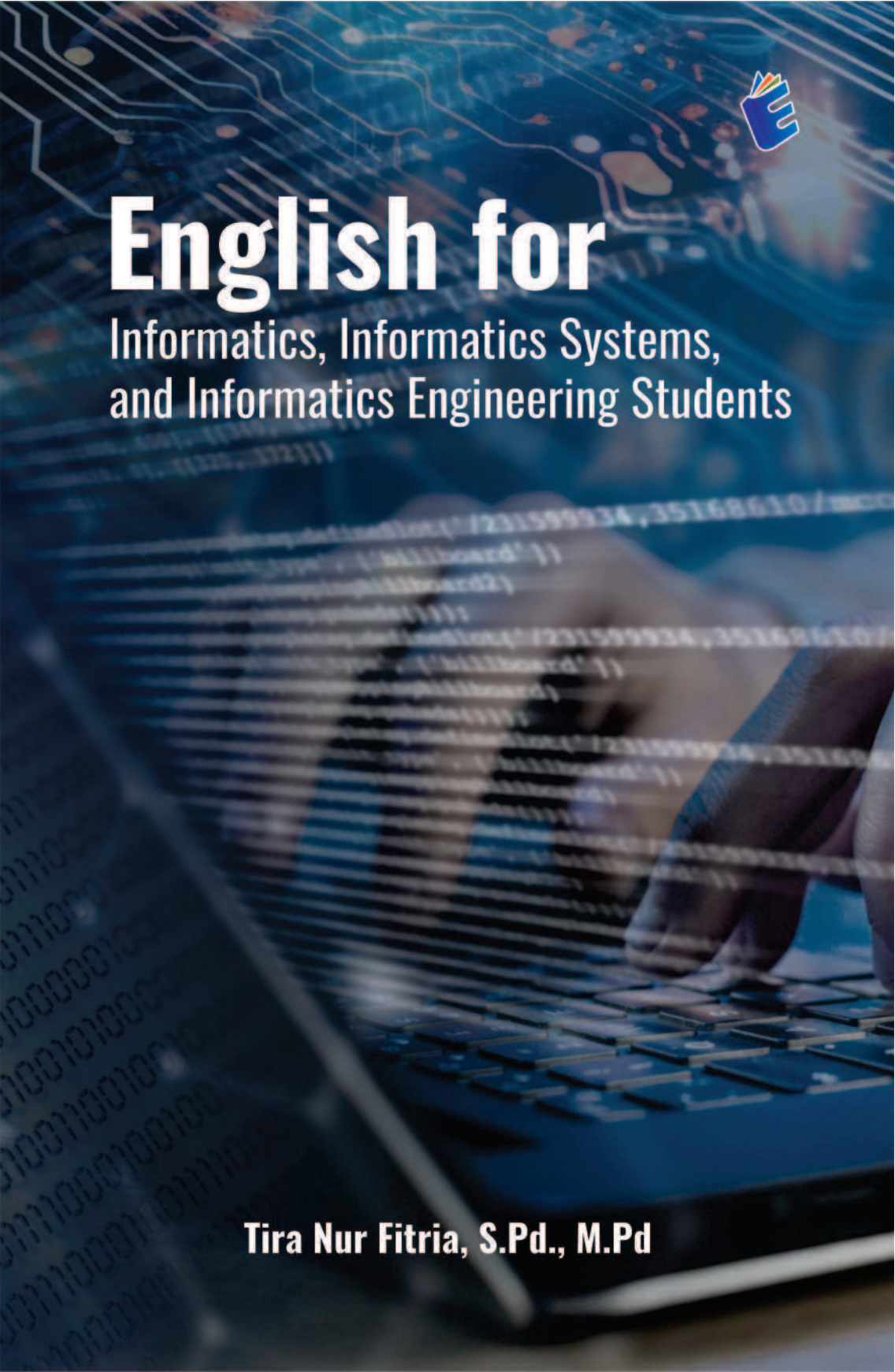
English for
Informatics, Informatics Systems,
and Informatics Engineering Students
Tira Nur Fitria, S.Pd., M.Pd

English for

Informatics, Informatics Systems, and Informatics Engineering Students

This book is an essential resource tailored to enhance the English language proficiency of students in the informatics field. This book integrates language skills development with practical knowledge of information and communication technology (ICT), providing a comprehensive learning experience that prepares students for academic and professional success.

The book consists of 20 units designed to improve students' English skills in the field of ICT. The 1st unit, "Do you know computer hardware and software?", introduces the basics of computer hardware and software. The 2nd unit, "Do you use ICT tools and devices for daily activities?", explores the use of ICT tools and devices in daily activities. The 3rd unit, "How often do you use ICT tools in daily activity?", analyzes the frequency of use of ICT tools. The 4th unit, "Do you have ICT tools or devices?", discusses ownership of ICT devices. The 5th unit, "How many ICT tools/devices are available?", examines the number of ICT devices available. The 6th unit, "Do you know people in ICT and their work?", introduces figures in the ICT field and their work. The 7th unit, "What are the specifications of the devices?", discusses the technical specifications of the devices. The 8th unit, "How much does this tool or device cost?", examines the price of ICT equipment. The 9th unit, "Do you know where are my tools/devices?", discusses device location management. The 10th unit, "How do ICT tools/devices work?", explains how ICT devices work. The 11th unit, "Do you know how to use ICT tools/devices?", guides using ICT devices. The 12th unit, "What's wrong with my ICT tools/devices?", discusses troubleshooting ICT devices. The 13th unit, "Do you like playing games (e-sports)?", explores the world of e-sports and gaming. The 14th unit, "Do you have a social media?", discusses the role of social media in everyday life. The 15th unit, "Do you agree or disagree with the development of ICT?", invites discussion about the development of ICT. The 16th unit, "Do you know the updated news related to ICT?", provides the latest information related to ICT. The 17th unit, "Do you like graphic design?", introduces the basics of graphic design. The 18th unit, "How do you get a job vacancy?", guides on finding job vacancies. The 19th unit, "How do you write an application letter/cover letter?", teaches how to write a job application letter. The 20th unit, "How do you write a curriculum vitae", provides a guide to writing a CV.

Each unit is designed to build specific skills in reading, writing, speaking, and listening, while also integrating practical tasks that reflect real-world applications. By the end of the book, students will have developed the linguistic and technical competencies necessary to thrive in both academic and professional settings within the informatics sector.

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ENGLISH FOR INFORMATICS, INFORMATICS SYSTEMS, AND INFORMATICS ENGINEERING STUDENTS

Tira Nur Fitria, S.Pd., M.Pd

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ACKNOWLEDGMENT

Alhamdulillah, all praise to Allah SWT for His permission, the author was able to write and complete this book. This book contains both orally and in writing in the fields of Information and Communication Technology (ICT). This textbook includes 20 chapters, each unit is equipped with four English skills (reading and writing, also speaking and listening) then followed by tasks at the end of each chapter.

We know that currently, the need for information, computers, and technology in the era of globalization has become a necessity for all humans in various fields of human life. Informatics is a major that focuses on the fields of information, computers, and technology. Therefore, the writing and preparation of this book cover various materials related to the fields of information, computers, and technology. It is hoped that later it can be used as a learning medium for students majoring in Informatics, Information Systems or Informatics Systems, and Information Engineering or Informatics Engineering. The selection of topics in this material is also adapted to the context of the fields of information, computers, and technology which can be applied in everyday life and the future world of work.

The author would like to thank the various parties who have participated and provided assistance, both directly and indirectly, both morally and materially, and the author cannot mention them one by one. The author also realizes that this textbook is certainly still far from perfection. Therefore, with a wide and open heart, the author accepts constructive criticism and suggestions for the good and perfection of this textbook.

Surakarta, May 2024
Author

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ENGLISH FOR INFORMATICS, INFORMATICS SYSTEMS, AND INFORMATICS ENGINEERING STUDENTS

Tira Nur Fitria, S.Pd., M.Pd

LIST OF ACRONYMS AND ABBREVIATIONS
RELATED TO ICT TERMS

1.	3D	:	Three-Dimensional
2.	3GP	:	3rd Generation Partnership Project
3.	ACPI	:	Advanced Configuration and Power Interface
4.	ADF	:	Automatic Document Feeder
5.	ADSL	:	Asymmetric Digital Subscriber Line
6.	AGP	:	Accelerated Graphics Port
7.	AI	:	Artificial Intelligence
8.	AJAX	:	Asynchronous JavaScript and XML
9.	ALU	:	Arithmetic Logical Unit
10.	AMD	:	Advanced Micro Devices
11.	AP	:	Access Point
12.	API	:	Application Programming Interface
13.	APK	:	Android Application Package
14.	App	:	Application
15.	API	:	Application Programming Interface
16.	AR	:	Augmented Reality
17.	ARP	:	Address Resolution Protocol
18.	ASC	:	Ascending
19.	ASCII	:	American Standard Code for Information Interexchange
20.	ASP	:	Active Server Pages
21.	AT	:	Advanced Technology
22.	ATA	:	Advanced Technology Attachment
23.	ATM	:	Asynchronous Transfer Mode
24.	AUP	:	Acceptable Use Policy
25.	BIOS	:	Basic Input Output System
26.	Bit	:	Binary Digit
27.	BMP	:	Bitmap Image File
28.	BSSID	:	Basic Service Set Identifier
29.	CAPTCHA	:	Completely Automated Public Turing Test to tell Computer and Human Apart.

30.	Cc	:	Carbon copy
31.	CCTV	:	Closed-Circuit Television
32.	CD	:	Compact Disc
33.	CDN	:	Content Delivery Network
34.	CDR	:	Compact Disk Recorder
35.	CD-R	:	CD-Recordable
36.	CD-ROM	:	Compact Disk Read-Only Memory
37.	CDRW	:	Compact Disk Re-Writer
38.	CGI	:	Common Gateway Interface
39.	CHAT	:	Conversational Hypertext Access Technology
40.	CLI	:	Command Line Interface
41.	CMD	:	Command Prompt
42.	CMOS	:	Complementary Metal-Oxide Semiconductor
43.	CMS	:	Content Management System
44.	CMY	:	Cyan, Magenta, Yellow
45.	CMYK	:	Cyan, Magenta, Yellow, Black
46.	COMPUTER	:	Common Oriented Machine Particularly United and Used Under Technical and Educational Research
47.	CPU	:	Central Processing Unit
48.	CRT	:	Cathode Ray Tube
49.	CSP	:	Cloud Service Provider
50.	CSS	:	Cascading Style Sheet
51.	CSV	:	Comma-Separated Values
52.	DDoS	:	Distributed Denial of Service
53.	DDR	:	Double Data Rate
54.	DDR-SDRAM	:	Double Data Rate – Synchronous Dynamic Random Access Memory
55.	DHCP	:	Dynamic Host Configuration Protocol
56.	DHCP	:	Dynamic Host Configuration Protocol
57.	DIMM	:	Dual Inline Memory Module
58.	DNS	:	Domain Name Server
59.	DOC	:	Document (format file Microsoft Word)

60.	DOCM	:	Word Macro-Enabled Document (format file Microsoft Word)
61.	DOCX	:	Office Open XML Document (format file Microsoft Word)
62.	DOM	:	Document Object Model
63.	DOMAIN	:	Distributed Operating Multi-Access Interactive Network
64.	DOS	:	Disk Operating System
65.	DPI	:	Dots Per Inch
66.	DPI	:	Dots Per Inch
67.	DRAM	:	Dynamic Random Access Memory
68.	DSC	:	Descending
69.	DSL	:	Digital Subscriber Line
70.	DTD	:	Document Type Definition
71.	DVD	:	Digital Versatile Disc
72.	DVD-RAM	:	Digital Versatile Disk – Random Access Memory
73.	DVI	:	Digital Video Interface
74.	EAP	:	Extensible Authentication Protocol
75.	EEPROM	:	Electrically Erasable Programmable Read-Only Memory
76.	EGA	:	Extended Graphics Adapter
77.	Email	:	Electronic Mail
78.	EMOTICON	:	Emotion Icon
79.	EPROM	:	Erasable Programmable Read-Only Memory
80.	EPS	:	Encapsulated PostScript
81.	EPUB	:	Electronic Publication
82.	EULA	:	End User License Agreement
83.	FAQ	:	Frequently Asked Questions
84.	FAT	:	File Allocation Table
85.	FAT32	:	File Allocation Table 32
86.	FDC	:	Floppy Disk Controller
87.	FDD	:	Floppy Disk Drive
88.	FM	:	Frequency Modulation

89.	FPS	:	Frame Per Second
90.	FPU	:	Floating Point Unit
91.	FSB	:	Front Side Bus
92.	FTP	:	File Transfer Protocol
93.	GB	:	Gigabytes
94.	GBps	:	Gigabytes per second/Gigabits per second
95.	GDI	:	Graphical Device Interface
96.	GHz	:	GigaHertz
97.	GNU	:	General Public License
98.	GOOGLE	:	Global Organization of Oriented Group Language of Earth
99.	GPRS	:	General Packet Radio Service
100.	GPS	:	Global Positioning System
101.	GPU	:	Graphical Processor Unit
102.	GSM	:	Global System for Mobile Communication
103.	GUI	:	Graphical User Interface
104.	HDD	:	Hard Disk Drive
105.	HDMI	:	High-Definition Multimedia Interface
106.	HIS	:	Hightech Information System Limited
107.	HSDPA	:	'High-Speed Downlink Packet Access
108.	HTML	:	Hypertext Markup Language
109.	HTTP	:	Hypertext Transfer Protocol
110.	HTTPS	:	Hypertext Transfer Protocol Security
111.	I / O	:	Input / Output
112.	IC	:	Integrated Circuit
113.	ICC	:	International Color Consortium
114.	ICMP	:	Internet Control Message Protocol
115.	ID	:	Identity
116.	IDE	:	Integrated Drive Electronics
117.	IMAP	:	Internet Message Access Protocol
118.	Internet	:	Interconnected Network
119.	iOS	:	iPhone Operating System
120.	IP	:	Internet Protocol

121.	IPP	:	Internet Printing Protocol
122.	ISO	:	International Standards Organization
123.	ISP	:	Internet Service Provider
124.	IT	:	Information Technology
125.	JPG	:	Joint Photographic Group
126.	JS	:	JavaScript
127.	JSON	:	JavaScript Object Notation
128.	Kb	:	Kilobit
129.	KB	:	Kilobyte
130.	Kbps	:	Kilobits Per Second
131.	KBps	:	KiloBytes per second
132.	LAN	:	Local Area Network
133.	LCD	:	Liquid Crystal Display
134.	LDT	:	Lightning Data Transport
135.	LED	:	Light-Emitting Diode
136.	LGA	:	Land Grid Array
137.	LPT	:	Line Print Terminal
138.	LTE	:	Long Term Evolution
139.	MAC	:	Media Access Control
140.	Malware	:	Malicious Software
141.	MAN	:	Metropolitan Area Network
142.	MB	:	MotherBoard or Megabyte
143.	Mbps	:	Megabits Per Second/Megabits Per Second
144.	MBps	:	Megabytes Per Second
145.	MDB	:	Microsoft Database (format file Microsoft Access)
146.	MHz	:	MegaHertz
147.	MIDI	:	Musical Instrument Digital Interface
148.	MMX	:	Multi-Media Extensions
149.	MODEM	:	Modulator Demodulator
150.	MPEG	:	Moving Picture Expert Group
151.	MP3	:	MPEG Layer 3
152.	MP4	:	MPEG Layer 4
153.	MPV	:	Minimum Viable Product

154.	MSG	:	Outlook Mail Message (format file Microsoft Outlook)
155.	MSI	:	Micro-Star International
156.	MTU	:	Maximum Transmission Unit
157.	MU	:	Memory Unit
158.	Multimedia	:	Multiple forms of media
159.	MVC	:	Model View Controller
160.	NAS	:	Network Attached Storage
161.	NAT	:	Network Address Translation
162.	NIC	:	Network Interface Card
163.	NNTP	:	Network News Transport Protocol
164.	NTFS	:	New Technology File System
165.	NTP	:	Network Time Protocol
166.	OC	:	Overclock (Over Clock)
167.	OCR	:	Optical Character Recognition
168.	ODP	:	OpenDocument Presentation (format file OpenOffice/LibreOffice)
169.	ODS	:	OpenDocument Spreadsheet (format file OpenOffice/LibreOffice)
170.	ODT	:	OpenDocument Text (format file OpenOffice/LibreOffice)
171.	OEM	:	Original Equipment Manufacturer
172.	OOP	:	Object-Oriented Programming
173.	OS	:	Operating System
174.	OSI	:	Open System Interconnection
175.	PC	:	Personal Computer
176.	PCB	:	Printed Circuit Board
177.	PCI	:	Peripheral Component Interconnect
178.	PCL	:	Printer Command Language
179.	PCMCIA	:	Peripheral Component Microchannel Interconnect Architecture
180.	PDA	:	Personal Digital Assistant
181.	PDF	:	Portable Document Format
182.	PGA	:	Professional Graphics Array
183.	PHP	:	Hypertext Preprocessor

184.	PLD	:	Programmable Logic Device
185.	PNG	:	Portable Network Graphics
186.	PnP	:	Plug 'n Play
187.	POP3	:	Post Office Protocol 3
188.	POST	:	Power On Self-Test
189.	POST	:	Power-On Self-Test
190.	PPI	:	Pixel Per Inch
191.	PPM	:	Pages Per Minute
192.	PPPoA	:	Point-to-Point Protocol over ATM
193.	PPPoE	:	Point-to-Point Protocol over Ethernet
194.	PPT	:	PowerPoint Presentation (format file Microsoft PowerPoint)
195.	PPTM	:	PowerPoint Macro-Enabled Presentation (format file Microsoft PowerPoint)
196.	PPTX	:	Office Open XML Presentation (format file Microsoft PowerPoint)
197.	PSD	:	Photoshop Document
198.	PSU		Power Supply Unit
199.	QoS	:	Quality of Service
200.	QR Code	:	Quick Response Code
201.	RADAR	:	Radio Detection and Ranging
202.	RAID	:	Redundant Array of Inexpensive Disks
203.	RAM	:	Random Access Memory
204.	RAMDAC	:	Random Access Memory Digital Analog Converter
205.	RDRAM	:	Rambus Dynamic Random Access Memory
206.	REST	:	Representational State Transfer
207.	RGB	:	Red, Green, Blue
208.	RIP	:	Raster Image Processor
209.	RIP	:	Routing Information Protocol
210.	ROM	:	Read Only Memory
211.	RPM	:	Revolutions Per Minute
212.	RTC	:	Real-Time Clock

213.	RTF	:	Rich Text Format
214.	SATA	:	Serial Advanced Technology Attachment
215.	SCSI	:	Small Computer System Interface
216.	SD		Secure Digital
217.	SDK	:	Software Development Kit
218.	SDRAM	:	Synchronous Dynamic Random Access Memory
219.	SECC	:	Single Edge Contact Connector
220.	SEO	:	Search Engine Optimization
221.	SIM Card	:	Subscriber Identity Module Card
222.	SMTP	:	Simple Mail Transfer Protocol
223.	SNMP	:	Simple Network Management Protocol
224.	SODIMM	:	Small Outline Dual Inline Memory Module
225.	SQL	:	Structured Query Language
226.	SRAM	:	Static Random Access Memory
227.	SSID	:	Service Set Identifier
228.	SSL	:	Secure Sockets Layer
229.	SSO	:	Single Sign On
230.	STP	:	Unshielded Twisted Pair
231.	SVG	:	Scalable Vector Graphics
232.	SVGA	:	Super Video Graphics Array
233.	TB	:	Terabytes
234.	TBps	:	Terabytes per second
235.	TCP/IP	:	Transmission Control Protocol/Internet Protocol
236.	TIFF	:	Tagged Image File Format
237.	TXT	:	Text File
238.	UART	:	Universal Asynchronous Receiver
239.	UDP	:	User Datagram Protocol
240.	UEFI	:	Unified Extensible Firmware Interface
241.	UI	:	User Interface
242.	URI	:	Uniform Resource Identifier
243.	URL	:	Uniform Resource Locator

244.	USB	:	Universal Serial Bus
245.	UTP	:	Unshieled Twisted Pair
246.	UX	:	User Experience
247.	VCD	:	Video Compact Disc'
248.	VGA	:	Video Graphic Adapter
249.	VIRUS	:	Vital Information Resource Under Siege
250.	VLAN	:	Virtual Local Area Network
251.	VLE	:	Virtual Learning Environment
252.	VoIP		Voice over Internet Protocol
253.	VPN	:	Virtual Private Network
254.	VR	:	Virtual Reality
255.	WAN	:	Wide Area Network
256.	WAP	:	Wireless Access Point
257.	WEP	:	Wired Equivalent Privacy
258.	WIFI	:	Wireless Fidelity
259.	WINDOWS	:	Wide Interactive Network Development for Office Work Solution
260.	WLAN	:	Wireless Local Area Network
261.	WPA	:	Wi-Fi Protected Access
262.	WWW	:	World Wide Web
263.	XGA	:	Extended Graphics Array
264.	XLS	:	Excel Spreadsheet (format file Microsoft Excel)
265.	XLSM	:	Excel Macro-Enabled Spreadsheet (format file Microsoft Excel)
266.	XLSX	:	Office Open XML Spreadsheet (format file Microsoft Excel)
267.	XML	:	Extensible Markup Language
268.	XMS	:	Extended Memory Specification
269.	YAHOO	:	Yet Another Hierarchical Officious Oracle

LIST OF VERBS RELATED TO ICT TERMS

No	Verbs	Meaning
1.	Access	To enter or retrieve data from a computer or network
2.	Align	To adjust the horizontal or vertical placement of text, objects, or paragraphs.
3.	Analyze	To analyze data, system performance, or trends to understand patterns, identify problems, or make decisions based on available information.
4.	Animate	To add movement or create the illusion of motion in multimedia content, often used in animation or video production.
5.	Archive	To store data in a compressed or organized format for long-term preservation or to save space on storage devices.
6.	Assembly	To put together computer hardware components
7.	Authenticate	To verify the identity of a user, device, or system by providing valid credentials such as a password or biometric information.
8.	Authorize	To grant permission or access rights to users or processes within computer tools based on predefined permissions.
9.	Automate	To implement processes or tasks within computer tools to run automatically, reducing manual intervention.
10.	Back	To navigate to the previous screen, page, or location within a software application, website, or interface.
11.	Backup	To make a copy of data for safekeeping to prevent loss in case of hardware failure or other issues.
12.	Bold	To make selected text appear in a bold typeface for emphasis.

No	Verbs	Meaning
13.	Bookmark	To save a specific website or webpage for quick access later, usually within a web browser.
14.	Boot	To start or restart a computer or laptop To start up a computer or load an operating system, often from a powered-off state.
15.	Break	To insert a page break, column break, or section break to control the document's layout.
16.	Browse	To navigate through websites or online content using a web browser.
17.	Cache	To temporarily store data in a cache memory, often for faster access and retrieval.
18.	Calculate	To perform mathematical operations to derive results, such as sums or averages.
19.	Calibrate	To adjust or set the accuracy of a measuring instrument or device, ensuring proper functioning and precision.
20.	Cancel	To terminate or stop a process, task, or operation before it is completed.
21.	Chart	To create visual representations of data through graphs or charts
22.	Clean	To remove dust, dirt, debris, or unnecessary files from computer hardware, peripherals, or software applications
23.	Clear	To remove or erase content, data, or settings from a screen, document, form, or interface.
24.	Clear Cache	To remove cached or temporary data stored by software applications, web browsers, or operating systems

No	Verbs	Meaning
25.	Clear Error Messages	To resolve or dismiss error messages, notifications, or pop-ups displayed on a computer screen
26.	Clear Memory	To release or reset the memory (RAM) in a computer or device by closing programs or processes that are consuming resources excessively
27.	Click	Press or select a mouse button or tap a touchscreen to interact with an element, object, or option on a computer screen or interface.
28.	Clone	To create an exact copy or replica of a hard drive, SSD, or an entire computer system.
29.	Close	To end the current session with the document, save any changes made.
30.	Code	To write the instructions in a programming language that a computer can understand and execute.
31.	Collaborate	To collaborate with team members or others in the development, implementation, or maintenance of technology solutions.
32.	Comment	To insert notes or annotations to provide feedback or additional information within the document.
33.	Compile	To convert human-readable source code into machine-readable code, often done by a compiler.
34.	Compose	To create or arrange elements of multimedia content, such as composing music, designing graphics, or arranging scenes in video production.
35.	Configure	To set up or adjust the settings of hardware or software to make it work correctly

No	Verbs	Meaning
36.	Connect	To establish a link or communication between devices or networks
37.	Convert	To change the format, structure, or representation of data from one form to another.
38.	Copy	To duplicate files/data, selected text or objects are to be pasted elsewhere in the document.
39.	Count	To determine the number of items, elements, or occurrences within a dataset, list, or collection.
40.	Create	To generate a new document, spreadsheet, or presentation
41.	Custom	To modify or tailor software or settings to suit specific user preferences
42.	Cut	Remove selected text or objects and place them on the clipboard for pasting elsewhere.
43.	Debug	To identify and remove errors or defects in software or hardware.
44.	Decrypt	To convert coded or encrypted data back into its original, readable form.
45.	Defrag(ment)	To reorganize and optimize the storage space on a hard drive by rearranging fragmented files.
46.	Delete	To remove data, file, selected text, objects, or elements from the document
47.	Deploy	To roll out or introduce software or hardware into a specific environment.
48.	Design	To arrange and structure the layout, appearance, and formatting of the document.
49.	Develop	To create, or design new software, applications, or systems.

No	Verbs	Meaning
50.	Diagnose	To determine the nature or cause of a problem in a computer system through systematic examination.
51.	Download	To transfer data or files from the internet or another computer to your device
52.	Drag	To move or manipulate digital objects, icons, or graphical elements on a computer screen.
53.	Draw	To create or sketch shapes, diagrams, or freeform drawings in the document.
54.	Drop	To delete or release something from somewhere, be it data, files, or other elements.
55.	Duplicate	To create a copy of an existing element or data.
56.	Embed	To insert or integrate multimedia elements, such as images, audio, or videos, into a document, presentation, or webpage.
57.	Encrypt	To convert data into a coded form to secure it from unauthorized access or use.
58.	End	To terminate or conclude a process, task, or operation in computing.
59.	Enter	To input or confirm data, commands, or selections on a computer or electronic device.
60.	Execute	To run a program or command within computer tools to carry out specific tasks or operations.
61.	Exit	To leave or terminate a program, application, or computing environment
62.	Export	To save the document in a different file format or convert it for use in other applications.

No	Verbs	Meaning
63.	Filter	To display only specific data based on set criteria, hiding irrelevant information
64.	Find	Search for specific words or phrases within the document.
65.	Format	Adjust the appearance or style of selected text, paragraphs, or the entire document.
66.	Forward	To send a copy of an e-mail message, document, or file to another recipient or destination.
67.	Generate	To create new data, reports, or files using computer tools based on specific parameters or requirements.
68.	Hack	To attempt to gain access to a computer system, network, or data without permission.
69.	Help	To access assistance or guidance, often through a help menu or support resources.
70.	Hibernate	To save the current state of a computer to disk and then power it off, allowing for a quick resumption of the previous state when powered on again.
71.	Hyperlink	To insert a link that connects to another document, webpage, or location
72.	Implement	To integrate and put into action a plan or system, often related to software deployment
73.	Insert	To add new elements or objects into the document, such as pictures, tables, or shapes
74.	Install	To set up and put software or hardware on a computer or device into a computer system.
75.	Integrate	To combine or merge different software or hardware components to work together seamlessly.

No	Verbs	Meaning
76.	Interact	To engage with or communicate with a computer or device, often through input methods like a keyboard, mouse, or touch screen.
77.	Italicize	To apply an italic style to selected text for a slanted appearance.
78.	Launch	An action or command used to start or open a program, application, or process on a computer system
79.	Link	To connect between two resources, documents, or web pages.
80.	List	To arrange sequentially or in a structured format
81.	Load	A process of transferring data, content, or resources from a storage device or network to a computer's memory or processing unit for access or execution.
82.	Log In/ Sign in	To enter our credentials to access a computer system or online account
83.	Log off	To end a session or terminate access to a computer system, network, or application
84.	Log Out/ Sign out or	To exit from a computer system or online account
85.	Maintain	To preserve, sustain, or manage computer hardware, software, networks, or systems
86.	Manage	Organize and control various aspects of the document, such as formatting, properties, or permissions.
87.	Merge	To combine selected cells into a single, larger cell, often for formatting purposes
88.	Migrate	To move data, applications, or systems from one platform or environment to another, usually to improve performance or efficiency.

No	Verbs	Meaning
89.	Monitor	To keep track of system performance, activities, or specific parameters using computer tools to ensure optimal operation.
90.	Navigate	To move around or browse through different sections, files, or websites on a computer interface.
91.	Open	To access an existing document to view or edit its content.
92.	Operate	To control and manage the functioning of a computer or a computerized system.
93.	Optimize	To make software or hardware operate more efficiently or at its best performance.
94.	Overclock	To run a computer component, especially the CPU or GPU, at a speed higher than its officially specified clock rate to achieve better performance.
95.	Partition (split/divide)	To divide a hard drive or storage device into separate sections or partitions, each treated as an independent unit.
96.	Paste	To place copied or cut text or objects into a new location in the document
97.	Patch	To implement software or system updates into an existing environment to fix security vulnerabilities or other issues.
98.	Pause	To suspend or temporarily stop a process or data flow in a program or system.
99.	Personalize	To customize or tailor settings, preferences, or appearance according to individual preferences.
100.	Preview	To see a visual representation or preview of a document, file, or image before it is finalized or printed.
101.	Print	To produce a paper or digital copy of a document

No	Verbs	Meaning
102.	Process	To execute a series of operations or calculations by a computer program or hardware.
103.	Program	To write instructions or code to enable a computer to perform specific tasks.
104.	Protect	To apply security measures to restrict editing, formatting, or access to the document/To secure a by setting passwords, restricting access
105.	Quit	To exit or terminate a program, application, or process.
106.	Reboot	To restart a computer or system, often to apply updates or resolve issues.
107.	Record	To capture and save sound, video, or screen activity.
108.	Reconfigure	To adjust settings or configurations of hardware or software components to optimize performance or resolve compatibility issues.
109.	Refresh	To update the content of a webpage or application
110.	Remove	To delete or eliminate it from its current location or context.
111.	Rename	To change the name of a file, folder, or other digital object to something different.
112.	Render	To generate or display images, graphics, or visual content on a computer screen or other display devices.
113.	Repair	To fix or replace malfunctioning hardware components or damaged software files to restore functionality in a computer system.
114.	Repeat	To perform a task or action multiple times, either manually or through automation, such as looping in programming languages.

No	Verbs	Meaning
115.	Restart	To turn off and then turn back on a computer system or software application to resolve issues or reset configurations.
116.	Review	To evaluate and edit the document, often involving collaboration and feedback.
117.	Save	To store data or files in a specific location on a computer or other storage device in a digital format
118.	Scale	To increase the capacity or size of infrastructure, applications, or systems to handle larger workloads or rapid growth.
119.	Scan	To examine files, documents, or systems for viruses, malware, or vulnerabilities using security tools.
120.	Screenshot	To capture and save an image of the current display on a computer or laptop screen.
121.	Script	To write and execute scripts, which are sequences of commands or instructions, to automate tasks within computer tools.
122.	Scroll	To move up or down, left or right, through content on a digital display, typically using a scrollbar or touchpad.
123.	Search	To look for specific information on the internet or within a database using a search engine or file search function.
124.	Secure	To implement security measures such as encryption, authorization, and monitoring of systems, networks, or data
125.	Send	To transmit data, messages, or files from one location or device to another, typically over a network or communication channel.
126.	Share	To distribute the document with others, often through online collaboration or sharing links.

No	Verbs	Meaning
127.	Shutdown	To turn off a computer system /laptop system in an orderly manner.
128.	Sort	To organize selected data in ascending or descending order based on specified criteria such as alphabetically or numerically
129.	Spell Check	To review the document for spelling errors and suggest corrections.
130.	Stream	To transmit and play multimedia content, such as audio or video, over the internet without downloading it first.
131.	Streamline	To improve or simplify processes, procedures, or infrastructure to increase efficiency and productivity.
132.	Synchronize (sync)	To ensure that data or files in different locations are consistent and up-to-date, often between devices or on the cloud.
133.	Tap	To touch the screen of an electronic device, such as a smartphone or tablet, with a finger to select, open, or navigate the user interface.
134.	Test	To assess and evaluate the performance, functionality, or compatibility of hardware or software components through systematic procedures
135.	Toggle	Switching between two states or options is often done through a button, switch, or software control.
136.	Trace	To record or monitor the activity, behavior, or flow of data within a computer system for analysis or debugging purposes.
137.	Train	To provide instruction or education to users about how to use software or hardware.

No	Verbs	Meaning
138.	Transcode	To convert multimedia content from one format to another is often done to ensure compatibility or optimize for specific devices or platforms.
139.	Transfer	To move or copy data, files, or information from one location or device to another, often over a network or between storage devices.
140.	Troubleshoot	To identify, analyze, and resolve problems or issues encountered in computer hardware, software, networks, or systems. To systematically investigate and resolve problems or malfunctions in a computer system.
141.	Type	To enter text or data using a keyboard
142.	Underline	To add a line under selected text for emphasis or to indicate a hyperlink.
143.	Undo	To reverse the last action performed, restoring the document to its previous state
144.	Uninstall	To remove computer tools or software from a system, typically to free up space or address issues with the tool.
145.	Update	To make changes to a program or system to bring it up to date
146.	Upgrade	To improve or enhance the performance of hardware or software by adding new features.
147.	Upload	To transfer data or files from your device to the internet or another computer
148.	Validate	To check the integrity or correctness of data or processes within computer tools to ensure accuracy and reliability.

No	Verbs	Meaning
149.	View	To display the document in different ways, such as print layout, reading view, or outline view.
150.	Virtualize	To create a virtual version or representation of a physical resource, such as a virtual machine or virtual storage.
151.	Write	To create/develop computer programs, scripts, or code using programming languages to achieve specific functionalities, tasks, or operations
152.	Zoom	Adjust the level of magnification to make the document appear larger or smaller on the screen.

VOCABULARY RELATED TO ICT TERMS

NO	ICT TERMS	MEANING-RELATED IT
1.	Access Management	It involves controlling and managing user access to resources, data, or services within an information system.
2.	Access point	A device that allows wireless-equipped computers and other devices to communicate with a wired network.
3.	Access Unit	A unit of data or information that is transferred between different components or devices within a computer system or network.
4.	Account	An account refers to a user's personal or organizational identity within a system or service, typically secured by a username and password. I
5.	Adaptor	A tool for converting high voltage to lower electric current.
6.	Address	A unique identifier is assigned to a specific resource, device, or location within a computer network or system. Examples: an e-mail address, a web address, or an internet address
7.	Admin	Short for an administrator. A user with elevated privileges or authority within a system or organization.
8.	Adware	A software application that displays unwanted pop-up ads on your computer during use. Adware is often installed alongside free or shareware software.
9.	Algorithm	A set of instructions or rules followed by software for problem-solving. A step-by-step procedure or formula for solving a specific problem or

NO	ICT TERMS	MEANING-RELATED IT
		completing a task in software development
10.	Align Left	A formatting option in text editing or document processing software that aligns text or objects to the left margin of a page or document.
11.	Align Right	A formatting option that aligns text or objects to the right margin of a page or document.
12.	Alignment	An arrangement or positioning of text, images, or objects relative to a reference point, such as the margins or other elements in a document/ layout.
13.	Aluminum	Material used in the construction of computer casings and components
14.	Animation	Display a sequence of images in a computer program or on a Web page to give the impression of movement.
15.	Antivirus	Antivirus is a type of utility software specifically designed to protect computers from attacks by malware, viruses, spyware, and other digital security threats.
16.	Antivirus Program	Software designed to protect a computer from malicious software or computer viruses
17.	Application (App)	A software program or tool to perform specific tasks or functions on a computer, smartphone, or electronic device.
18.	Ascending	An order or arrangement of data elements in increasing or sequential order

NO	ICT TERMS	MEANING-RELATED IT
19.	Asynchronous	an electronic communication method that sends information in one direction, one character at a time
20.	Attachment	It can be Files of almost any type - document files, image files, sound files, or video clips - that we can add
21.	Attribute	An HTML tag that controls how that tag operates
22.	Authentification	The process of identifying yourself and the verification that you're who you say you are.
23.	Auto-replay	A feature in multimedia or streaming software that automatically plays a video, audio track, or animation again from the beginning after it reaches the end.
24.	Auto-reply	A feature in email or messaging systems that automatically sends a pre-written response to incoming messages
25.	Avatar	An icon or figure representing a person in video games, chat rooms, and Internet forums.
26.	Background	An area or space behind the main content or foreground elements
27.	Backup Software	Programs for making copies of digital data to prevent loss
28.	Bandwidth	A measurement of the amount of data that can be transmitted over a network at any given time.
29.	Binary file	A file that cannot be read by standard text editor programs like Notepad or Simple Text.
30.	BIOS (Basic Input/Output System)	a basic system function on a computer that functions as a regulator of the input and output of data on a

NO	ICT TERMS	MEANING-RELATED IT
		computer, this program has a role as a function regulator - from computer hardware
31.	Bloatware/ fatware	Pre-installed software that occupies a lot of space, leaving little memory to store personal data.
32.	Bluetooth	a wireless networking technology that allows users to send voice and data from one electronic device to another via radio waves.
33.	Bold	A formatting option that emphasizes or highlights text by making it appear thicker or darker than the surrounding text.
34.	Bookmark	Shortcuts or saved links to specific web pages or locations within a document
35.	Border	A border is a visible line or decorative element that surrounds the perimeter of an object, image, or text box
36.	BOT (Robot)	"BOT" refers to computer programs that automatically perform certain tasks on the internet or in a computer system.
37.	Bridge	A device used to connect two Local Area Networks (LAN) or two segments of the same LAN
38.	Broadband	A high-speed internet connection that can transmit large amounts of data at fast speeds.
39.	Broadcast	Distribution or transmission of data, information, or content to multiple recipients or users simultaneously,
40.	Browser	A short for web browser is a software application used to access, view, and interact with information on the World

NO	ICT TERMS	MEANING-RELATED IT
		Wide Web. Examples: Firefox, Safari, Chrome or Internet Explorer.
41.	Bug	technical defects or defects in an application that can cause the application to not work
42.	Byte	A group of binary digits adjacent to the computer as a single unit to form a character
43.	Cable	A cable is a thread or group of electrical conductors wrapped in an insulating or protective layer. Cables are used to transfer data, signals, or electrical power between computer components. Cables can be copper cables, fiber optic cables, or other cables depending on communication needs and usage environment.
44.	Cache	An optional file on your hard drive where such data also can be stored.
45.	Camcorder	A portable electronic device that combines a video camera and a digital recorder, used for recording video and audio.
46.	Cameras	Devices used for capturing still or moving images
47.	Capacity	Maximum amount of data, information, or resources that a computer system, storage device, or network can hold or process.
48.	Capslock	A keyboard key that, when activated, causes all letters typed to be in uppercase or capital letters.
49.	CAPTCHA	CAPTCHA is *a c*ompletely Automated Public Turing test to tell Computers and Humans Apart). A security feature

NO	ICT TERMS	MEANING-RELATED IT
		used to distinguish between human users and automated bots on websites or online forms.
50.	Caption	A brief description or text accompanying an image, illustration, diagram, or video that provides context, explanation, or additional information about the content.
51.	Card	A hardware component or expansion card that is inserted into a computer system to provide additional functionality
52.	Card Reader	Hardware that is used to read data stored on memory cards, such as SD cards, microSD cards, SIM cards, and others.
53.	Cartridge	A removable container or unit containing consumable materials, such as ink or toner, used in printers, copiers, or other imaging devices
54.	Case-sensitive	Recognizing the difference between the large forms
55.	Catfish	A person (on the Internet and social media) who pretends to be someone else by using a false identity to deceive others.
56.	CCTV (Closed-Circuit Television)	A small camera is placed in a location to monitor and record a situation or event. The camera is equipped with a monitor screen connected by a signal.
57.	CD (Compact Disc)	An optical disc used for storing digital data, including music, software, and other forms of multimedia content
58.	CD-R drive	A type of disk drive that can create CD-ROMs and audio CDs

NO	ICT TERMS	MEANING-RELATED IT
59.	Cell	A single unit or location within a spreadsheet, grid, or table, typically identified by its row and column coordinates
60.	Central Processing Unit (CPU)	The CPU is the brain of the computer which is responsible for processing program instructions and carrying out mathematical and logical operations.
61.	Channel	A communication pathway or frequency band is used to transmit data, signals, or information between devices or systems.
62.	Character	A single symbol, letter, digit, or other unit of text used to represent language, symbols, or data in written or digital communication
63.	Charger adaptor	A tool that functions as a power source to power a component that is used to supply or provide electrical power to one or more devices.
64.	Charger	Devices used to supply electrical energy to recharge the batteries of electronic devices, such as laptops, smartphones, or tablets.
65.	Chart	A graphical representation or visual display of data, information, or relationships, is typically presented in the form of a graph, diagram, or table.
66.	Chat	Real-time communication between two or more users via networked-connected computers.
67.	Circuitry	The interconnected system of electronic components on a circuit board
68.	Cleaning Kits	Sets of tools and solutions designed for cleaning electronic devices, including

NO	ICT TERMS	MEANING-RELATED IT
		computer screens, keyboards, and other surfaces.
69.	Client	A program or computer that connects to and requests information from a server.
70.	Clip art	A collection of image files that can be embedded or inserted into Web pages, and word-processing documents.
71.	Clipboard	Temporary storage area in computer memory
72.	Clip-Ons	Small devices or accessories that can be attached or clipped onto various items, such as a clip-on webcam or clip-on microphone for a laptop.
73.	Cloud	a common shorthand for a provided cloud computing service
74.	Cloud Computing	The delivery of computing services, including storage and processing power, over the internet
75.	Cloud Service	Software or services delivered over the internet from remote servers are commonly used for data storage, collaboration, and more
76.	Cloud Storage Services	Platforms like Google Drive, Dropbox, and OneDrive allow users to store, share, and access files from various devices, promoting seamless collaboration
77.	Code	The instructions are written in a programming language that makes up software applications. The programming instructions are written in a programming language

NO	ICT TERMS	MEANING-RELATED IT
78.	Color	A visual perception resulting from the reflection or absorption of light by objects, surfaces, or media.
79.	Column	A vertical arrangement of data within a table, spreadsheet, or database.
80.	Comment	A textual or visual annotation is added to a document, code, or file to provide additional information, explanations, or context.
81.	Compatible	different pieces of computer equipment and software can be used together
82.	Compiler	Programs that convert programs written in high-level programming languages
83.	Computer	A common hardware device used for various computing tasks. A programmable electronic device that processes data and performs tasks according to a set of instructions.
84.	Computer Pads	Cushioned surfaces or devices used to provide support for a computer mouse. They can enhance comfort and precision during mouse movements.
85.	Connection	An establishment of a link or communication pathway between two or more devices, systems, or networks, enabling data transmission, sharing, or interaction.
86.	Connector	The end of a cable or hardware used to connect the cable to a device or between the devices themselves. Connectors ensure that data and power can be transferred safely and efficiently. A connector is a device or component

NO	ICT TERMS	MEANING-RELATED IT
		used to connect two cables or other hardware.
87.	Content	Information, data, or material is presented or conveyed through digital media, such as text, images, videos, audio, or multimedia elements.
88.	Cookie	Small pieces of information that may be asked to receive when connected to a particular server via a web browser.
89.	Cooling Pads	Devices with built-in fans are designed to dissipate heat and cool down a laptop during extended use.
90.	Cooling System	This includes cooling fans, heatsinks, and liquid cooling systems that help keep the temperature of critical components such as the CPU and GPU within safe limits while operating.
91.	Corrupt	computer programs or files are damaged and do not operate correctly
92.	Cover Cases	Protective enclosures are designed to shield electronic devices, such as laptops or tablets, from physical damage, dust, and other environmental factors.
93.	CPU (Central Processing Unit)	the primary component of a computer responsible for executing instructions of a computer program. It performs arithmetic and logical operations and acts as the "brain" of the computer.
94.	Crack	An unauthorized circumvention or removal of security measures, such as passwords, encryption, or copy protection, to gain unauthorized access to systems, software, or data

NO	ICT TERMS	MEANING-RELATED IT
95.	Crash	A crash occurs when a computer program, application, or system unexpectedly stops functioning or terminates abnormally due to errors, bugs, or faults.
96.	Cross-platform	available for more than one type of computer or operating system
97.	Ctrl key	The Ctrl key can be found on either side of the spacebar on a computer keyboard. They are used in conjunction with other keys as "shortcuts" for operations normally performed with the mouse
98.	Cursor	A graphical or textual indicator displayed on a computer screen that represents the current position or point of focus for user input.
99.	Cybersecurity	Measures taken to protect computer systems and data from cyber threats
100.	Cyberspace	A conceptual domain or virtual environment created by interconnected computer networks, digital systems, and online platforms.
101.	Data	Information processed or stored by a computer system
102.	Data Center	A facility designed for hosting a large number of servers and networking equipment, often used for data storage and processing
103.	Database	A structured collection of data used for organizing, retrieving, and managing information
104.	Database Management System (DBMS)	Software for organizing and managing databases

NO	ICT TERMS	MEANING-RELATED IT
105.	Datasheet	A document or specification sheet containing detailed information, technical specifications, or performance characteristics about a particular product, component, or device.
106.	Debugging	The process of identifying and fixing errors in software code
107.	Delay	A temporary pause or period of inactivity in a process, operation, or communication
108.	Delivery	A process of transmitting or sending digital content, messages, or files from one location or sender to another recipient or destination.
109.	Descending	A sorting order or sequence in which items, records, or data are arranged in decreasing or reverse order based on a specified criterion
110.	Desktop	A main screen and user interface of a personal computer, typically displaying icons, folders, and other elements for accessing files and applications. Personal computers designed for use on a desk or table. The background image of a display screen, on which windows, icons, and other graphical items appear.
111.	Device	A physical or virtual hardware component, peripheral, or apparatus that is connected to or integrated with a computer system to perform specific functions, tasks, or operations.
112.	Digital	Data, information, or signals that are represented using discrete values or

NO	ICT TERMS	MEANING-RELATED IT
		digits, typically in binary form (0s and 1s)
113.	Digital Camera	An electronic device that captures and stores digital images or photographs in digital format.
114.	Digital Hub	A center for activities related to digital technology, innovation, and ICT
115.	Digitalization	The conversion of analog information into digital form for processing by computers
116.	Directory	A hierarchical structure or organizational system is used to store and manage files, folders, or resources on a computer or network.
117.	Directory	Areas on a disk that contain additional files or divisions are called "subdirectories" or "folders".
118.	Disc	A disc (or disk) is a circular, flat storage medium typically used to store digital data, such as files, programs, or multimedia content.
119.	Disk Drive	A hardware device for reading from and writing to disks.
120.	Diskette	: A diskette, or a floppy disk, is a portable magnetic storage medium used for storing and transferring digital data.
121.	Display	A screen or visual output device that presents digital content, images, or graphics to users.
122.	Document	A digital or physical record containing written, printed, or digital information, such as text, images, diagrams, or tables.

NO	ICT TERMS	MEANING-RELATED IT
123.	Domain	A group of networked computers or devices that share a common set of rules, protocols, or administrative settings under the control of a single authority.
124.	Domain	Part of an Internet address.
125.	Down	A process of transferring data or files from a remote server or host system to a local computer or device.
126.	Driver	A special program that enables a computer to work with a particular piece of hardware such as a printer.
127.	Dropbox	Dropbox is a cloud storage service that allows users to store, sync, and share files online. Dropbox provides secure storage space that can be accessed from multiple devices, as well as collaboration features that allow users to work together on files.
128.	DVD (Digital Versatile Disc)	An optical disc storage format used for storing and playing digital video, audio, and other data
129.	Earphones	Small audio devices are designed to be worn in or around the ears, providing individual audio output for the user.
130.	Electricity	The flow of electric charge that powers computer hardware
131.	Email	Email services like Gmail, Outlook, and Yahoo Mail are widely used for communication, collaboration, and information sharing.
132.	Emoticon	A combination of keyboard characters meant to represent a facial expression

NO	ICT TERMS	MEANING-RELATED IT
133.	Encryption	The process of converting information into a code to secure it. Manipulation of data to prevent accurate interpretation
134.	Entry	A piece of data, record, or item stored within a database, file, or list
135.	E-reader	Electronic devices designed for reading digital books (e-books), often featuring e-ink displays for a paper-like reading experience
136.	Error	A deviation, fault, or mistake in the execution or processing of a computer program, operation, or command that prevents it from completing successfully.
137.	Escape (Esc)	A key on a computer keyboard is used to interrupt or cancel a current operation, close a dialog box, or exit a program.
138.	Ethernet	A popular networking technology that allows data to move at a rate of 10 megabits per second.
139.	Explorer	A software application or tool that allows users to navigate, browse, and manage files and directories on a computer system or network.
140.	Extension	Suffixes preceded by a period at the end of the file name; are used to describe the file type.
141.	External Hard Drive	A portable storage device connected to a computer via USB or other interfaces, used for additional data backup and storage capacity.
142.	File	A digital container or collection of data, information, or content stored on a computer or storage device.

NO	ICT TERMS	MEANING-RELATED IT
143.	File Explorer	Software for navigating and managing files and folders on a computer
144.	Firewall	An application is used to keep unauthorized users from accessing parts of a network or computer. A network security device or software that monitors and controls incoming and outgoing network traffic, based on predetermined security rules.
145.	Firmware	Firmware is a type of software that is stored permanently in a memory chip embedded in certain hardware. Firmware is usually responsible for the control and management of specific hardware on the device.
146.	Flash Drive	A flash drive, also known as a USB drive or thumb drive, is a portable data storage device with a USB connector for transferring and storing digital files.
147.	Flashdisk	an external data storage device that is connected to a USB port that is capable of storing various data formats and has a large enough storage capacity.
148.	Floppy disk	A portable magnetic storage medium used for storing and transferring digital data.
149.	Folder	A virtual container in a computer's file system, in which files and other folders may be stored.
150.	Font	A set of characters, symbols, or glyphs with a consistent style, size, and appearance used for displaying text on a computer screen or in printed documents.

NO	ICT TERMS	MEANING-RELATED IT
151.	Format	An arrangement, structure, or layout of data, files, or content in a specific manner or standard.
152.	Game	A game is an interactive and entertaining activity with defined rules, goals, and challenges, often played for enjoyment and recreation
153.	Gaming Console	A specialized computer system designed for playing video games. It typically consists of a console unit or box connected to a television or monitor and is operated using handheld controllers.
154.	Global Positioning System (GPS)	A device that provides real-time location information using satellite signals, commonly used in navigation and mapping applications.
155.	Graphic Cards	Hardware responsible for rendering images and videos
156.	Graphics Processing Unit (GPU)	This chip-based device processes graphical data and often functions as an extension to the main CPU.
157.	Hang	A condition in which a computer system, application, or program becomes unresponsive or frozen, causing it to stop responding to user input or commands.
158.	Hard Disk	A non-volatile storage device is used for storing and retrieving digital data on a computer or server.
159.	Hard Disk Drive (HDD)	A primary storage device used in computers to store data permanently. It uses a rotating magnetic disk to store data.

NO	ICT TERMS	MEANING-RELATED IT
160.	Hard Drive	A data storage device used to store digital information in a computer
161.	Hardcases	Sturdy and rigid protective enclosures for electronic devices are often made of materials like plastic, metal, or reinforced composite. Cases offer robust protection against physical damage, including impacts and crushing.
162.	Hardware	The physical components or tangible parts of a computer system, device, or network.
163.	Header	A section of a document, file, or message that appears at the top and contains metadata, titles, or identifiers.
164.	Headphones	Audio output devices worn over the ears, provide private listening for computers, smartphones, or other audio sources
165.	Heat	Generated by hardware components and managed through cooling systems
166.	Heat Sink	A device that functions to remove heat from processing components.
167.	Home	The main or starting page of a website, application, or user interface.
168.	Homepage	The introductory or default webpage of a website that serves as the primary entry point for users.
169.	Hosting	A process of storing, serving, and managing digital content, websites, or applications on a server or hosting provider's infrastructure.
170.	Inbox	A digital mailbox or folder is used to receive, store, and manage incoming e-mail messages or communications.

NO	ICT TERMS	MEANING-RELATED IT
171.	Information	Knowledge or data that has been organized and processed
172.	Infra-red	electromagnetic rays having wavelengths longer than visible light, i.e. between 700 nm and 1 mm
173.	Innovation Center	A facility dedicated to research, development, and exploration of new technologies and ideas
174.	Input	The data or signals that are entered into a computer or electronic device for processing, manipulation, or storage.
175.	Input Device	Hardware used to input data into a computer, e.g., keyboard and mouse
176.	Instant Messaging Apps	Tools like WhatsApp, Telegram, and Messenger enable real-time text, voice, and video communication, fostering quick and efficient conversations.
177.	Interface	The point where users interact with software, including graphical user interfaces (GUIs) and command-line interfaces (CLIs).
178.	Interference	Interference occurs when unwanted signals or noise disrupt the normal operation of a system, device, or communication channel.
179.	Internet	The global network that connects millions of computers worldwide. Millions of computer networks that communicate together
180.	Internet Browsers	Tools like Google Chrome, Mozilla Firefox, or Microsoft Edge facilitate web browsing, information retrieval, and online communication.

NO	ICT TERMS	MEANING-RELATED IT
181.	Internet service provider (ISP)	ISP is a company or organization that provides users with access to the internet.
182.	Intranet	A private network or internal communication system is used within an organization to share information, resources, and applications among employees or members.
183.	iPad	The iPad is a portable, touch-screen device that combines the functionality of a traditional computer with the convenience of a mobile device.
184.	Italic	A format with a slanted or sloped appearance
185.	Joystick	An input device consisting of a stick or lever that can be moved in different directions.
186.	Key	A button or lever on a keyboard or other input device is used to input characters, commands, or functions into a computer system.
187.	Keyboard	A hardware input device consisting of a set of keys arranged in a specific layout. An input device with keys for typing text and entering commands
188.	Keypad	A set of buttons or keys arranged in a grid or matrix format. It is used as an input device on devices such as telephones or calculators.
189.	Keyword	A word or phrase is used as a search term or identifier to retrieve relevant information from a database, search engine, or document.

NO	ICT TERMS	MEANING-RELATED IT
190.	Lag	A delay or latency in the transmission, processing, or response time of a computer system or network.
191.	Laptop	A portable computer designed for use on the go, typically with a keyboard and screen integrated into a single unit Portable computers designed for mobility and convenience
192.	Laptop Stand	A support structure for elevating a laptop for ergonomic use. Supportive structures or platforms are designed to elevate a laptop, providing ergonomic benefits and improved airflow to prevent overheating.
193.	LED Indicator Lights	Provides visual information about system status, such as power, network connections, or storage activity.
194.	Link	connection or connection from one source to another
195.	Mail Electronic mail (e-mail)	An exchange of digital messages between users over the internet or a computer network.
196.	Mailbox	A storage location or folder within an email system where received messages are stored for a user.
197.	Mailing list	A collection of email addresses used to distribute messages, announcements, or discussions to a group of subscribers.
198.	Mainboard/ Motherboard	The central circuit board of a computer that houses key components. It houses the CPU, memory, connectors for peripherals, and other essential components.
199.	Media Player	Software for playing audio and video files

NO	ICT TERMS	MEANING-RELATED IT
200.	Memory	The electronic components in a computer system are used for storing and retrieving data temporarily or permanently.
201.	Memory Card	Memory cards are small cards used in devices such as digital cameras, smartphones, and game consoles to store data. Memory card types include Secure Digital (SD), CompactFlash (CF), and MicroSD.
202.	Memory Module	A hardware component that provides temporary storage for data and programs
203.	Menu	A list or graphical interface displayed on a computer screen that presents options, commands, or functions for users to select.
204.	Merge	An operation or function is used to combine two or more sets of data, files, or documents into a single unified entity.
205.	Message	A unit of communication containing information, instructions, or data transmitted between users or systems.
206.	Microphone	An input device that converts sound into electrical signals, allowing users to input audio into a computer or other devices.
207.	Modem (modulator-demodulator)	a hardware device used to modulate and demodulate analog signals for transmitting digital data over communication channels such as telephone lines or cable networks.
208.	Monitor	A display screen or visual output device is used to present text, graphics,

NO	ICT TERMS	MEANING-RELATED IT
		or video output from a computer system.
209.	Motherboard	The motherboard or main board is the main circuit board that connects and coordinates various computer hardware components such as the CPU, RAM, and storage devices.
210.	Mouse	A pointing device used for navigating and interacting with a computer's graphical user interface
211.	Mousepad	The surface on which a computer mouse is used
212.	Multimedia	The content integrates different forms of media such as text, audio, images, video, and animations.
213.	Netbook	Netbooks are smaller and more compact than notebooks. They typically have screen sizes ranging from 7 to 10 inches, making them highly portable and lightweight.
214.	Network	A collection of interconnected computers, devices, or systems that communicate and share resources within a defined geographic area or over long distances.
215.	Network Adapter	A hardware component that enables a computer to connect to a network
216.	Network Attached Storage (NAS)	NAS is a storage device that is connected to a computer network and is used to store and share data across a network.
217.	Network Operations Center (NOC)	A centralized location for monitoring and managing network infrastructure

NO	ICT TERMS	MEANING-RELATED IT
218.	Network Switch	A networking device that connects devices within a local area network (LAN) and uses MAC addresses to forward data to the appropriate destination.
219.	Networking	The configuration and management of computer connections
220.	News Apps	Platforms to deliver news and updates in real-time, keeping users informed about current events
221.	Noise	It refers to unwanted or extraneous signals, disturbances, or interference that disrupt the transmission or reception of data.
222.	Notebook	Notebooks, also known as laptops, come in a variety of sizes, but they are generally larger than netbooks. They typically have screen sizes ranging from 11 to 17 inches.
223.	Object	A self-contained entity or instance that encapsulates data and behavior within a software program.
224.	Off	A state or condition in which a device, system, or component is deactivated, powered down, or disconnected from a power source.
225.	Office Suites	Software like Microsoft Office, Google Workspace, or LibreOffice provides tools for creating documents, spreadsheets, and presentations
226.	Offline	A state or condition in which a device, system, or application is disconnected from a network or internet connection.
227.	On	A state or condition in which a device, system, or component is activated,

NO	ICT TERMS	MEANING-RELATED IT
		powered up, or connected to a power source.
228.	Online	A state or condition in which a device, system, or application is connected to a network or internet connection.
229.	Operating system (OS)	A software that manages computer hardware and provides a platform for running applications.
230.	Optical drives (CD/DVD)	Optical Drive is a reader for data storage media in the form of DVDs/CDs. It is an optical disc that contains data.
231.	Option	A choice or setting available within a program or system that allows users to customize or configure functionality according to their preferences or requirements.
232.	Outline	A hierarchical structure or framework is used to organize and represent the main points, topics, or sections of a document, presentation, or project.
233.	Output	The processed data, results, or information produced by a computer system or program as a result of executing commands, calculations, or operations
234.	Peripheral	An external device connected to a computer to add functionality or improve performance. Peripherals are not necessary to run a computer, but they help in a variety of tasks and operations.
235.	Personal computer (PC)	A general-purpose computing device designed for individual use by a single

NO	ICT TERMS	MEANING-RELATED IT
		user. It typically consists of a monitor, keyboard, mouse, and system unit
236.	Photo Editor	Software for modifying and enhancing digital images
237.	Pixel	The smallest unit of display on a digital screen or image.
238.	Platform	The environment or framework on which software applications run, such as Windows, macOS, or Android
239.	Plotter	Used to print large, complex images or graphics, often used in graphic design, mapping, and engineering.
240.	Portal	A website that acts as a gateway or entry point to the internet (for example, Yahoo). Usually, portals offer search engines and links to other sites grouped into categories, as well as news or other services.
241.	Power	The supply of electrical energy required to operate a computer system, device, or component.
242.	Power banks	portable chargers or external batteries, are compact and portable devices that store electrical energy and can be used to charge electronic devices
243.	Power Button	The button used to turn a computer on or off
244.	Power Supply Unit (PSU)	A component that provides electrical power to all computer components. It converts electricity from an external power source into a voltage suitable for use by the computer.
245.	Print out	The physical output or hard copy of a document, file, or image produced by a printer as a result of the print operation.

NO	ICT TERMS	MEANING-RELATED IT
246.	Printer	A device that produces a hard copy (printout) of digital documents or images on paper.
247.	Printer Paper	The sheets of paper used in a computer printer
248.	Processor	Any device or circuit that processes information. In the context of a CPU, the processor is the physical chip that carries out instructions.
249.	Program	A software or application is a collection of instructions or code written to perform specific tasks or functions on a computer.
250.	Programmer	An individual skilled in computer programming and software development.
251.	Programming	The process of writing and designing computer programs
252.	Programming Languages	Software tools for writing and executing computer programs
253.	Projector	A device that projects images or videos onto a screen or surface, often used in presentations or classrooms.
254.	Prompt	A message, symbol, or indication displayed by a computer system or program to request user input or provide instructions for acting.
255.	Protocol	A set of rules, standards, or conventions governing communication and data exchange between computer systems or devices.
256.	Query	A request or command is issued to a database or search engine to retrieve specific information or data based on defined criteria or conditions.

NO	ICT TERMS	MEANING-RELATED IT
257.	Radiation	Emission of electromagnetic waves, relevant in hardware such as monitors
258.	Random Access Memory (RAM)	RAM is a type of memory where a computer temporarily stores data that is currently in use. Data in RAM can be accessed quickly by the CPU, making it critical to system performance.
259.	Reader	A device or software that is used to access or interpret data from a particular source or format.
260.	Router	A networking device that forwards data packets between computer networks, allowing communication between devices within a network. Networking devices that connect computers in a local area network
261.	Scanner	A device that converts physical documents or images into digital format by capturing and reproducing the content electronically. It is also used to scan documents and make digital copies.
262.	Screen Protector	A thin layer that shields a computer screen from scratches and damage
263.	Screenshot	An image of what is displayed on a computer or mobile device screen.
264.	Server	A computer or software system that provides resources, services, or functionality to other computers, known as clients, over a network.
265.	Setting	The configurable options or preferences allow users to customize various aspects of software, hardware, or systems according to their preferences or requirements.

NO	ICT TERMS	MEANING-RELATED IT
266.	Setup	The process of configuring or preparing a device, software, or system for use, including installation, initialization, and customization.
267.	Sheet	A single page or document within a spreadsheet application, such as Microsoft Excel or Google Sheets.
268.	Shift	Press the shift key on a keyboard, which allows users to type capital letters and access additional characters or functions when used in combination with other keys.
269.	Skin Protectors	Thin, adhesive films or covers are applied to electronic devices, such as laptops or smartphones, to protect their surfaces from scratches, smudges, or other damage.
270.	Socket	A socket is usually a hole or channel designed to accept the pins or physical parts of the corresponding plug. It is a part that accepts and places the "plug" or other connector.
271.	Soft cases	Protective coverings or enclosures for electronic devices are typically made of soft materials such as fabric, neoprene, or leather. Softcases provide cushioning and protection against scratches, bumps, and minor impacts.
272.	Software	A collection of instructions or programs that tell the computer how to perform specific tasks
273.	Software Development Kit (SDK)	A set of software tools and resources for building and developing applications

NO	ICT TERMS	MEANING-RELATED IT
274.	Solid State Drive (SSD)	SSD is a modern alternative to HDD that uses flash memory technology to store data. SSDs have faster read/write speeds than HDDs and do not have rotating mechanical components.
275.	Sound Card	A hardware component that enables the computer to produce audio. It is the part that decodes digital data into sound signals.
276.	Spam	Unsolicited, irrelevant, or inappropriate email messages, especially commercial advertisements. Also referred to as 'junk mail'.
277.	Speakers	Audio output devices for computers
278.	Spreadsheets	Software for organizing and analyzing numerical data
279.	Spyware	Software that collects information, without your knowledge, about your web browsing habits, and uses it for marketing purposes. Very often contained in free downloads or shareware programs.
280.	Storage Drive (HDD/SSD)	An internal storage component such as a Hard Disk Drive (HDD) or Solid State Drive (SSD) is used to permanently store data and programs.
281.	Stylus	Used on touchscreen devices or tablets to enter data by writing or drawing directly on the screen.
282.	Switch	A network device that connects devices within a local area network (LAN).
283.	Symbol	A visual representation or character is used to convey meaning, often within text, diagrams, or user interfaces.

NO	ICT TERMS	MEANING-RELATED IT
284.	System Software	Software that provides a platform for other software to run
285.	Table	A structured arrangement of data organized into rows and columns, is commonly used to present information in a structured format.
286.	Tablet	A portable computing device with a touchscreen interface, it has a larger size than a smartphone and is used for browsing, reading, and playing multimedia
287.	Task Manager	Software that provides information about and control over programs running on a computer
288.	Tech Hub	A location or facility that serves as a hub for technology-related activities, including startups and innovation
289.	Template	A pre-designed layout or format is used as a starting point for creating documents, presentations, or other digital content.
290.	Terminal	A hardware device or software application that allows users to interact with a computer system, typically through a command-line interface.
291.	Text (voice, image, video)	The written or typed characters used to represent language or communication.
292.	Theme	A consistent visual or stylistic design is applied to an interface, website, or digital content to create a cohesive and unified appearance.
293.	Touchpad	A touchpad is an input device, external or built into a laptop, used to control the pointer on a display screen. It is

NO	ICT TERMS	MEANING-RELATED IT
		typically an alternative to an external mouse.
294.	Touchscreen	A touch screen that allows users to enter data or commands by touching the screen directly.
295.	Track	A designated path or route followed by data, signals, or information within a system, such as on a disk or in a network.
296.	Trackpad	Similar to a mouse, used on laptops to control the cursor.
297.	Underlined	A format with a line underneath it
298.	USB Cable	The cable used to connect peripheral devices to a computer via USB ports
299.	USB Drive/ Flash Drive	A small, portable data storage device that connects to a computer's USB port, commonly used for transferring and storing files. USB flash drives are often used to transfer data between computers or as data backup.
300.	USB Wifi	Hardware) used to connect a computer or other device to a WiFi network using a USB connection. These devices are usually small and portable, often similar to a flash drive, and allow users to access the internet wirelessly via an available WiFi network.
301.	VGA CARD (Graphics Card)	VGA is the abbreviation of Video Graphics Array. The VGA Card functions to produce graphic output (images) to be displayed on the monitor.
302.	Video conference	Interactive video conferencing is an audiovisual meeting between two or more people in different geographic

NO	ICT TERMS	MEANING-RELATED IT
		locations using two-way video technology.
303.	Virtual Private Network (VPN)	A technology that establishes a secure, encrypted connection over the internet, allowing users to access a private network from a remote location.
304.	Virus	A program that can covertly transmit itself between computers via networks (especially the Internet) or removable storage such as CDs, USB drives, floppy disks, etc., often causing damage to systems and data.
305.	Webcam	A camera connected to a computer or network, allowing users to transmit live video or participate in video calls
306.	Website	A collection of interconnected web pages, usually including a homepage, generally located on the same server, and prepared as a collection of information by an individual, group, or organization.
307.	Wi-Fi	A wireless technology that allows devices to connect to the internet and communicate with each other without the need for physical cables.
308.	Wired Mouse	A computer mouse that connects to the computer using a physical cable
309.	Wireless Mouse	A computer mouse that connects to the computer without using a physical cable
310.	Wireless Router	A device that enables wireless internet connectivity for computers
311.	Workstation	A designated area or desk equipped with computers and software for a specific task or job

NO	ICT TERMS	MEANING-RELATED IT
312.	Worm	A self-replicating computer program, similar to a computer virus. It infects additional computers (usually by exploiting network connections), often clogging up networks and information systems as they spread.
313.	WYSIWYG	What you see is what you get (pronounced 'wizzy-wig'). The WYSIWYG application allows you to see on the screen what will appear when the document is printed.

WHAT SHOULD YOU KNOW FIRST!

Tenses are used to indicate the time, duration, and relationships between events, allowing us to express ideas with clarity and precision (Chahal, 2023). To write well in English, it is important to understand and practice proper use of tenses. This will not only improve the quality of the writing but also ensure that the message we want to convey can be understood clearly and accurately by the reader. Tenses in English are very important because they indicate the time an action or event occurs in a sentence whether in the past, present, or future.

Tenses are very important in writing active and passive sentences in English because they help show when an action or event occurs and who does or receives the action. In an active sentence, the subject acts, while in a passive sentence, the subject receives the action. Sentences written in active voice are easier to understand than sentences written in passive voice (Fitria, 2022a). Changing passive sentences to active sentences is very easy, but takes a little practice. The tense of the verb to be in the passive voice is always the same as the tense of the main verb in the active sentence. To use the active voice, we must make the subject of the action clear.

The use of active and passive voice has an important role in forming English sentences (Fitria, 2023a). Active voice places the subject as the main actor in the sentence, while passive voice emphasizes the object or recipient of the action. A good understanding of the differences and uses of the two can help improve clarity and writing style. There are several rules in changing active voice to passive voice. The subject in the active sentence is changed to the object of the passive sentence. The object of the active sentence is changed to the subject in the passive sentence. The meaning of the sentence does not change in other

voice forms. The tense of the verb cannot change. The preposition by is used in passive sentences to give meaning that completes the sentence. It should be noted that to change the voice it is not necessary to change the tense of the given verb, taking into account both singular and plural subjects and objects.

A. Simple Present Tense

This tense is used to describe actions that are habitual, general truths, or scheduled events. It is formed by using the base form of the verb with singular subjects (I, you, he/she/it) and the base form + "s" with plural subjects (we, you, they).

Active Form	Subject + Base form of verb (+s/es for third person singular)
Passive Form	Subject + am/is/are + past participle (V3)

Example:

1. The software engineer **develops** new algorithms for data analysis (active)
   New algorithms for data analysis **are developed** by the software engineer (passive)
2. Users **update** their social media profiles (active)
   Social media profiles are **updated** by users. (passive)
3. Active: "The programmer **installs** the software regularly." (active)
   Passive: "The software **is installed** by the programmer regularly." (passive)
4. Users **access** their emails multiple times a day." (active)
   Passive: "Emails **are accessed** multiple times a day by users." (passive)
5. Active: "The company **downloads** antivirus software on all computers." (active)
   Passive: "Antivirus software **is downloaded** on all computers by the company." (passive)
6. The IT team **maintains** servers to ensure smooth operation."
   Passive: "Servers **are maintained** to ensure smooth operation by the IT team."

7. Users **share** files and documents through cloud storage."
   Passive: "Files and documents **are shared** through cloud storage by users."
8. Active: "Students **learn** programming languages to build applications."
   Passive: "Programming languages to build applications **are learned** by students."

B. Simple Past Tense

This tense is used to describe completed actions or events that occurred at a specific time in the past. It is formed by adding "d" or "-ed" to regular verbs or using the irregular past form of the verb.

Active Form	Subject + Past form of a verb
Passive Form	Subject + was/were + past participle

For example:

1. Active: "The technician **repaired** hardware components damaged."
   Passive: "Hardware components damaged **were repaired** by the technician."
2. Active: "Developers **updated** the database management system for improved performance."
   Passive: "The database management system **was updated** for improved performance by developers."
3. Active: "Users **installed** antivirus software to protect against malware attacks."
   Passive: "Antivirus software **was installed** by users to protect against malware attacks."
4. Active: "The IT team **configured** firewalls to enhance network security last month."
   Passive: "Firewalls **were configured** last month by the IT team to enhance network security."

5. Active: "The company **purchased** new servers to upgrade its infrastructure last week."
   Passive: "New servers **were purchased** by the company to upgrade its infrastructure last week."
6. Active: "Developers **created** user-friendly interfaces for software applications last year."
   Passive: "User-friendly interfaces for software applications **were created** last year by developers."
7. Active: "The company **updated** its operating systems to ensure security last month."
   Passive: "Operating systems **were updated** last month by the company to ensure security."
8. Active: "Users **backed up** their data to prevent loss."
   Passive: "Data was **backed up** by users to prevent loss."

C. Simple Present Continuous Tense

This tense is used to describe actions that are happening at the moment of speaking, temporary actions, or planned events soon/shortly. It is formed by using the verb "to be" in the present tense (am, is, are) followed by the present participle (-ing form) of the main verb.

Active Form	Subject + am/is/are + present participle
Passive Form	Subject + am/is/are + being + past participle

For example:

1. Active: "The technician **is repairing** hardware components damaged."
   Passive: "Hardware components damaged **are being repaired** by the technician."
2. Active: "Developers **are updating** the database management system for improved performance."
   Passive: "The database management system **is being updated** for improved performance by developers."

3. Active: "Users **are installing** antivirus software to protect against malware attacks."
   Passive: "Antivirus software **is being installed** by users to protect against malware attacks."
4. Active: "The IT team **is configuring** firewalls to enhance network security."
   Passive: "Firewalls **are being configured** by the IT team to enhance network security."
5. Active: "The company **is purchasing** new servers to upgrade its infrastructure."
   Passive: "New servers **are being purchased** by the company to upgrade its infrastructure."
6. Active: "Users **are maintaining** their computers by cleaning and dusting regularly."
   Passive: "Computers **are being maintained** by users through regular cleaning and dusting."
7. Active: "Developers **are creating** user-friendly interfaces for software applications."
   Passive: "User-friendly interfaces for software applications **are being created** by developers."
8. Active: "The company **is updating** its operating systems to ensure security."
   Passive: "Operating systems **are being updated** by the company to ensure security."

D. Simple Past Continuous Tense

This tense is used to describe ongoing actions or events that were happening at a specific time in the past. It is formed by using the past "to be" (was, were) followed by the present participle (-ing form) of the main verb.

Active Form	Subject + was/were + present participle
Passive Form	Subject + was/were + being + past participle

For example:

1. Active: "The engineer **was testing** the functionality of the hardware components."
   Passive: "The functionality of hardware components **was being tested** by the engineer."
2. Active: "Users **were updating** their software applications when the power outage occurred."
   Passive: "Software applications **were being updated** when the power outage occurred by users."
3. Active: "Developers **were creating** user-friendly interfaces for software applications."
   Passive: "User-friendly interfaces for software applications **were being created** by developers."
4. Active: "Users **were installing** new software applications on their computers when the system crashed."
   Passive: "New software applications **were being installed** on computers when the system crashed by users."
5. Active: "The IT department **was configuring** network settings for optimal connectivity."
   Passive: "Network settings for optimal connectivity **were being configured**."
6. Active: "Users **were backing up** their data regularly."
   Passive: "Data **was being backed up** regularly."
7. Active: "Users **were maintaining** their computers by cleaning and dusting regularly while the maintenance team was upgrading the server room."
   Passive: "Computers **were being maintained** by users through regular cleaning and dusting while the maintenance team was upgrading the server room."
8. Active: "The company **was purchasing** new servers to upgrade its infrastructure."
   Passive: "New servers **were being purchased** to upgrade its infrastructure."

E. Simple Future Tense

This tense is used to describe actions or events that will happen in the future. It is formed by using the auxiliary verb "will" or "shall" followed by the base form of the main verb.

Active Form	Subject + will/shall + base form of verb
Passive Form	Subject + will/shall + be + past participle

For example:

1. Active: "Users **will install** new software applications on their computers next week."
   Passive: "New software applications **will be installed** on computers next week by users."
2. Active: "The engineer **will test** the functionality of the hardware components next month."
   Passive: "The functionality of hardware components **will be tested** next month by the engineer."
3. Active: "The IT department **will configure** network settings for optimal connectivity next week."
   Passive: "Network settings for optimal connectivity **will be configured** next week by the IT department."
4. Active: "Users **will back up** their data to prevent loss."
   Passive: "Data **will be backed up** by users to prevent loss."
5. Active: "The company **will update** its operating systems to ensure security next quarter."
   Passive: "Operating systems **will be updated** to ensure security next quarter by the company."
6. Active: "Developers **will create** user-friendly interfaces for software applications in the next release."
   Passive: "User-friendly interfaces for software applications **will be created** in the next release by developers."
7. Active: "Users **will maintain** their computers by cleaning and dusting regularly."
   Passive: "Computers **will be maintained** by users through regular cleaning and dusting."

8. Active: "Users **will install** antivirus software to protect against malware attacks."
   Passive: "Antivirus software **will be installed** by users to protect against malware attacks."

F. Simple Present Perfect Tense

This tense is used to describe actions that started in the past and continue into the present, experiences or accomplishments, or actions that occurred at an unspecified time in the past with relevance to the present. It is formed by using the auxiliary verb "have" or "has" followed by the past participle of the main verb.

Active Form	Subject + have/has + past participle
Passive Form	Subject + have/has been + past participle

For example:

1. Active: "I **have installed** the latest updates on my computer."
   Passive: "The latest updates **have been installed** on my computer."
2. Active: "The IT department **has configured** the new network settings."
   Passive: "The new network settings **have been configured** by the IT department."
3. Active: "Users **have backed up** their data to prevent loss."
   Passive: "Data **has been backed up** by users to prevent loss."
4. Active: "The programmer **has developed** a new software application."
   Passive: "A new software application **has been developed** by the programmer."
5. Active: "We **have updated** the antivirus software to the latest version."
   Passive: "The antivirus software **has been updated** to the latest version."

6. Active: "The engineers **have optimized** the database performance."
   Passive: "The database performance **has been optimized** by the engineers."
7. Active: "Users **have customized** their software preferences."
   Passive: "Software preferences **have been customized** by users."
8. Active: "The maintenance team **has cleaned** the computer peripherals."
   Passive: "Computer peripherals **have been cleaned** by the maintenance team."

G. Simple Past Perfect Tense

This tense is used to describe actions that occurred before another action in the past, completed actions before a specific point in the past, past hypothetical situations, or expressing regret or missed opportunities in the past. It is formed by using the past tense of the auxiliary verb "have" (had) followed by the past participle of the main verb.

Active Form	Subject + had + past participle
Passive Form	Subject + had been + past participle

For example:

1. Active: "I **had installed** the latest updates on my computer before it crashed."
   Passive: "The latest updates **had been installed** on my computer before it crashed."
2. Active: "The programmer **had developed** a new software application before the company restructured."
   Passive: "A new software application **had been developed** by the programmer before the company restructured."
3. Active: "The technician **had repaired** the hardware components before the deadline."
   Passive: "The hardware components **had been repaired** by the technician before the deadline."

4. Active: "We **had updated** the antivirus software to the latest version before the cyberattack occurred."
   Passive: "The antivirus software **had been updated** to the latest version before the cyberattack occurred."
5. Active: "The maintenance **team had cleaned** the computer peripherals before the annual inspection."
   Passive: "Computer peripherals **had been cleaned** by the maintenance team before the annual inspection."
6. Active: "I **had upgraded** the RAM in my laptop before the performance issues arose."
   Passive: "The RAM in my laptop **had been upgraded** before the performance issues arose."
7. Active: "The system administrators **had monitored** network traffic before the network outage happened."
   Passive: "Network traffic **had been monitored** by the system administrators before the network outage happened."
8. Active: The technician **had fixed** the network issue before the meeting started.
   Passive: The network issue **had been fixed** by the technician before the meeting started.

UNIT 1

DO YOU KNOW HARDWARE AND SOFTWARE COMPUTER?

Learning Competencies:
Students can understand and identify various nouns related to hardware and software computer

HARDWARE AND SOFTWARE COMPUTER

A computer is a tool used for processing and process data according to formulated orders from users (Krisbiantoro & Azis, 2021). Computers are electronic devices that can process data quickly and efficiently (Mokoginta, 2024). Computers help humans work in many ways related to the digital world, including processing, storing, displaying, and processing the necessary data (Bowo et al., 2024). Computer comes from the word to compute, which means to count. So a computer is an electronic device that is used for calculations, but due to technological developments. Nowadays computers are so fast, that computers no longer just act as a calculating machines but already have various kinds of functions to make things easier and more helpful for human work.

A computer consists of hardware and software that work together to perform various computing tasks. Each of the components of a computer system has a different role but can create a unified computer system. Hardware is any physical device used by the computer, whether internal to the computer or attached externally to the computer (Tidrow et al., 2017).

UNIT 2

DO YOU USE THE ICT TOOLS AND DEVICES?

Learning Competencies
Students can understand and identify ICT tools/devices in their daily activity

(ICT) TOOLS/DEVICES

ICT includes two aspects, namely information technology and communication technology (Fitria, 2023b). Information technology is everything related to processes, use of tools, manipulation, and management of information. ICT encompasses a wide range of tools and devices that facilitate the acquisition, storage, processing, and dissemination of information.

ICT tools/devices are the technological instruments and applications utilized in the field of Information and Communication Technology (ICT). These tools and devices encompass a wide range of hardware and software components designed to facilitate various aspects of information processing, communication, and data management.

ICT tools/devices empower individuals, organizations, and societies to communicate seamlessly, access vast amounts of information, automate processes, collaborate across geographical boundaries, and innovate in various domains such as education, healthcare, business, and entertainment. They play a crucial role in driving technological advancements and shaping the way we interact with information in the digital age.

There are some common ICT tools such as *Camcorders, Digital Camera, Computer, Headphones, Instant Messaging Apps, Interactive Whiteboard, Internet Browsers, iPads, Laptop, Microphone, Modem, MP3*

UNIT 3

HOW MANY ICT TOOLS/DEVICES ARE AVAILABLE?

Learning Competencies

Students can understand and identify ICT tools/devices available in the home, classroom, or workplace.

GRAMMAR-RELATED MATERIAL

Quantifiers are words/phrases used to indicate the number or quantity of a noun. Quantifiers always come before a noun or noun phrase. In English sentences, quantifiers function to answer the question "How much?" or "How much?" ranging from none (0%) to all (100%). The example of quantifiers are:

1. **Many and Much**
   a. **Many.** The word "many" is used to refer to the number of items that can be counted.

      Many + Plural Countable

      For example:
      1) In my class, there are **many devices** connected to the Wi-Fi network.
      2) In my home, there are **many electronic gadgets**.
      3) In the living room, there are **many remote controls** for various devices.
      4) **Many computer accessories** come in a variety of colors and designs to suit individual preferences.
      5) **Many computers** have a keyboard and a mouse for user input.
      6) **Many laptops** include built-in webcams

UNIT 4

DO YOU HAVE ICT TOOLS OR DEVICES?

Learning Competencies
Students can understand and identify the ownership of ICT tools/devices available in the home, classroom, or workplace.

GRAMMAR-RELATED MATERIAL

1. Possessive Adjective

A possessive adjective is an adjective that modifies or changes a noun by identifying who owns it. It refers to a person who has a relationship with someone or something. The common forms of possessive adjectives are:

List of Possessive Adjectives		
Subject	**Possessive Adjective**	**Meaning**
I	my	…. ku
You	your	…. mu
We	our	… kita
They	their	… mereka
She	her	….nya (lk)
He	his	… nya (pr)
It	its	… (nya) benda/hewan

Below is the formula to form nominal sentences with possessive adjectives to show the possessive.

Subject + To Be (present/past) + Non-Verb (adjective, adverb, noun)

UNIT 5 | DO YOU KNOW PEOPLE OF ICT AND THEIR WORKS?

Learning Competencies
Students can understand and identify the people in ICT and talk about their future careers after graduating from college

PEOPLE IN ICT

The people in ICT as professions related to ICT encompass a wide range of roles and responsibilities in the ICT field, contributing to the development, maintenance, and security of computer systems and networks, as well as software and technology solutions. These individuals play crucial roles in the field of ICT and computer technology, contributing to the development, maintenance, and security of computer systems and networks. People related to ICT can be seen below:

No	Profession	Meaning and Works
1.	Android Developer	A specialist who creates and designs applications to be used on Android-based devices.
2.	Applications Engineer	A specialist who tests the application evaluates the test follows up on feedback from customers, and modifies and improves the performance of the developed applications.

UNIT 6

WHAT ARE THE SPECIFICATIONS OF THE DEVICES?

Learning Competencies
Students can understand and identify the specifications of the ICT tools or devices

GRAMMAR-RELATED MATERIAL

Adjectives are a type of word used to describe or describe the nature or condition of an object (noun). Words that are adjectives can function to explain or describe special traits or characteristics attached to the noun they follow.

List of Adjective-Related to ICT	
Adjective	**Meaning**
Accessible	Easily reachable or available to users, including those with disabilities.
Adaptable	Easily adjustable or customizable to meet specific needs or requirements
Affordable	Suggests a computer that is reasonably priced
Compact	Designed to occupy a small space, often suitable for portable devices or limited workspaces
Compatible	Able to work seamlessly with other software or hardware without issues
Cyber	Relating to or characteristic of the culture of computers, information technology, and virtual reality.
Digital	Relating to or using computer technology, especially digital electronics and data.

UNIT 7 | HOW MUCH DOES THIS TOOLS OR DEVICE COST?

Learning Competencies
Students can understand and identify the price of the ICT tools or devices

GRAMMAR-RELATED MATERIAL

There are several examples of questions in asking the price, the examples can be seen below:

How to Ask the Price	Meaning
How much is it?	Berapa harganya?
How much is that?	Berapa harganya itu?
How much does this cost?	Berapa harga barang ini?
Could you please tell me how much this cost?	Bisakah Anda memberi tahu saya berapa harganya/biayanya?
How much did you pay for…?	Berapa yang kamu bayar untuk…?
How much should I pay for…?	Berapa yang harus saya bayar untuk…?
How much is the fee?	Berapa tarifnya?
What's the price of that …?	Berapa harga … itu?
What's the price of this …?	Berapa harga … ini?

There are at least five types of English numbers that need to be learned. The most basic thing to learn is the basic number which is part of the cardinal numbers.

UNIT 8

DO YOU KNOW WHERE IS MY TOOLS/DEVICES?

Learning Competencies
Students can understand and identify the place/location of the tools/devices

GRAMMAR RELATED MATERIAL

A. Preposition of Place

Prepositions of place are words used to indicate the location or position of an object in space. These prepositions help provide more specific information about where something is in relation to other objects. Prepositions of place are very important in providing clear and specific information about the location of an object in relation to other objects in a sentence.

Example of Preposition of Place	
Preposition of Place	**Meaning**
In	(di, di dalam)
At	(di/pada)
On	(di, di atas permukaan) - menyatakan posisi suatu benda berada menyentuh/menempel benda lain atau permukaan.
Above	(diatas) - menyatakan posisi suatu benda berada tidak langsung menyentuh/ menempel benda lain atau permukaan)

UNIT 9

HOW OFTEN DO YOU USE ICT TOOLS IN DAILY ACTIVITY?

Learning Competencies
Students can understand and identify the frequency of using ICT tools/devices in daily activity

GRAMMAR RELATED MATERIAL

In a complete sentence, the adverb of frequency is an adverb that expresses how often the activity or event occurs. Adverbs of frequency are divided into two types such as:

1. **Adverb of Definite Frequency**

   This adverb explains the frequency of events or occurrences at a specific time, including:

   - **Every**

     "Every" must be combined with other words that describe the time. For example: every hour, every day, every week, every month, or every year.

     1) I set a reminder to run antivirus scans **every hour** for added security.
     2) I save my work to the cloud **every hour** for extra protection and to avoid losing any data.
     3) I clean my computer mouse **every hour** to ensure smooth navigation
     4) I adjust my headphone volume **every hour** to protect my hearing
     5) IT team checks for software updates **every day** to keep our computers secure.

UNIT 10

HOW DO ICT TOOLS/ DEVICES WORK?

Learning Competencies
Students can understand and identify how ICT tools/devices work.

GRAMMAR RELATED MATERIAL

Adverbs of manner describe how an action is performed. When it comes to ICT terms, we can use adverbs of manner to describe how actions or processes.

List of Adverbs of Manner		
No	**Adverb of Manner**	**Meaning**
1.	Accurately	secara akurat
2.	Appropriately	dengan sesuai atau layak
3.	Automatically	secara otomatis
4.	Carefully	dengan hati-hati
5.	Cautiously	dengan hati-hati
6.	Clearly	dengan jelas
7.	Consistently	secara konsisten
8.	Diligently	dengan rajin
9.	Directly	secara langsung
10.	Easily	dengan mudah
11.	Effectively	secara efektif
12.	Efficiently	secara efisien
13.	Effortlessly	dengan mudah
14.	Elegantly	dengan elegant
15.	Fast	dengan cepat
16.	Frequently	sering/seringkali

UNIT 11

DO YOU KNOW HOW TO USE ICT TOOLS/DEVICES?

Learning Competencies
Students can understand and identify how to use ICT tools/devices.

GRAMMAR RELATED MATERIAL

Procedure text is text contains how to make, how to do, or how to use something such as, 1) how to operate a video, a computer, a tape recorder, a photocopier, or a fax machine. 2) Instructional texts, such as recipes, gaming rules, science experiments, and road safety guidelines. This text consists of stages and imperative sentence structure. Several generic structures of procedure texts are as follows:

1. **Aim/Goal.** This section shows the purpose of the text.
2. **Ingredients/Materials.** This section describes what materials or tools are used to make/use something
3. **Steps/Methods.** This section contains the steps taken to achieve the goals of the procedure text.

Several language features of procedure texts are as follows:

1. Using Simple Present Tense discuss facts about the manufacture or use of something
2. Using adverbs of sequence/use of temporal conjunctions (e.g: first, second, third, fourth, fifth, the last, etc)
3. Using imperative/command sentences (e.g: put, close, open, delete, clean, remove, use, etc)
4. Using action verbs, such as make, take, boil, and cook

UNIT 12

WHAT'S WRONG WITH MY ICT TOOLS/ DEVICES?

Learning Competencies
Students can understand and identify the problem or troubleshooting of ICT tools/devices work.

GRAMMAR RELATED MATERIAL

Troubleshooting is a term that is closely related to a computer having problems. Computer users must have experienced problems originating from the hardware or software that is currently operating. Troubleshooting is an effort to repair computer system failures or problems carried out logically and systematically. This effort was made to ensure that the system can operate smoothly again. In carrying out troubleshooting efforts, a programmer or computer technician will apply problem isolation. The approach to isolating problems is carried out by eliminating or eliminating possible problems. Troubleshooting activities have various methods and types, according to the source of the problem the computer is experiencing.

Kind of Troubleshooting	Example
Security troubleshooting	Security troubleshooting is a systematic way of identifying computer security programs on a computer network.
Network troubleshooting	Network troubleshooting is a systematic search for internet network problems so that network performance is more optimal.

UNIT 13

DO YOU LIKE PLAYING GAME (E-SPORT)?

Learning Competencies
Students can understand and identify the the kind of game offline and online, both on mobile phones or computer

GAME AND E-SPORT

Game and e-sport is an increasingly prominent aspect of the entertainment industry and competitive sports landscape. Games, whether played on consoles, PCs, or mobile devices, have become a significant form of leisure activity for millions of people worldwide. E-sports, short for electronic sports, refers to organized competitive gaming events where professional gamers or teams compete against each other in various video game titles.

Games offer immersive experiences, enabling players to explore virtual worlds, solve puzzles, engage in strategic battles, or interact with other players in multiplayer environments. The popularity of gaming has led to the development of diverse genres, including action, adventure, role-playing, sports, simulation, and strategy games.

E-sports have evolved into a global phenomenon, with tournaments and leagues attracting large audiences both online and in physical venues. Professional gamers compete for cash prizes and sponsorships in games such as League of Legends, Counter-Strike: Global Offensive, Dota 2, Fortnite, and many others. These events feature skilled players showcasing their talents, teamwork, and strategic prowess in front of enthusiastic fans.

UNIT 14

DO YOU HAVE A SOCIAL MEDIA?

Learning Competencies
Students can understand social media in their daily activity

SOCIAL MEDIA

Social media is a platform or website that allows users to interact, share content and connect with others online. In social media, users can create personal profiles, send messages, share photos and videos, and participate in various activities. Social media facilitates communication between individuals and groups, allowing users to create and maintain relationships with friends, family, and coworkers, as well as participate in various social networks, groups, and discussion forums. Social media has an important role in disseminating information, promoting products and services, and facilitating social interaction and communication in today's digital society. Some examples of social media platforms include *Facebook, Twitter, Instagram, LinkedIn, YouTube, TikTok and WhatsApp.*

A. Reading and Writing

Read the following texts below!

Text 1.

The journey of TikTok began in September 2016 when ByteDance launched the app Douyin for the Chinese market. Within a year, Douyin had attracted 100 million users, recording more than a billion views daily. ByteDance

UNIT 15 | DO YOU AGREE OR DISAGREE WITH THE DEVELOPMENT OF ICT TOOLS?

Learning Competencies
Students can understand about the development of ICT tools/devices

DISCUSSION TEXT

The discussion text is a text that contains a review of a problem accompanied by pro and con arguments and ends with the author's recommendations and conclusions. This text is designed to present different perspectives, points of view, and thoughts on a problem topic. This text can raise various issues, whether conditions or problems that are currently being discussed around us. Usually, this text can examine controversial topics and use direct arguments to discuss a topic. The structure of the text consists of:

- Issue. Issue is the part that becomes a matter or problem that will be discussed together.
- Supporting arguments. Reasons that contain support for the main issues discussed. If we want to express our opinion from his point of view, the author must include reasons and evidence so that his opinion can be conveyed.
- Arguments against. Arguments that contain contradicting arguments in favor. At this stage, the writer who presents the argument against includes the reasons and evidence from the point of view that contains the contra.

UNIT 16

DO YOU KNOW THE UPDATE NEWS ABOUT ICT?

Learning Competencies
Students can understand updated news about Information and Communication Technology (ICT)

GRAMMAR RELATED MATERIAL

1. News Item Text

News text is text that informs the reader about the events that are considered newsworthy or important. The purpose of news text is to inform readers about the news or important events of the day, and also to present information to readers about the news or important events of the day. In addition, with the news item text, the public can determine their attitude as a response or response to a news item. The news text is packaged based on applicable rules and elements. Therefore, writing news text is writing factual, latest, and extraordinary information conveyed through mass media. The news text has the following generic structure:

1) **Main Events/Newsworthy event(s).** This section contains the Main Events/Events that are newsworthy or tell the event in summary form. Main event is a paragraph that contains a summary of an event, aka important events that are highlights to be conveyed to the reader.
2) **Elaboration/Background event(s).** This section contains the background of the events that occurred. Starting from what and who was involved, where, when, why, and how the incident happened. This structure must be written in full so

UNIT 17

DO YOU LIKE GRAPHIC DESIGN?

Learning Competencies
Students can understand and identify the graphic design for creating the content

GRAPHIC DESIGN

Graphic design is a method of conveying visual messages in the form of text and images from the communicator to the communicant or recipient of the message if viewed from the field of communication science. There are some examples of graphic design applications that are popularly used by designers are:

1. Adobe Photoshop: It is one of graphic design applications used for editing photos, creating illustrations, and producing complex graphic designs. It has a variety of tools and features that enable users to create quality digital artwork.
2. Adobe Illustrator: It is a vector design application used to create logos, icons, illustrations, and other graphic designs. This allows designers to create images that can be enlarged or reduced without losing quality.
3. CorelDRAW: It is a versatile graphic design application used to create vector illustrations, logo designs, brochures, and more. It has a variety of creative tools and features that allow designers to express their ideas easily.

UNIT 18

JOB VACANCY / JOB ADVERTISEMENT FOR IT GRADUATION

Learning Competencies
Students can understand and identify the social media

JOB VACANCY

Job vacancy ads are advertisements placed by companies or organizations to announce available job positions and invite individuals who meet certain criteria to apply. This job vacancy advertisement usually contains information about the position being offered, the requirements required, job responsibilities, expected qualifications, as well as contact information for sending applications. The purpose of a job vacancy ad is to attract the attention of potential prospective employees and invite them to submit an application to be included in the job selection process. Job vacancy advertisements can be posted on a variety of platforms, such as company websites, online career portals, social media, newspapers, industry magazines, and notice boards on campus or in local communities.

The linguistic rules in writing a job application letter are effective, polite, and clear, and do not need to be long-winded. A job application letter requires adherence to specific linguistic elements to convey professionalism and clarity. Firstly, it should adhere to standard letter forms, employing a formal format that succinctly expresses the applicant's intent and purpose in applying for the position. Secondly, the language used must be of high quality, adhering to correct Indonesian spelling and grammar while avoiding verbosity and ensuring clarity and systematic presentation.

UNIT 19 JOB APPLICATION LETTER/ COVER LETTER

Learning Competencies
Students can understand structure and content of job application/cover letter, and can write of job application/cover letter.

JOB APPLICATION LETTER/COVER LETTER

A job application letter is an official letter containing a person's request to get a job at a particular company or organization. The purpose of writing a job application letter is to apply for a job as an employee or a specific position/position according to the position being sought or available. The structure of the Job Application Letter consists of seven sections, namely *Heading, Opening Greeting, Introductory Paragraph, Highlighting Paragraph, Closing Paragraph, Complimentary Close, and Signature.*

1. Heading: This section includes the sender's contact information, the date of writing, and the recipient's contact details, such as name and company information.
2. Opening Greetings: It begins with a formal greeting, usually starting with "Dear" followed by the recipient's name and a comma.
3. Introductory Paragraph: This paragraph introduces the purpose of the letter, such as applying for a job, and explains the reasons for the application.
4. Highlighting Paragraph: It emphasizes the applicant's qualifications and skills relevant to the position is applied for.

UNIT 20

CURRICULUM VITAE (RESUME)

Learning Competencies
Students can understand and can make a Curriculum Vitae (CV) or resume

CURRICULUM VITAE (CV)

A CV, or curriculum vitae, is a crucial document used in job searches to summarize an individual's qualifications, experience, and skills for potential employers. It provides a concise overview of who the applicant is, their past endeavors, the relevance of their experience to the applied job, and their suitability compared to other candidates. Employers use CVs to assess whether applicants meet their requirements and are suitable for the job position. In a CV, applicants typically include their educational background, work experience, and skills. It serves to emphasize qualifications relevant to the job, such as education, certifications, and skills possessed. Work experience, whether from previous jobs, internships, or projects, is highlighted to showcase competency. Additionally, CVs may showcase special achievements, like awards or significant results, to further demonstrate suitability for the role. Overall, CVs provide structured and relevant information to assist employers in selecting candidates that align with their needs.

Structure of writing an English CV includes: Contact Information (Address Info), Personal Information (Self Biodata), Work Experience, Education (Education history), Training and Course, Professional Qualifications (Skills and Expertise), Awards (Achievements), Publications, Professional Membership, and

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