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  
g) The same efficiency applies attached  
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 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, with the speed and accuracy of the computer, it is possible for people to perform complex tasks quicker and more efficiently 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 equipment. The same efficiency applies 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 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 developed 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 associated with 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 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 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.
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 used 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.

<table>
<thead>
<tr>
<th>1. Computer(-s/<strong>) have now become an essential tool both at work and in the home. While they have brought countless 2. benefit(-s/</strong>), their use also has many 3. drawback(-s/__).</th>
</tr>
</thead>
<tbody>
<tr>
<td>The most important 4. advantage(-s/<strong>) in my opinion, is that, with the speed and accuracy of the 5. computer(-s/</strong>), it is possible for people to perform complex 6. task(-s/<strong>) quicker and more efficiently than they have ever done before. For example, 7. computer(-s/</strong>) can be used to design 8. car(-s/<strong>); to link up workers in 9. office(-s/</strong>) in any part of the world; and to develop all kinds of 10. equipment(-s/<strong>). The same efficiency applies to the users at home, who as well as employing PCs to process 11. information(-s/</strong>), can connect their machines to the Internet. Instead of sending letters, e-mails with photographs and huge 12. amount(-s/<strong>) 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/</strong>) can be used as video-phones on the Net. It can safely be said that unlike any other 14. tool(-s/<strong>) developed by the human race in the past, the 15. computer(-s/</strong>) is the most versatile and has speeded up human development.</td>
</tr>
<tr>
<td>However, as with everything in life there is a downside associated with 16. computer(-s/<strong>), which should not be overlooked. 17. Evidence(-s/</strong>) shows that using PCs can cause (18.) psychological problem(-s/<strong>). More and more 19. user(-s/</strong>) 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/<strong>) glued to their computer. Take 21. teenager(-s/</strong>), for instance. They can spend 22. hour(-s/<strong>) playing games on their own rather than being outside playing 23. game(-s/</strong>) 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.</td>
</tr>
<tr>
<td>To sum up, as we have seen it is quite clear that using 25. computer(-s/__) is a double-edged sword.</td>
</tr>
</tbody>
</table>
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 _______________________________________, 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 _______________________________________. 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 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.