



English for IT Level 1

English for IT enables you to develop general and subject-specific English language skills within an IT context through the use of graded IT texts, audios, videos and interactive exercises.

What is the aim of this course?

The main aims of this module are for you to develop:

- Your ability to use tool bars and other IT terminology in English rather than in your own language
- Your technical ability to navigate the course and understand the various different functionalities underlying the interactive exercises in Level 1 and throughout the English for IT package
- Your vocabulary, and ability to understand and retain new vocabulary
- Your receptive skills, i.e. listening and reading
- Your productive skills, i.e. speaking and writing
- Your awareness of self-directed language learning, and ability to become an autonomous language learner

How long will I have to study for?

The estimated time for completion of the English for IT Level 1 course is approximately 10 hours.

Who is this course for?

Level 1 is aimed at people with very basic or no computer knowledge, and with rather limited English language skills.

What exactly will I learn?

At the end of this module, you are expected to:

- Have the English language proficiency and confidence necessary to engage effectively in the content and language activities of Level 2
- Be technically competent in terms of understanding the computer tool bars, the keyboard, the navigation bar and the different types of interactive exercises
- Have begun to develop strategies for learning and retaining vocabulary
- Have begun to develop your receptive (listening and reading) skills
- Have begun to develop your productive (speaking and writing) skills and confidence
- Have begun your development as a self-directed language learner, able to make the most of the online activities and opportunities for learning offered by this course.



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Content Outline

- Getting Started
- The Media Bar
- The Desktop
- Concepts of IT
- Learning Vocabulary
- **Review Unit**



English for IT Level 2

English for IT enables you to develop general and subject-specific English language skills within an IT context through the use of graded IT texts, audios, videos and interactive exercises.

What is the aim of this course?

The main aims of this module are for you to develop:

- Your overall English language proficiency and confidence in using English in work, leisure and study activities
- Your knowledge of information technology topics
- Your vocabulary and ability to understand and retain new vocabulary
- Your receptive skills, i.e. listening and reading
- Your productive skills, i.e. speaking and writing
- Your awareness of self-directed language learning, and ability to become an autonomous language learner

How long will I have to study for?

The estimated time for completion of the English for IT Level 2 course is approximately 40 hours.

Who is this course for?

Level 2 is aimed at people with basic computer knowledge/competence and still limited English language skills.

What exactly will I learn?

At the end of this module, you are expected to:

- Have the English language proficiency and confidence necessary to engage effectively in the content and language activities of Level 3
- Be technically proficient in terms of using the navigation bar and completing the online materials
- Have the IT vocabulary necessary to undertake Level 3 of the course
- Be able to read texts and listen to discussions on IT topics
- Be able to speak and write with the skills and confidence necessary to undertake Level 3 of this course
- Be able to exploit the online activities and opportunities for self-directed learning offered by Level 3



Content Outline

The Computer

- The System Unit
- Peripheral Devices
- History of the Keyboard
- Review Unit 1

- Printers
- Data Storage
- Buying a Computer
- Using the Keyboard
- Review Unit 2

- System Software
- Application Software
- Word Processing
- Files and Folders
- Review Unit 3

- The Internet
- Connection Modes
- Internet Service Providers
- Email
- Review Unit 4

- Viruses and Worms
- Netiquette
- Ergonomics
- The Information Age
- Review Unit 5



English for IT Level 3

English for IT enables you to develop general and subject-specific English language skills within an IT context through the use of graded IT texts, audios, videos and interactive exercises.

What is the aim of this course?

The main aims of this module are for you to develop:

- Your overall English language proficiency and confidence in using English in work, leisure and study activities
- Your knowledge of information technology topics
- Your vocabulary and ability to understand and retain new vocabulary
- Your receptive skills, i.e. listening and reading
- Your productive skills, i.e. speaking and writing
- Your awareness of self-directed language learning, and ability to become an autonomous language learner

How long will I have to study for?

The estimated time for completion of the English for IT Level 3 course is approximately 50 hours.

Who is this course for?

Level 3 is aimed at people with a reasonable level of computer skills, and with Intermediate English language skills.

What exactly will I learn?

At the end of this module, you are expected to:

- Have the English language proficiency and confidence necessary to engage effectively in the content and language activities of Level 4
- Be technically proficient in terms of understanding the navigation bar and completing the online materials
- Have the range of general and specialist vocabulary necessary to undertake Level 4
- Be able to read relatively advanced texts and listen to quite complex discussions on IT topics
- Be able to speak and write with the skills and confidence necessary to undertake Level 4 of this course
- Be able to take full advantage of the online activities and opportunities for self-directed learning offered by Level 4



Content Outline

- Using a PC
- Peripherals
- Data Flow
- Desktop Publishing
- Multimedia
- **Review Unit 1**

- Memory
- Backing Up Files
- Safe Online Shopping
- Computer Games
- **Review Unit 2**

- History of Computers
- Presentations
- Group Work
- Preparing a CV
- **Review Unit 3**

- History of the Internet
- The Web and Browsers
- Search Engines
- Evaluating Website Information
- **Review Unit 4**

- Networks
- Graphic File Formats
- Website Design
- Programming Basics
- **Review Unit 5**

- Algorithms
- Database Concepts
- Artificial Intelligence
- Copyright Law
- **Review Unit 6**



English for IT Level 4

English for IT enables you to develop general and subject-specific English language skills within an IT context through the use of graded IT texts, audios, videos and interactive exercises.

Level 4 has a different structure to the other three levels of the English for IT package. It consists of 4 modules (or mini-projects), each with four stand-alone units and a review unit.

What is the aim of this course?

The main aims of this module are for you to develop:

- Your ability to use tool bars and other IT terminology in English rather than in your own languages
- Your technical ability to navigate the course and understand the various different functionalities underlying the interactive exercises in Level 4 and throughout the English for IT package
- Your vocabulary and ability to understand and retain new vocabulary
- Your receptive skills, i.e. listening and reading
- Your productive skills, i.e. speaking and writing
- Your awareness of self-directed language learning, and ability to become an autonomous language learner

How long will I have to study for?

The estimated time for completion of the English for IT Level 4 course is approximately 50 hours.

Who is this course for?

Level 4 is aimed at people with a good level of computer competence/knowledge and quite advanced English language skills. This level has a focus on tertiary study skills such as presentations and academic reports, and on business meetings, communication and reports.

What exactly will I learn?

At the end of this module, you are expected to:

- Have the English language proficiency and confidence necessary to engage effectively in the IT field, either in tertiary education or the workforce
- Have developed effective strategies for learning and retaining vocabulary
- Have developed their receptive skills - your ability to read advanced texts and listen to complex discussions
- Have developed your productive skills - your ability to speak with confidence and write a variety of texts
- Have developed as self-directed language learners, able to take full advantage of opportunities for learning in your daily lives



Content Outline

- Module 1 - Family PC
 - Needs Analysis
 - Research
 - Conclusions
 - Recommendations
 - Review Unit 1
- Module 2 - PDAs
 - Identifying a problem
 - Seeking Advice
 - Describing a Solution
 - Reporting Back
 - Review Unit 2
- Module 3 - Survey
 - Business Meeting
 - Questionnaire
 - Research Report
 - Presentation
 - Review Unit 3
- Module 4 - Report
 - Report Format
 - Evaluating Information
 - Quotations and Paraphrasing
 - Writing Paragraphs
 - Review Unit 4