Exercise 1a

Read the first two paragraphs of an IELTS student's essay below and then insert your own information to expand the text.

Computers have now become an essential tool _____1_____. While they have brought countless benefits, their use also has many drawbacks.

The most important advantage, in my opinion, is that _____2_____ it is possible for people to perform _____3_____ tasks quicker and more efficiently _____4_____. For example, computers can be used to design cars; to link up workers _____5_____; and to develop all kinds of equipment. _____6_____the users at home _____7_____can connect their machines to the Internet. _____8_____e-mails _____9_____can then be sent to anyone _____10_____in seconds. Moreover, _____11_____computers can be used as video-phones on the Net. It can safely be said that _____12_____, the computer is the most versatile of all and has speeded up human development.

Exercise 1b

Read the first two paragraphs of an IELTS student's essay below and then insert the phrases (a-m) to add extra information to the skeleton. You may use each item once only.

a) ,unlike any other tool developed by the human race in the past,
b) , with the speed and accuracy of the computer,
c) both at work and in the home.
d) to keep in touch visually with relatives and friends
e) in offices in any part of the world
f) with photographs and huge amounts of documents

attached
g) The same efficiency applies to
h) anywhere in the world
i) than they have ever done before
j) complex
k) , who as well as employing PCs to process information,
l) Instead of sending letters,

Computers have now become an essential tool _____1_____. While they have brought countless benefits, their use also has many drawbacks.

The most important advantage, in my opinion, is that _____2_____ it is possible for people to perform _____3_____ tasks quicker and more efficiently _____4_____. For example, computers can be used to design cars; to link up workers _____5_____; and to develop all kinds of equipment. _____6_____the users at home _____7_____can connect their machines to the Internet. _____8_____e-mails _____9_____can then be sent to anyone _____10_____in seconds. Moreover, _____11_____computers can be used as video-phones on the Net. It can safely be said that _____12_____, the computer is the most versatile of all and has speeded up human development.

Exercise 2

(i) Read the second two paragraphs of an IELTS student's essay below and then insert the phrases (a-m) to add extra information to the skeleton. You may use each item once only.

a) To sum up
b) as with everything in life
c) who spend many hours glued to their computer screens.
d) Undoubtedly
e) research shows that
f) rather than being outside playing games or enjoying the fresh air.

g) from their families, friends and work colleagues, ending in their becoming desocialised.
h) for instance
i) which should not be overlooked
j) Evidence shows that

However, _____1_____ there is a downside associated with computers, _____2_____. _____3_____ using PCs can cause psychological problems. More and more people spend a lot of time in front of computer screens. _____4_____, such a bad habit can lead to users becoming more isolated _____5_____. As a result, depression as well as anxiety are not uncommon among people _____6_____. Take teenagers _____7_____. They can spend hours playing games on their own _____8_____. Although _____9_____ computers are developing the motor skills and intelligence of young people, they are becoming desensitised and lazy by using them.

_____10_____, as we have seen it is quite clear that using computers is a double-edged sword.

(ii) Read the whole essay above written by an IELTS student and decide which of the following is the most suitable title for the essay:

a) What are the benefits of using computers?
b) What are the disadvantages of using computers?
c) The development of the computer is a global phenomenon. What are the main advantages and disadvantages?
d) Computers have more advantages than disadvantages. How far do you agree?

Exercise 3

The text below has a number of spelling mistakes. Read and correct as quickly as you can.

Computers have now become an esential tool both at work and in the home. While they have brought countless benifits, their use also has many drawbacks.

The most important advantage, in my opinion, is that, with the speed and acuracy of the computer, it is possible for people to perform complex tasks quicker and more eficiently than they have ever done befor. For example, computers can be used to design cars; to link up workers in offices in any part of the world; and to develop all kinds of equippment. The same efficiency applys to the users at home, who as well as employing PCs to process information, can conect thier machines to the Internet. Instead of sending letters, e-mails with photographs and huge amounts of documents atached can then be sent to anyone anywhere in the world in seconds. Morover, to keep in touch with relatives and friends, computers can be used as video-phones on the Net. It can safely be said that unlike any other tool develop by the human race in the past, the computer is the most versitile and has speeded up human development.

However, as everything in life there is a downside associated with computers, which should not be overlooked. Evidence shows that using PCs can cause psyhological problems. More and more users spend a lot of time in front of computer screens. Undoubtedly, such a bad habit can led to people becoming more isolated from their families, relatives and friends and work colleages, ending in desocialisation. As a result, depression as well as anxiety are not uncommon among people who spend many hours glued to their computer. Take teenagers, for instance. They can spend hours playing games on their own rather than being outside playing games or enjoying the fresh air. Althoug research shows that computers are developing the motor skills and intelligense of young people, they are becoming desensitised and lazy by using them.

To sum up, as we have seen it is quiet clear that using computers is a double-edged sword.

Exercise 4

(i) The text below contains a number of mistakes that have been marked for you. As quickly as you can read and correct.

Computers (1.) now become an essential tool both at work and in the home. While they have brought countless (2.) benefit, their use also has many drawbacks.

The most important advantage, in my opinion, is that, with the speed and accuracy of the computer, it is possible for people to perform complex tasks (3.) quick and (4.) efficiently than they have ever done before. For example, computers can be (5.) use to design cars; to link up workers in offices in any part of the world; and to develop all kinds of equipment. The same efficiency applies to the users at home, who as well as (6.) employ PCs to process information, can connect their machines to the Internet. Instead of sending letters, e-mails with photographs and huge amounts of documents (7.) are attached can then be sent to anyone anywhere in the world in seconds. Moreover, to keep in touch with relatives and friends, computers can be used as video-phones on the Net. It can safely be said that unlike any other tool (8.) develop by the human race in the past, the computer is the most versatile and has speeded up human development.

However, as everything in life there is a downside (9.) associate with computers, which should not be (10.) overlook. Evidence shows that using PCs can cause psychological problems. More and more users spend a lot of time in front of computer screens. Undoubtedly, such a bad habit can lead to people (11.) become more isolated from their families, relatives and friends and work colleagues, ending in desocialisation. As a result, depression as well as anxiety are not (12.) common among people who spend many hours glued to their computer. Take teenagers, for instance. They can spend hours playing games on their own rather than being outside playing games or enjoying the fresh air. Although research shows that computers are developing the motor skills and intelligence of young people, they are becoming desensitised and lazy by using them.

To sum up, as we have seen it is quite clear that using computers is a double-edged sword.

(ii) The text below contains a number of mistakes that have not been marked for you. As quickly as you can read and correct.

Computers now become an essential tool both at work and in the home. While they have brought countless benefit, their use also has many drawbacks.

The most important advantage, in my opinion, is that, with the speed and accuracy of the computer, it is possible for people to perform complex tasks quick and efficiently than they have ever done before. For example, computers can be use to design cars; to link up workers in offices in any part of the world; and to develop all kinds of equipment. The same efficiency applies to the users at home, who as well as employ PCs to process information, can connect their machines to the Internet. Instead of sending letters, e-mails with photographs and huge amounts of documents are attached can then be sent to anyone anywhere in the world in seconds. Moreover, to keep in touch with relatives and friends, computers can be used as video-phones on the Net. It can safely be said that unlike any other tool develop by the human race in the past, the computer is the most versatile and has speeded up human development.

However, as everything in life there is a downside associate with computers, which should not be overlook. Evidence shows that using PCs can cause psychological problems. More and more users spend a lot of time in front of computer screens. Undoubtedly, such a bad habit can lead to people become more isolated from their families, relatives and friends and work colleagues, ending in desocialisation. As a result, depression as well as anxiety are not common among people who spend many hours glued to their computer. Take teenagers, for instance. They can spend hours playing games on their own rather than being outside playing games or enjoying the fresh air. Although research shows that computers are developing the motor skills and intelligence of young people, they are becoming desensitised and lazy by using them.

To sum up, as we have seen it is quite clear that using computers is a double-edged sword.

Exercise 5

Fill the blanks below using the correct spelling of the missing words. In each case the beginning of the word has been given.

Computers have now become an 1. es_____ tool both at work and in the home. While they have brought countless 2. b_____, their use also has many drawbacks.

The most important advantage, in my opinion, is that, with the speed and 3. ac_____ of the computer, it is possible for people to perform complex tasks quicker and more 4. ef_____ than they have ever done before. For example, computers can be used to design cars; to link up workers in offices in any part of the world; and to develop all kinds of 5. eq_____. The same efficiency applies to the users at home, who as well as employing PCs to process 6. inf_____, can connect their machines to the Internet. Instead of sending letters, e-mails with 7. ph_____ and huge amounts of documents 8. at_____ can then be sent to anyone anywhere in the world in seconds. Moreover, to keep in touch with relatives and friends, computers can be used as video-phones on the Net. It can safely be said that unlike any other tool developed by the human race in the past, the computer is the most 9. ve_____ and has speeded up human development.

However, as everything in life there is a downside 10. as_____ with computers, which should not be overlooked. Evidence shows that using PCs can cause 11. p_____ problems. More and more users spend a lot of time in front of computer screens. Undoubtedly, such a bad habit can lead to people becoming more isolated from their families, relatives and friends and work 12. c_____, ending in desocialisation. As a result, depression as well as anxiety are not uncommon among people who spend many hours glued to their computer. Take 13. te_____, for instance. They can spend hours playing games on their own rather than being outside playing games or enjoying the fresh air. Although research shows that computers are developing the motor skills and 14. in_____ of young people, they are becoming desensitised and lazy by using them.

To sum up, as we have seen it is quite clear that using computers is a double-edged sword.

Exercise 6

In each case below decide whether the word requires an 's' at the end or not.

1.Computer(-s/ __) have now become an essential tool both at work and in the home. While they have brought countless 2. benefit(-s/ __), their use also has many 3. drawback(-s/ __).

The most important 4. advantage(-s/ __), in my opinion, is that, with the speed and accuracy of the 5. computer(-s/ __), it is possible for people to perform complex 6. task(-s/ __) quicker and more efficiently than they have ever done before. For example, 7. computer(-s/ __) can be used to design 8. car(-s/ __); to link up workers in 9. office(-s/ __) in any part of the world; and to develop all kinds of 10. equipment(-s/ __). The same efficiency applies to the users at home, who as well as employing PCs to process 11. information(-s/ __), can connect their machines to the Internet. Instead of sending letters, e-mails with photographs and huge 12, amount(-s/ __) of documents attached can then be sent to anyone anywhere in the world in seconds. Moreover, to keep in touch with relatives and friends, 13. computer(-s/ __) can be used as video-phones on the Net. It can safely be said that unlike any other 14. tool(-s/ __) developed by the human race in the past, the 15. computer(-s/ __) is the most versatile and has speeded up human development.

However, as with everything in life there is a downside associated with 16. computer(-s/ __), which should not be overlooked. 17. Evidence(-s/ __) shows that using PCs can cause (18.) psychological problem(-s/ __). More and more 19. user(-s/ __) spend a lot of time in front of computer screens. Undoubtedly, such a bad habit can lead to people becoming more isolated from their families, relatives and friends and work colleagues, ending in desocialisation. As a result, depression as well as anxiety are not uncommon among people who spend many 20. hour(-s/ __) glued to their computer. Take 21. teenager(-s/ __), for instance. They can spend 22. hour(-s/ __) playing games on their own rather than being outside playing 23. game(-s/ __) or enjoying the fresh air. Although research shows that 24. computer(-s/ __) are developing the motor skills and intelligence of young people, they are becoming desensitised and lazy by using them.

To sum up, as we have seen it is quite clear that using 25. computer(-s/ __) is a double-edged sword.

Exercise 7

Complete the text in your own words.

Computers have now become an essential tool both at work and in the home. While they have brought countless benefits, their use also has many drawbacks.

The most important advantage, in my opinion, is that, _____ _____ _____. For example, computers _____ _____.

The same efficiency applies to _____ _____. Instead of sending letters, _____ _____.

Moreover, _____ _____. It can safely be said that _____ _____ _____.

However, as everything in life there is a downside _____ _. Evidence shows that using PCs _____. More and more users _____. Undoubtedly, such a bad habit _____ _____. As a result, _____ _____. Take teenagers, for instance. They _____ _____r. Although research shows that computers are developing the motor skills and intelligence of young people, _____,

To sum up, as we have seen it is quite clear that using computers is a double-edged sword.

Exercise 8

The text below has too many words. Read the text as quickly as you can and remove the extra words.

Computers have now been become an essential tool both at work and in the home. While they have brought the countless benefits, their use also has many drawbacks.

The most important of advantage, in my opinion, is that, with the speed and accuracy of the computer, it is possible for people to perform complex tasks more quicker and more efficiently than they have ever done before. For an example, computers can be used to design the cars; to link up workers in offices in any part of the world; and to develop all kinds of equipment. The same efficiency applies to the users at home, who as well as they employing PCs to process information, can connect their machines to the Internet. Instead of sending the letters, e-mails with photographs and huge amounts of documents are attached can then be sent to anyone anywhere in the world in few seconds. Moreover, to keep in touch with our relatives and friends, computers can be used as video-phones on the Net. It can safely be said that unlike any other tool developed by the human race in the past, the computer is the most versatile and has been speeded up human development.

However, as everything in life there is a downside are associated with using computers, which should not be overlooked. Evidence shows that using PCs can cause psychological problems. More and more users spend a lot of time in front of computer screens. Undoubtedly, such a bad habit can lead to people becoming more isolated from their families, relatives and friends and work colleagues, ending in desocialisation. As a result, depression as well as anxiety are not uncommon among the people who spend many hours glued to their computer. Take the teenagers, for instance. They can spend hours playing games on their own rather than being outside playing games or enjoying the fresh air. Although research shows that computers are developing the motor skills and intelligence of young people, they are becoming desensitised and lazy by using them.

To sum up, as we have seen it is quite clear that using computers is a double-edged sword.

Exercise 9

Put the verbs below into the correct tense.

Computers (1. now become) an essential tool both at work and in the home. While they (2. bring) countless benefits, their use also (3. have) many drawbacks.

The most important advantage, in my opinion, (4. be) that, with the speed and accuracy of the computer, it (5. be) possible for people to perform complex tasks quicker and more efficiently than they (6. ever do) before. For example, computers can (7. use) to design cars; to link up workers in offices in any part of the world; and to develop all kinds of equipment. The same efficiency (8. apply) to the users at home, who as well as employing PCs to process information, can connect their machines to the Internet. Instead of sending letters, e-mails with photographs and huge amounts of documents (9. attach) can then (10. send) to anyone anywhere in the world in seconds. Moreover, to keep in touch with relatives and friends, computers can be used as video-phones on the Net. It can safely be said that unlike any other tool (11. develop) by the human race in the past, the computer is the most versatile and has speeded up human development.

However, as with all things there (12, be) a downside (associate) with using computers, which should not be overlooked. Evidence (13. show) that using PCs can cause psychological problems. More and more users (14. spend) a lot of time in front of computer screens. Undoubtedly, such a bad habit can lead to people becoming more isolated from their families, relatives and friends and work colleagues, ending in desocialisation. As a result, depression as well as anxiety (15. be) not uncommon among people who spend many hours glued to their computer. Take teenagers, for instance. They can spend hours playing games on their own rather than being outside playing games or enjoying the fresh air. Although research (16. show) that computers (17. develop) the motor skills and intelligence of young people, they (18. become) desensitised and lazy by using them.

To sum up, as we have seen it is quite clear that using computers is a double-edged sword.

Exercise 10

Add words to the ideas in the boxes below to make sentences.

Paragraph 1

1. computers   essential   tool   work/home

2. bring   countless   benefits   use   many   drawbacks

Paragraph 2

3. important   advantage   speed   accuracy   computer   possible people   perform   complex   tasks   quicker   more efficiently   ever before

4. computers   used   design   cars   link up   workers   offices any part world   develop   all kinds equipment

5. same   efficiency   applies   users   home   who   employing PCs   to process   information   can connect   machines   Internet

6. Instead   sending   letters   e-mails   photographs   huge amounts documents   attached   then   sent   anyone   anywhere   world   seconds

7. keep   touch   relatives   friends   computers   used   video-phones   Net

8. safely   said   unlike   any   other   tool   developed   human race   past computer   most   versatile   speeded up   human development

Exercise 11

Add words to the text below to make complete sentences.

Paragraph 3

Everything life downside associated computers not overlooked. Evidence shows that using PCs cause psychological problems. More more users spend lot time front computer screens. Undoubtedly, such bad habit lead people becoming more isolated their families, relatives friends work colleagues, ending desocialisation. As result, depression anxiety not uncommon among people spend many hours glued computer. Take teenagers, for instance. They spend hours playing games on own rather than outside playing games or enjoying fresh air. esearch shows that computers developing motor skills ntelligence young people, they becoming desensitised lazy using them.

Paragraph 4

sum up, as we have seen it quite clear that using computers a double-edged sword.