5 WHEN CAN WE MEET?

GET STARTED

A Read the unit title and learning goals.

B Look at the photo of a conference call. What do you see?

C Now read Lucas's message. How does Lucas have meetings with people in so many places?

LUCAS MORALES
@LucasM

I love that I can have meetings with people all over the world—and never leave Costa Rica!

LUCAS MORALES
@LucasM

I love technology when it works, but when it doesn't… ☹

1 VOCABULARY   Technology at work

A ▶05-01 Listen. Then listen and repeat.

unplug a cable

add a wireless network

check the [Wi Fi] connection

click a link

download a program

connect to a projector

restart the computer

call tech(nical) support

B Look at the situations below. Circle the next step for each situation.

1. You want to use the Internet.
   a. Add a wireless network.
   b. Download a program.
2. You need to show a presentation.
   a. Check the connection.
   b. Connect to a projector.
3. Your computer screen suddenly won't change.
   a. Unplug a cable.
   b. Restart the computer.
4. You're at work and your computer won't start.
   a. Call tech support.
   b. Click a link.

C PAIRS Brainstorm. Look at the actions in 1A. List two–three reasons why you do them.

unplug a cable: to disconnect from a printer,…

2 GRAMMAR   *Could* and *should* for suggestions

COACH

Use *could* and *should* to make suggestions. *Should* is stronger than *could*.

Questions				Statements			
Wh-word	*Should*	Subject	Base form of verb	Subject	*Should / Could*	*Not*	Base form of verb
Who	**should**	I	**call**?	You	**could**		**call** tech support.
What	**should**	she	**do**?	She	**should**		**restart** her computer.
						not	**unplug** the cable.

Notes
- Use *should* for questions and negative statements. Do not use the negative form *couldn't* for statements when making a suggestion.
- Use contractions, such as *shouldn't*, in spoken English and informal writing.

3 PRONUNCIATION
COACH

A ▶05-03 Listen. Notice the consonant group at the beginning or end of these words. Then listen and repeat.

fix the problem   connect to the screen   close the program
click the link   plug in the speakers   start the presentation

B ▶05-04 Write a word from 3A that has the consonant group shown. The symbols on the left show sounds, not spellings. Then listen and check your answers.

1. /kl/ click, _____
2. /st/ _____
3. /pr/ _____
4. /skr/ _____
5. /ks/ _____
6. /kt/ _____
7. /ŋk/ _____
8. /pl/ _____
9. /sp/ _____

C PAIRS Practice the phrases in 3A. Are any of the consonant groups difficult for you? Can you think of other words that start or end with these consonant groups?

4 CONVERSATION

A ▶05-05 Listen or watch. Circle the correct answers.

1. After closing the presentation, Eric **restarts / shuts down / unplugs** the computer.
2. Eric **plugs in the cable / clicks a link / adds a wireless network** before he tries to connect.
3. Eric **connects to the screen / checks the sound / starts the presentation** last.
4. To join the meeting, people need to **open a file / download a program / call tech support**.

B ▶05-06 Listen or watch. Complete the conversation.

Eric: I can't get our presentation to play. What _____ I do?

Lucas: You _____ unplug the cable. Then plug it in again.

Eric: Uh-huh.

Lucas: If that doesn't fix the problem, you _____ restart your computer.

Eric: Got it.

CONVERSATION SKILL Show you understand

To show that you understand what someone is saying in a conversation, say: *OK, Uh-huh, I understand,* or *(I've) got it.*
A: Now, shut down your computer.
B: Got it.
Listen to or watch the conversation in 4A again. Underline the words that you hear above.

C ▶05-07 Listen and repeat. Then practice with a partner.

D PAIRS Make new conversations. Use these words or your own ideas.

download the new program   call tech support

5 TRY IT YOURSELF

A MAKE IT PERSONAL Think of something that you want to do with technology. Take notes.

B PAIRS Student A, say what you want to do with technology. Student B, suggest an idea or solution. Then change roles.

A: I want to edit my vacation photos. What should I use?
B: You could download this photo app.

■ **I CAN** MAKE AND RESPOND TO SUGGESTIONS.