – Today & Yesterday"

🎯 Objective:

Students will practice writing complete sentences in both **Present Simple** and **Simple Past** tenses using their real daily routine.

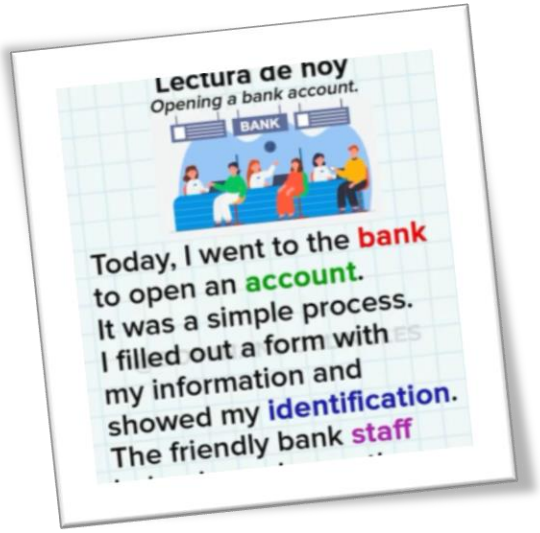
🧠 Instructions for Students:

1. Think about your **daily routine today** (what you normally do).
2. Then think about what you **did yesterday**.
3. Write **10 sentences** in each column using the correct tense.
4. Use verbs

🕮 Worksheet Layout:

🕐 Present Simple (Today)	🕐 Simple Past (Yesterday)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Listening Comprehension Questions



Part 1: True or False. Write T (True) or F (False):

1. The person opened a credit card. ( )
2. The process was difficult. ( )
3. They filled out a form. ( )
4. The staff was not friendly. ( )
5. The person wants to save money. ( )

Part 2: Answer the Questions

1. Where did the person go? _____-
2. What did they open? _____
3. What did they show to the bank staff? _____
4. Who helped them choose the account? _____
5. What does the person want to use the account for? _____

Part 3: Vocabulary Match. Match the word to its meaning:

Word	Meaning
bank	a place to keep/save money
account	a personal bank record
staff	people who work at a place
identification	a document to show who you are
expenses	things you pay for

Part 4: Grammar Focus – Simple Past Verbs

Underline or write down **8 verbs in the Simple Past** from the text of the listening.

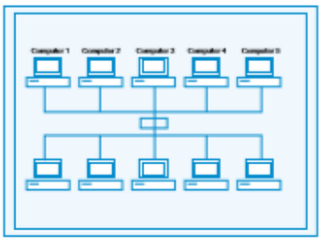
NETWORK TOPOLOGY

In networking, the term topology refers to the layout structure of connected computers and devices on a network. Network topologies are categorized into the following basic types:

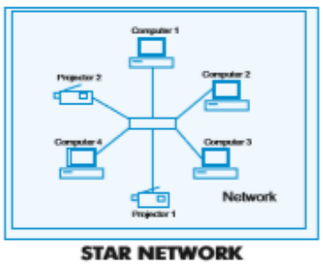
A **bus network** consists of a single central cable, to which all computers and other devices connect.

On a **star network**, all of the computers and devices (nodes) on the network connect to a central device, thus forming a star.

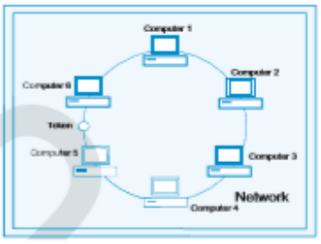
On a **ring network**, a cable forms a closed loop (ring) with all computers and devices arranged along the ring.



BUS NETWORK



STAR NETWORK



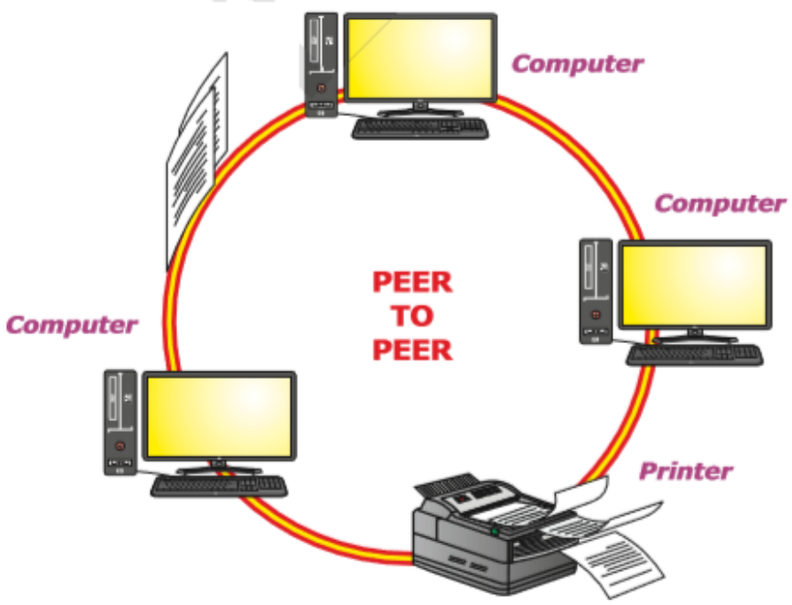
RING NETWORK

NETWORK OPERATING SYSTEM

The network operating system is mainly catogorized into two major types:

PEER-TO-PEER NETWORK

A network of two or more computers that uses the same program or same type of programs to communicate and share data is called a **Peer-to-Peer network**. Each computer or peer, is considered equal in terms of responsibilities and each acts as a server to the others in the network. Peer-to-Peer networks work best in a small environment. All the computers on the network require individual administration and maintenance. One should not use peer-to-peer network in case more than 10 computers are to be connected together.



CLIENT/SERVER NETWORK

A network in which one or more computers are designated as **server(s)** and the other computers on the network, called **clients**, can request services from the server is known as **Client/Server Network**.

Server

A server, sometimes called the **host computer**, controls access to the hardware and software on the network and provides a centralized storage area for programs, data and information. When a user connects to the server then applications, files, printers and other information become available.

Some servers are called **dedicated servers** which perform a specific task.

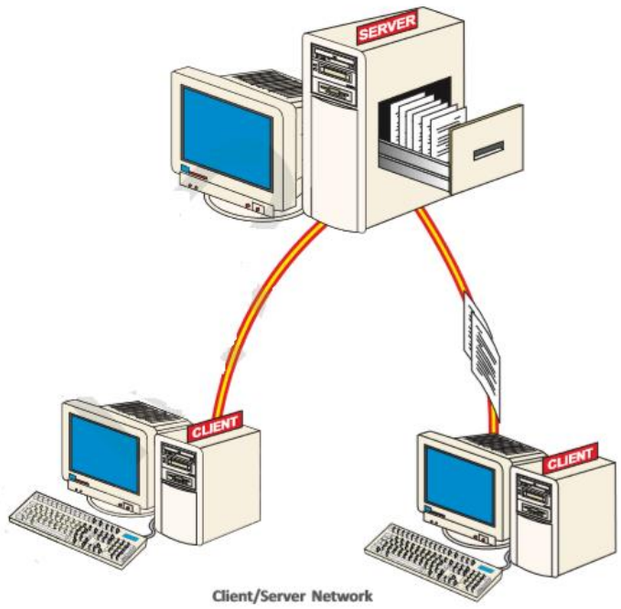
For example, a **file server** stores and manages files.

A **print server** manages printers and documents being printed.

A **database server** stores and provides access to a database.

A **network server** manages network traffic.

A **web server** is a computer that delivers requested web pages to your computer.



Client/Server Network

Client

A **Client** is a computer system that relies on a server for all the resources. For example, a server might store a network version of word processing program. Every client on the network can access the word processing program on the server.

Update Your Knowledge

- Peer-to-Peer networks are designed primarily for small to medium local area networks.
- AppleShare and Windows for workgroups are the examples of Peer-to-Peer network operating system.
- Network operating system provides the mechanism to integrate all the components of the network and allows multiple users to share the same resources simultaneously.
- Novell Netware and Windows NT server are examples of client/server network.

ACTIVITY: Search for the meaning of each verb and write them .

VERB	MEANING IN SPANISH
1. Connect	
2. Disconnect	
3. Transmit	
4. Receive	
5. Authenticate	
6. Authorize	
7. Configure	
8. Set up	
9. Install	
10. Troubleshoot	
11. Monitor	
12. Analyze	
13. Detect	
14. Block	
15. Filter	
16. Route	
17. Forward	
18. Broadcast	
19. Multicast	
20. Unicast	
21. Encrypt	
22. Decrypt	
23. Authenticate	
24. Ping	
25. Scan	
26. Update	
27. Backup	
28. Restore	
29. Tunnel	
30. Proxy	

ACTIVITY: Search for the meaning of each Phrasal verb and write them.

PHRASAL VERBS	MEANING IN SPANISH
1. Log in	
2. Log out	
3. Set up	
4. Turn on	
5. Turn off	
6. Back up	
7. Sync up	
8. Connect to	
9. Disconnect from.	
10. Go online	
11. Go offline	
12. Browse through	
13. Set up a firewall	
14. Scroll down	
15. Update software	
16. Download files	
17. Upload files:	
18. Sign in	
19. Sign out	
20. Filter out	

Section 1: Multiple Choice (Select the correct option)

1. **What does the term "cracker" refer to?**
   a) Someone who builds websites
   b) A type of malicious software
   c) A computer criminal who performs illegal activities using technology
   d) A programmer who fixes security issues

2. **Which of the following is an example of an internet-based crime?**
   a) Installing antivirus software
   b) Phishing for passwords
   c) Sending emails to friends
   d) Watching online tutorials

3. **What is the main purpose of spyware?**
   a) To destroy files
   b) To copy itself across devices
   c) To collect information from a computer
   d) To infect only executable files

4. **What type of malware disguises itself as legitimate software?**
   a) Virus
   b) Trojan horse
   c) Worm
   d) Spyware

Section 2: True or False

1. Worms require human intervention to spread.
   a) True
   b) False

2. Piracy is an illegal activity involving the distribution of copyrighted materials.
   a) True
   b) False

3. Antivirus programs can completely prevent all malware attacks.
   a) True
   b) False

Section 3: Fill in the Blank

1. Malware is short for _____ software and is designed to damage or alter computer data.

2. A _____ creates a "backdoor" to a computer, allowing hackers to collect stored data.

3. _____ is a program designed to prevent unauthorized access to a network.

Section 4: Matching /Relaciona

Match the following terms to their definitions:

Term	Definition
a) Firewall ( )	1. Self-copying program that spreads across networks
b) Spyware ( )	2. Prevents unauthorized access to a network
c) Worm ( )	3. Collects information from computers

Section 5: Matching Columns /Relacionar

Match the type of malware to its description or example:

Malware Type	Description / Example
a) Virus ( )	1. Malicious software disguised as legitimate files
b) Trojan Horse ( )	2. Self-replicating program that spreads on networks
c) Worm ( )	3. Sends itself to all contacts in an email book
d) Spyware ( )	4. Collects user data for commercial purposes

Section 6: Order the Steps / Ordena los pasos para prevenir el crimen cybernetico

Arrange the steps of preventing internet crime in the correct order:

1. Install a firewall. ( )
2. Make backup copies of your files. ( )
3. Avoid opening email attachments from unknown sources. ( )
4. Update antivirus programs regularly. ( )

Section 7: Scenario-Based Questions/ Responde segun el escenario propuesto

Scenario: You receive an email asking for your bank account details. It claims to be from your bank and provides a link to a login page.

- **What type of internet crime is this?** _____
- **What should you do to avoid falling victim to it?** _____

_____

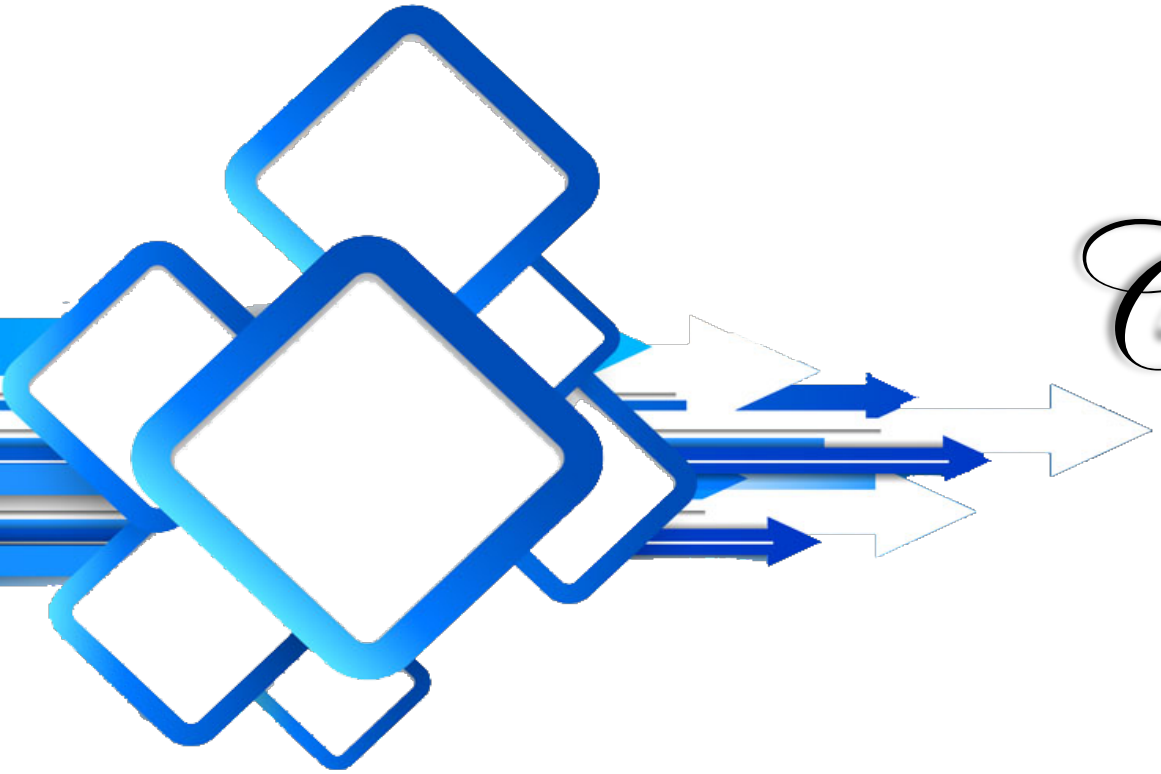
Section 8: Essay/Extended Response/ explica nombrando 3 ejemplos de la importancia de la seguridad en internet en el contexto de crimen cibernético y Malware.

In your own words, explain why internet security is important in the context of malware and cybercrimes. Include at least three examples from the text.

_____

_____

_____



Comprensión de texto

Pasos:

1. Puntuación
2. Reconocimiento de tipos de palabras.
   - preposiciones
   - conjunciones
   - determinadores

Artículos a/an/the

Palabras que están delante de un sustantivo: some, many, much, this, those…

3. Palabras claves

- 1 sola palabra
- 1 Frase (fs=frase sustantiva)
  Adj + Sust
  (sa=Sustantivo adjetivado)
  Sust + Sust

Sintagma nominal

Sintagma nominal

Un sintagma nominal es un conjunto de bloques que constituyen la oración. Consta de determinante y un sustantivo y puede estar acompañado por un adjetivo, adverbio, etc.

Para aprender a traducir existen algunas técnicas que el aprendiz deberá afianzar desde el principio a base de mucha práctica.

a) Artículo + sustantivo (nombre) *the process / some computers*
b) Artículo + adjetivo + sustantivo *a social group / the correct advice*
c) Artículo + adjetivo + adjetivo + sustantivo *The fundamental economic problem*
d) Artículo + adverbio + adjetivo + sustantivo *The highly developed theories*
e) Artículo + sustantivo + sustantivo *The Darwin Theory*
f) Artículo + adverbio + adjetivo + adjetivo + sustantivo *Some relatively permanent visible changes*
g) Palabras terminadas en "ing"

-Como sustantivo
-Como adjetivo
-Después de preposición
-Traducida con el sufijo ando o –iendo

FRASES SUSTANTIVAS

1. [Noun + Noun]	Central processing 2 1
2. [Noun + Noun + Noun]	input job streams 3 2 1
3. Det + Noun	The requirements These files Some labels 1 2
4. Det. + Noun + Noun	The text editor This system call Both file names 1 3 2
Det +Noun+Noun+Noun	The text file names This network data package Every work file selection 1 4 3 2

1. [Adj + Noun]	Simple commands 2 1
2. [Adj + Noun + Noun]	Full resource utilization 2 3 1
3. Det + Adj + Noun	The These single commands Some 1 3 2
4. [Det + Adj + Noun + Noun]	The quick terminal response 1 3 4 2

Worksheet 1: Determiners in Computer Maintenance

Exercise 1: ***Instructions: Choose the correct determiner from the options provided.***

1. I need _____ new hard drive for my computer.
   a) a
   b) an
   c) the
2. Can you give me _____ advice on troubleshooting?
   a) some
   b) any
   c) the
3. We should check _____ cables before replacing them.
   a) these
   b) those
   c) this
4. _____ technician is responsible for repairing the motherboard.
   a) The
   b) A
   c) An
5. The company has purchased _____ upgraded antivirus software.
   a) an
   b) some
   c) the

Exercise 2: ***Instructions: Choose the correct determiner to complete each sentence.***

1. I have _____ toolset that can help with repairs.
   a) a
   b) an
   c) the
2. Do you have _____ spare RAM modules?
   a) some
   b) any
   c) the

3. _____ IT technician should know how to assemble a PC.
   a) The
   b) A
   c) An
4. Please hand me _____ screwdriver on the desk.
   a) these
   b) those
   c) that
5. We need to install _____ updates for system security.
   a) some
   b) many
   c) the

Exercise 3: ***Choose the correct personal pronoun from the options provided***

1. _ _ _ will install the operating system.
   a) He
   b) She
   c) They
2. The IT specialist explained the procedures to _ _ _ team.
   a) he
   b) she
   c) they
3. The software runs diagnostics automatically. _ _ _ helps identify issues.
   a) It
   b) They
   c) We

Exercise 4: ***Instructions: Choose the correct object pronoun from the options provided***

1. The technician upgraded the storage and tested _ _ _.
   a) us
   b) them
   c) it

2. The instructor explained networking concepts to _ _ _ during training.
   a) they
   b) us
   c) her
3. The company hired a consultant to assist _ _ _ with server management.
   a) we
   b) they
   c) us

Exercise 5: Fill in the Blanks with Demonstrative Pronouns "this," "that," "these," or "those."

1. I need to replace _ _ _ keyboard. It's malfunctioning. (near)
2. Can you check _ _ _ cables over there? They might be faulty. (far)
3. _ _ _ power supplies are efficient and reliable. (far)
4. Is _ _ _ your mouse on the desk? (far)
5. I want to purchase _ _ _ external hard drive. (near)

Exercise 6: Choose the appropriate demonstrative pronouns: "this," "that," "these," or "those."

1. I really like **this/that** laptop. It's fast and efficient. (near)
2. Can you pass me **those/these** cables over there? We need to set up the network. (far)
3. **Those/These** monitors are brand new. They offer great display quality. (far)
4. Is **this/that** your mouse on the desk? I think you left it there. (far)
5. I'm interested in buying **this/that** external hard drive. How much does it cost? (near)

Exercise 7: Fill in the Blanks with the Correct demonstrative pronoun to complete each sentence.

1. _____ printers are out of ink. We need to replace the cartridges. (near)
2. I really like _____ keyboard. It's comfortable to type on. (near)
3. Can you show me how to use _____ software? I'm not familiar with it. (near)
4. _____ laptops over there are on sale. They have good reviews. (far)
5. I need to upgrade _____ graphics card for better gaming performance. (near)

Exercise 8: Replace the articles in the sentences using demonstrative pronouns to describe the following items:

1. I'm using **a** smartphone to check my emails. (near)
2. I need to adjust the settings on **the** computer monitor. (far)
3. Can you reset **the** wireless router? The connection seems to be slow. (far)
4. I saved the presentation on **an** USB drive for easy access. (near)

Exercise 9: Fill in the Blanks Fill in the blanks with the appropriate indefinite pronouns: "someone," "anyone," "anything," "everyone," or "nothing."

1. Is _____ available to help with the printer issue in the office?
2. There's a problem with the internet connection, but I can't find _____ wrong with the router.
3. _____ left their phone charger on the desk. I wonder who it belongs to.
4. It looks like _____ has finished their assignments on the shared drive.
5. Don't worry, there's _____ wrong with your laptop. It just needed a software update.

Exercise 10: Choose the Correct Pronoun Choose the correct indefinite pronoun to complete each sentence.

1. I'm not sure if **anyone/someone** can fix the network issue today.
2. **Nobody/Everyone** needs to update their passwords regularly for security.
3. Have you seen **anything/anywhere** unusual in the server logs?
4. It's important that **None/everyone** takes responsibility for network security.
5. I can't find my flash drive. I must have left it **somewhere/everywhere**.

Exercise 11: Search the meaning in Spanish of the highlight vocabulary

TERM	MEANING	TERM	MEANING

Los adjetivos son **palabras que describen o modifican a los sustantivos** (personas, lugares, cosas o ideas). Proporcionan más información sobre la **calidad, cantidad, tamaño, forma, color, condición u opinión** de un objeto. Ejemplo:

- Un software **eficiente** mejora el rendimiento. (**Eficiente** describe el software.)
- El sistema tiene una conexión **segura**. (**Segura** describe la conexión.)
- Esta es una herramienta de programación **potente**. (**Potente** describe la herramienta.)

Los adjetivos ayudan a hacer las descripciones técnicas **más claras y precisas**.

Adjective	Meaning (Spanish)	Example
Advanced	Avanzado	Our company uses **advanced** cybersecurity measures.
Automated	Automatizado	The system performs **automated** backups every night.
Available	Disponible	The software update is now **available** for download.
Compatible	Compatible	This app is **compatible** with both Windows and macOS.
Complex	Complejo	Artificial intelligence is a **complex** field.
Confidential	Confidencial	User data must remain **confidential** at all times.
Connected	Conectado	Make sure your device is **connected** to Wi-Fi.
Corrupt	Corrupto	A **corrupt** file can cause serious system errors.
Critical	Crítico	The firewall plays a **critical** role in network security.
Customizable	Personalizable	This platform offers a **customizable** user interface.
Defective	Defectuoso	The laptop had a **defective** battery.
Deprecated	Obsoleto	Some functions in this code are **deprecated**.
Digital	Digital	Many companies are transitioning to **digital** platforms.
Efficient	Eficiente	Cloud computing is an **efficient** solution for businesses.
Encrypted	Encriptado	All sensitive data is **encrypted** for security.
Faulty	Defectuoso	The update caused a **faulty** installation.
Flexible	Flexible	The system is **flexible** and allows modifications.
Fragile	Frágil	Hard drives are **fragile** and must be handled carefully.
High-speed	De alta velocidad	We need a **high-speed** internet connection.
Hybrid	Híbrido	The company uses a **hybrid** cloud model.
Integrated	Integrado	This tool is **integrated** with multiple platforms.
Intuitive	Intuitivo	The new app has a more **intuitive** interface.
Legacy	Heredado/Antiguo	We need to upgrade our **legacy** systems.
Lightweight	Ligero	This is a **lightweight** software that runs smoothly.
Malicious	Malicioso	The antivirus detected a **malicious** file.
Optimized	Optimizado	The website is **optimized** for mobile devices.
Outdated	Desactualizado	Using **outdated** software can be a security risk.
Powerful	Potente	This is a **powerful** tool for data analysis.
Secure	Seguro	Make sure your passwords are **secure**.
Virtual	Virtual	Many companies now use **virtual** servers.

Los adverbios son palabras que modifican un verbo, un adjetivo u otro adverbio. Expresan modo, tiempo, lugar, frecuencia o grado.

💻 **Tipos de adverbios:**

Adverbios de modo (cómo sucede algo) → quickly, slowly, easily
She types quickly. (Ella escribe rápidamente.)

Adverbios de tiempo (cuándo sucede algo) → now, yesterday, soon
I will call you tomorrow. (Te llamaré mañana.)

Adverbios de lugar (dónde sucede algo) → here, there, everywhere
He is working there. (Él está trabajando allí.)

Adverbios de frecuencia (con qué frecuencia sucede algo) → always, never, often
She always updates her software. (Ella siempre actualiza su software.)

Adverbios de grado (intensidad de una acción o adjetivo) → very, too, quite
This program is very useful. (Este programa es muy útil.)

💻 **Regla común:**

Muchos adverbios de modo terminan en "-ly" (quickly, easily, carefully), pero hay excepciones como fast y hard.

1 Adverbios de Frecuencia

Adverbio	Significado (Español)	Ejemplo (Inglés)
Always	Siempre	The system **always** checks for updates.
Usually	Usualmente	Developers **usually** debug their code before release.
Often	A menudo	This software **often** requires security patches.
Sometimes	A veces	The server **sometimes** experiences downtime.
Rarely	Rara vez	Users **rarely** need to reinstall the OS.
Never	Nunca	The system **never** crashes if properly maintained.

2 Adverbios de Modo

Adverbio	Significado (Español)	Ejemplo (Inglés)
Quickly	Rápidamente	The program loads **quickly** on an SSD.
Efficiently	Eficientemente	The algorithm runs **efficiently** on modern processors.
Smoothly	Suavemente, sin problemas	The update installed **smoothly**.
Slowly	Lentamente	The old computer processes data **slowly**.
Securely	De manera segura	Data is transmitted **securely** using encryption.
Accurately	Con precisión	The AI **accurately** recognizes patterns.
Easily	Fácilmente	Users can **easily** access the dashboard.
Automatically	Automáticamente	The antivirus software **automatically** scans the system.

3 Adverbios de Grado

Adverbio	Significado (Español)	Ejemplo (Inglés)
Completely	Completamente	The software was **completely** redesigned.
Partially	Parcialmente	The bug was **partially** fixed.
Totally	Totalmente	The UI was **totally** improved.
Highly	Altamente	This tool is **highly** recommended for developers.
Extremely	Extremadamente	The system is **extremely** secure.
Moderately	Moderadamente	The app is **moderately** fast on older devices.

4 Adverbios de Tiempo

Adverbio	Significado (Español)	Ejemplo (Inglés)
Now	Ahora	The system is **now** online.
Currently	Actualmente	We are **currently** testing the new version.
Recently	Recientemente	The company **recently** updated its software.
Immediately	Inmediatamente	The system **immediately** restarts after the update.
Previously	Previamente	The software was **previously** unstable.
Eventually	Eventualmente, con el tiempo	The issue was **eventually** resolved.

---

5 Adverbios de Lugar

Adverbio	Significado (Español)	Ejemplo (Inglés)
Remotely	De manera remota	The IT team works **remotely**.
Locally	Localmente	The application runs **locally** on the device.
Internally	Internamente	The data is stored **internally** in a secure server.
Globally	Globalmente	The app is **globally** available for users.

Las **conjunciones** son palabras que conectan **palabras, frases o cláusulas** dentro de una oración. En el contexto de IT, se usan para describir **procesos, condiciones y relaciones entre tareas**.
Ejemplo:

- *If* the server crashes, restart it. (**Si** el servidor se cae, reinícialo).
- Install the update *before* running the program. (Instala la actualización **antes de** ejecutar el programa).

Las conjunciones pueden expresar:
✓ **Adición** (*and*, *as well as*)
✓ **Oposición** (*but*, *although*)
✓ **Causa y efecto** (*because*, *so that*)
✓ **Condición** (*if*, *unless*)
✓ **Tiempo** (*before*, *after*, *while*)
Son esenciales en IT para describir **funciones, instrucciones y procesos lógicos**.

Conjunction	Meaning (in Spanish)	Example in IT Context
And	Y	Software engineers design **and** test applications.
Or	O	You can use Python **or** Java for this project.
But	Pero	The software is powerful, **but** it requires high memory.
Because	Porque	The update failed **because** of a network error.
So	Entonces / Así que	The system crashed, **so** we restarted the server.
If	Si	**If** you enter the wrong password, access is denied.
Unless	A menos que	The program won't run **unless** you install Java.
While	Mientras	The script runs **while** the database updates.
Although	Aunque	**Although** it's expensive, the software is very secure.
Since	Desde / Ya que	The system has been stable **since** the last update.
After	Después de que	Restart the server **after** installing the patch.
Before	Antes de que	Save your work **before** closing the application.
When	Cuando	The backup runs automatically **when** the system shuts down.
Whereas	Mientras que	Windows is user-friendly, **whereas** Linux is more customizable.
Even though	A pesar de que	**Even though** the network is slow, the file uploaded successfully.
As long as	Siempre que	The software is free **as long as** you don't use it commercially.
Whether	Si (alternativa)	The script checks **whether** the user is logged in.
In case	En caso de que	Keep a backup **in case** of a system failure.
So that	Para que	I optimized the code **so that** it runs faster.
Where	Donde	Store the files **where** the system can access them easily.

must, mustn't, can, can't, don't have to

We use ***must*** and ***mustn't*** for obligations.	*You **must** come to work on time.*
	*You **mustn't** be late.*
We use ***can*** and ***can't*** for possibility and ability.	*He **can** use Word but he **can't** use Excel.*
We use ***have to*** for something that is necessary.	*I **have to** log in using my password.*
We use ***don't have to*** for something that is not necessary.	*We **don't have to** work at the weekend.*

Computer usage

Reading **1** Read what Ben says about computer usage in his office. Answer the questions.

1 What **must** Ben do?
2 What **can** Ben do?
3 What **can't** Ben do?
4 Can he open any website?
5 Why is it important to follow computer dos and don'ts?



Speaking **2** Make a list of computer usage where you work or study. Compare your list with the group.