Mata Kuliah : Bahasa Inggris Teknik 1
Kode Mata Kuliah : KKIG0012
Jumlah SKS : 2 SKS
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Minggu ke : 14
Tanggal : 22 Desember 2015
Jadwal : Selasa (01.00 – 14.20)

Describing Functions

Objective:

After completing this lesson you will be able to :

- **describe the functions of things**
- **work with some vocabularies related to information technology terms.**

1. *Interacting with your computer*

A. **Read the description of input devices and then label the pictures (1-8) with words from the text.**

Input devices are the pieces of hardware which allow us to enter information into the computer. The most common are the **keyboard** and the mouse. We can also interact with a computer by using one of these: a **light pen**, a **scanner**, a **trackball**, a **graphic tablet**, a **game controller** or a **microphone**.

1._____ 2._____ 3. _____ 4._____

5._____ 6._____ 7._____ 8._____

2. Describing functions and features

A. In pairs, choose one of these input devices and describe its function and features. Try to guess which device your partner is describing.

Bar code reader   touchpad on a portable   webcam   touch screen

3. Describing input devices

A. Fill in the blanks by completing these extracts from the HELP box.

1. This device is …………………………….enter information into the computer.

2. …………… it may also ………………… function keys and editing keys ……………. special purposes.

3. This is a device …………………………………..the cursor and selecting items on the screen.

4. It usually …………………..two buttons and a wheel.

5. ………………. the user ……………………… activate icons or select items and text.

6. It ……………………… detecting light from the computer screen and is used by pointing it directly at the screen display.

7. It …………………… the user ……………………. answer multiple- choice questions and ……………

4. The keyboard

A. Label the picture of a standard keyboard with the groups of key (1-5).

1. **Cursor control keys** include arrow keys that move the insertion point up, down, right and left, and keys such as End, Home, Page Up and Page Down, which are used in a word processing to move around a long document.

2. **Alphanumeric keys** represent letters and numbers, as arranged on a typewriter.

3. **Function keys** appear at the top of the keyboard and can be programmed to do special tasks.

4. **Dedicated keys** are used to issue commands or to produce alternative characters, e.g. the Ctrl key or the Alt key.

5. A **numeric keypad** appears to the right of the main keyboard. The Num Lock key is used to switch from numbers to editing keys.

b ……………

c ……………..

a ..……… ……..

e …………….

d …………….

B. Match the descriptions (1-8) with the names of the keys (a-h). Then find them on the keyboard.

1. A long key at the bottom of the keyboard. Each time it is pressed, it produces a blank space.	a. arrow keys
2. It moves the cursor to the beginning of a new line. It is also used to confirm commands.	b. return/ enter
	c. Caps lock
3. It works in combination with other keys. For example, you press this key and C to copy the selected text.	d. shift
4. It removes the character to the left of the cursor or any selected text.	e. tab
	f. space bar
5. It produces UPPER CASE characters.	g. backspace
6. It produces UPPER CASE letter, but it does not affect numbers and symbols.	h. Ctrl
7. It moves the cursor horizontally to the right for a fixed	

number of spaces (in tabulations and data fields).	
8. They are used to move the cursor, as an alternative to the mouse.	

5. *Mouse actions*

Complete this text about the mouse with verbs from the box

click	double-click	drag	grab	select	move	control

Mouse actions

A mouse allows you to (1)…………………. The cursor and move around the screen very quickly. Making the same movements with the arrow keys on the keyboard would take much longer. As you (2)………………. The mouse on your desk, the pointer on the screen moves in the same direction. The pointer usually looks like an I-bar, an arrow, or a pointing hand, depending on what you are doing.

A mouse has one or more buttons to communicate with the computer. For example, if you want to place the insertion point or choose a menu option, you just (3)……………………………. (press and release) on the mouse button, and the option is chosen.

The mouse is also used to (4)……………….. text and items on the screen.

You can highlight text to be deleted, copied or edited in some way.

The mouse is widely used in graphics and design. When you want to move an image, you position the pointer on the object you want to move, press the mouse button, and (5) …………………… the image to a new location on the screen. Similarly, the mouse is used to change the shape of a graphic object. For example, if you want to convert a square into a rectangle, you (6)……………………… one corner of the square and stretch it into a rectangle.

The mouse is also used to start a program or open a document : you put the pointer on the file name and (7)…………………………. On the name- that is; you rapidly press and release the mouse button twice.

6. *Activity*

A. **List the parts of the system unit, describe the computer's four basic functions and the hardware that is used to carry out the functions in particular the function of the CPU, explain the difference between RAM and ROM. Please write as much as u can.**

B. **In groups, discuss these questions (you can search from the internet).**

1. What are the benefits of speech recognition software?

2. What kind of tasks would you find speech recognition useful for?

3. Who would benefit most from advances in speech recognition technology?

4. What is the future of this kind of technology? Do you think it will ever be possible to control your computer using only your thoughts?