


4

Databases

- talk about databases
- talk about data processing
- ask for and give advice
- talk about company departments

Database basics

Speaking 1 What database products do you know and use at work and at home?

Listening 2  Listen to two colleagues at a book company. Chris needs some information from the production database. Complete this dialogue.

Chris: Tim, (1) _____ you help me a moment, please?

Tim: Sure. What's the (2) _____?

Chris: I need some (3) _____ about a book budget from the database.

Tim: OK.

Chris: But I don't know how to (4) _____ it.

Tim: No problem.

Chris: So what do I do first?

Tim: Enter your name and (5) _____ and press enter.

Chris: Erm ... ?

Tim: You have got a password?

Chris: Erm, I can't (6) _____ it.

Tim: Use mine. Type in t evans, that's t - e - v - a - n - s, then snavet. s - n - a - v - e - t.

Chris: OK.

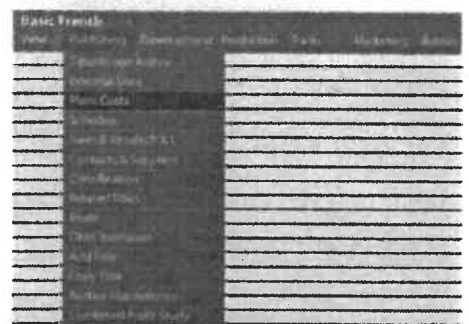
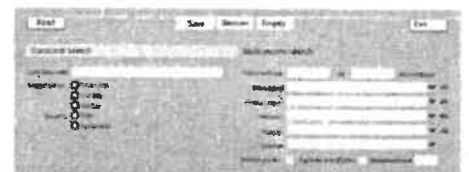
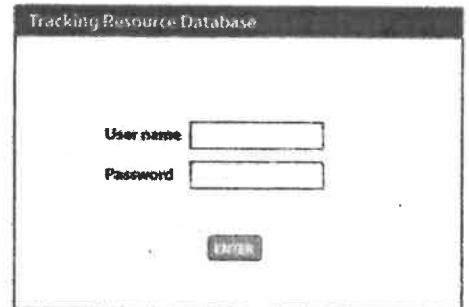
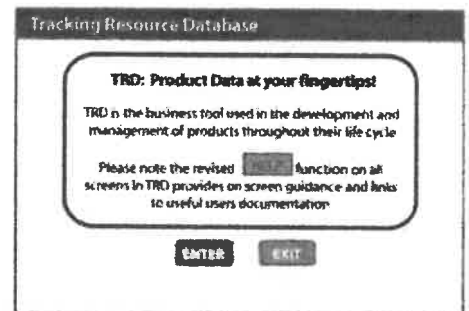
Tim: Now press Enter. Now what is the name of the book?

Chris: *Basic French*.

Tim: OK. Type in that in the title (7) _____ in the first (8) _____. Now press Find. There it is. OK, budget. Click (9) _____ Publishing and scroll down to Plant costs and click on that.

Chris: Good. There's the budget in the second row. Thanks, Tim.

Tim: No problem.



Project Name	Budget	Actuals	Difference
Plant Costs	10,000	8,000	+2,000
Marketing	13,000	12,000	+1,000
Production	5,000	0	+5,000
Sales	7,000	1,000	+6,000
Inventory	5,000	6,000	-1,000
Total	40,000	27,000	+13,000

Language

Asking people to do things

We use **can/could/would you** + infinitive without to when we ask somebody to do something for us.

Could you help me, please?
Sure.

Please could you help?
No problem.

Can you explain what a database is, please?
I'm afraid I can't.

Please can you explain what a database is?
I'm sorry, I can't.

Would you explain that, please?
Could you come back a bit later? I'm busy right now.

3  Listen and repeat these questions.

- 1 Could you help me, please?
- 2 Please could you help me?
- 3 Would you help me with this software?
- 4 Please could you explain how to do that?
- 5 Please would you give me your password?

Speaking 4 Work in pairs. Student A: make questions from the prompts. Student B: answer yes or no and give a reason why not (if your answer is no).

Example: type/name

Could you type in your name, please?

- 1 open/window
- 2 turn up/air conditioning
- 3 turn down/mp3 player
- 4 give/you/pen
- 5 answer/phone
- 6 give/password

5 Work in pairs. Use the example of a database below to explain to your partner what a database is. Use these words: *store, access, get, fields, columns, rows*.

Example: *A database is used to ... This is a ...*

First Name	Last Name	Department	Title	Phone ext.
John	Smith	Development	Engineer	123
Jane	Doe	Finance	Auditor	454

6 Why do people and organisations use databases? Discuss with the group.

Example: *They use databases to find out ...*