

Unit 8 Grammar

Language Focus

Prefixes and Suffixes

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Fill in the blanks with the correct words from the tables above

- Communication
- Connection
- Relation
- Production
- Information
- Configuration
- Application
- Evolution
- Navigation
- Friendship
- Relationship
- Ownership
- Harmful
- Successful
- Useful
- Downloadable
- Recordable
- Expandable
- Accessible
- Portable
- Bootable
- Removable
- Commercial
- Social
- Personal
- Digital
- Wireless
- Keyless

1. This site contains a lot of useful information.
2. Windows 95 and 98 were operating systems bootable from floppy disks.
3. Do not give away your personal information.
4. Today, most CDs are recordable.
5. This anti-virus program is downloadable from the company's site.
6. E-bay and Amazon.com are commercial sites that sell a variety of products.
7. CD ROMs are removable data storage devices.
8. The Internet connection is slow here.
9. People use MSN messenger to communicate with each other.

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10. You need to change the system configuration.
11. This computer has 2 GB available RAM.
12. This article is accessible through the database.
13. Some Microsoft applications are not compatible with Macintosh operating system.
14. Laptops are portable computers.
15. You need to have a browser in order to navigate the net.

Grammar Section 3: The Passive Voice

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Read the following short text and underline the passive sentences

What is a hard drive and what does it do?

A hard drive is a mass storage device. It is found in all PCs. It is used to store permanent data such as the operating system, programs, and user files.

The data on hard drives can be erased or overwritten. The hard drive is classed as a non-volatile storage device, which means it doesn't require a constant power supply in order to retain the information stored on it.

There are small round disk-like objects in every hard drive. They are made of either an aluminum/alloy or a glass/ceramic composite. These are called platters, each platter is coated with a special magnetic coating enabling them to store data magnetically.

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Write the following sentences in passive voice

1. Operating systems are used to control hardware and software resources.
2. MS-DOS was used to operate a computer in the past.
3. More sophisticated operating systems will be used in the future.
4. Multiprocessing operating systems can be used.
5. Facebook is used to find friends.
6. Diskettes had to be formatted before use.
7. A word processor is used to create documents.
8. Drivers are needed to be installed.
9. First computers were used 100 years ago by people.
10. MSN messenger was initiated in the 1990s.

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Complete the following sentences with the correct form of passive voice.

1. Input devices are used to enter data in a computer.
2. Diskettes were used to store data 10 years ago.
3. There are different devices that are used to run more than one programs on a computer.
4. Real-time operating systems are used to run more than one programs on a computer.
5. The hardware of computer technology is manufactured in China.
6. The hardware of computer was that the cables are not connected correctly.
7. At first the Internet was used among th military personnel.
8. Linux can be downloaded for free from the Internet.
9. Laptops are designed to be carried around easily.