

Working with words

- 1 Choose the correct answer from the words in *italics*.

Security fears stop network administrators
from / against sleeping

A new survey shows that many of the people who look after our networks can't sleep at night. Around 35% of network administrators say that monitoring the network ²*of / for* security breaches and preventing hackers ³*from / by* entering the system are major concerns. Another 24% lose sleep over how to safeguard *against / with* the latest virus.

Many network administrators said they had little or no budget for training users in proper security practices on the computer. This might include learning ways to protect ⁵*for / against* hacking or checking ⁶*for / of* malicious programs.

- 2 Use a word from A and a word from B below to match definitions 1–8.

A	B
security	machine
unauthorized	number
security	software
CC	theft
antivirus	measures
X-ray	TV
PIN	breach
identity	access

- actions taken to deter people like hackers or thieves:
security measures
- stealing people's personal information and using it:

- without the right to look at or use something, e.g. personal information, on a computer:

- a secret code used to gain access, e.g. at a cash machine:

- it allows you to see inside bags: _____
- when something that is usually protected, is no longer secure: _____
- a system to allow you to watch what is happening in other parts of the building: _____
- it protects your computer from attacks via email or the Internet: _____

Business communication skills

- 1 Complete the memo with the phrases from the list.

This is because of the fact that By entering
I'd like to update you As a result We expect
As it stands, the situation is ~~Up to now~~

Memo

To: All staff
From: Head of Administration
Date: 13 October
Subject: Security measures

As you know, we've recently had a number of unauthorized entries to the building. ¹ *Up to now*, no-one has had anything stolen but we need to improve our security procedures. ² _____ that you show your security passes at the main entrance, but these are never re-checked inside the building. ³ _____ we cannot employ security personnel at every door.

⁴ _____, we've decided to install a new PIN number system of security and ⁵ _____ on how this will be implemented.

By 30 November, all entrances and any main internal doors will have boxes. ⁶ _____ a PIN number into the box, the door opens so that you can go through. ⁷ _____ that you will receive your personal four-digit PIN number by 3 December.

- 2 Put these words in the right order.

- the / reasons / changes / what / are / for / the?
What are the reasons for the changes?
- how / it / I / understand / don't / works / quite.

- it / can / tell / us / you / more / about?

- 'security breach' / do / you / mean / what / by?

- I / will / a / understand / if / this / lot / you / correctly, / cost.

- you / follow / not / I / I'm / sure.

Language at work | Present perfect simple and continuous | Connectors

Present perfect simple and continuous

Form

For the present perfect, see page 107.

Present perfect continuous

have / has + been + -ing form

I have been waiting for you for over an hour.

Use

1 Use the present perfect continuous for activities that began in the past and are still continuing, when you want to emphasize

- the activity itself
They've been developing a new product.
- the duration of the activity into the present time.
I've been saying we should do this since the project began!

2 Sometimes either the present perfect simple or the present perfect continuous can be used.

I've worked here for three years. ✓
I've been working here for three years. ✓

3 Use the present perfect simple to emphasize the result of an action, or the number of times it has occurred. Compare the following sentences.

Emphasis

<i>I've chaired the team meeting three times.</i>	(number of times)
<i>I've been sitting in this meeting all day.</i>	(duration)
<i>I've just finished the report.</i>	(end result)
<i>I've been working on the report.</i>	(action or event)

Language tip

Do not use the present perfect continuous with state verbs, such as *be*, *know*, *understand*, etc. (See page 105 for more on state verbs and the present continuous.)

Connectors

Use

1 Use the connectors *in order that*, *so that*, *because of*, and *due to* to explain the reason for something.

In order that / So that we can deal with your enquiry quickly, please give your reference number.

We need your reference number. It's because of / due to the security situation.

2 Use the connectors *so*, *therefore*, *as a result*, and *consequently* to explain the result of something.

We need more staff to complete the job. As a result / Therefore / Consequently, we've employed two more people.

We need more staff for this job, so we've employed two more people.

Language tip

In order that / So that often come before a modal verb.

I tried to finish the report quickly, so that I could prepare for the meeting.

1 Complete this conversation between a policeman and the owner of a small company with the present perfect simple or present perfect continuous form of the verbs in brackets.

Policeman So, how long ¹ *have you been* (be) here this morning?

Owner For about two hours. I think the alarm ² _____ (ring) all night.

Policeman Why ³ _____ you _____ (not / switch) it off yet?

Owner Sorry, I ⁴ _____ (look) for the special PIN number to switch it off, but I can't find it. Anyway, I ⁵ _____ (just / call) the manufacturer and they ⁶ _____ (send) someone out. He should be here any moment.

Policeman Good. Has anything been stolen?

Owner No, I don't think so.

Policeman ⁷ _____ you _____ (have) any problems with the alarm recently?

Owner No, not really, but it is a bit old and we ⁸ _____ (talk) about changing the security system for a while.

Policeman That sounds like a good idea!

2 Choose the correct answer from the words in *italics*.

Security guidelines for airline passengers

¹*As a result / Due to* increased security measures at all international airports, passengers should arrive three hours before departure time.

You need to show your passport and boarding card at certain security points, ²*so / because of* always have these documents ready.

³*In order to / therefore* avoid delays at security, all travellers should remove metal objects and place them in the tray.

We ask you to remove your laptop from its travel case ⁴*so that / consequently* it can be X-rayed separately.

We are currently testing new body scan technology.

⁵*Therefore / In order that*, certain passengers may be selected to participate in these tests.

