

⑦

Creare un file Excel denominato "Nazioni.xlsx" con i seguenti elementi:

- Tabella contenente i nomi di 3 nazioni europee, per ogni nazione inserire la "Capitale" ed il "Numero di abitanti"
- Salvare il documento sul desktop

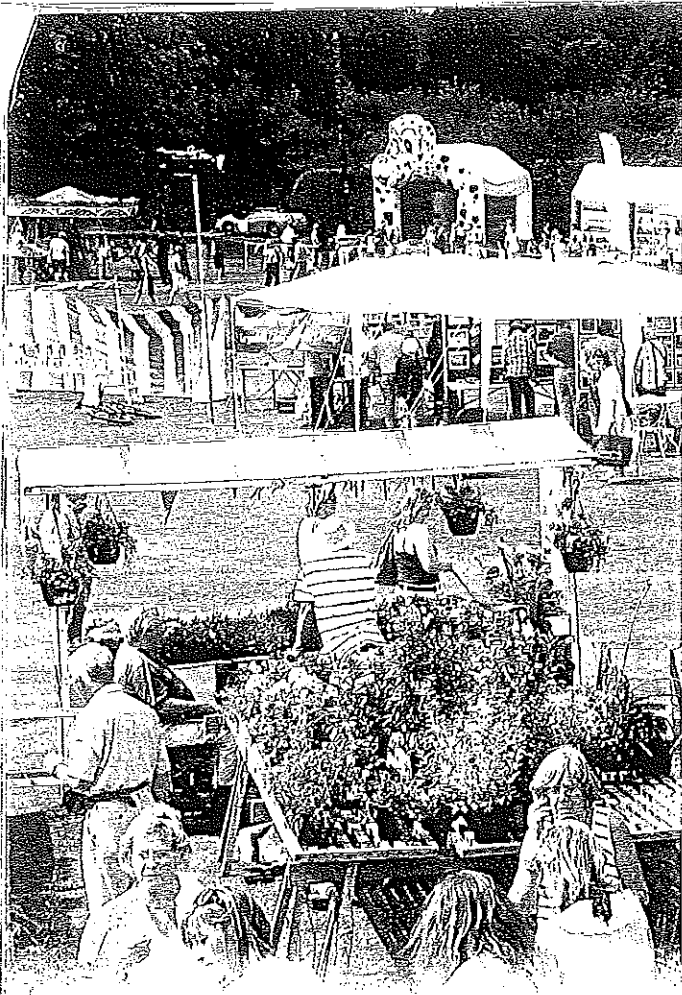
Nota: Utilizza Internet per il recupero delle informazioni



①



Il responsabile del procedimento amministrativo  
Le funzioni della Polizia Giudiziaria  
Somministrazione al pubblico di alimenti e bevande



Hi Susanna

I was really happy to get your email saying that you're coming to visit us next weekend. It's great news, and you're going to be here at just the right time!

Why? Well, next weekend our town, Northam, is having its special weekend gala. There is one every year. What's a gala? Well, it's like a party but with sports and other events too. There are lots of different activities. We're going to join in – so I hope you want to come too!

It all starts on Saturday – there's an opening ceremony at lunchtime, and in the afternoon, there are things for kids – races and games and things. And at six o'clock there's a football match – our town team are playing against another town near here. Then in the evening, a local band is playing in the town square. Then on Sunday morning there's a charity run – it's about eight kilometres. It starts in the park and goes past the railway station and through the main shopping area, then finishes at the park again. And guess what? I'm running in the race! Would you like to run too? I think we can get you in – let me know asap, OK? And on Sunday afternoon, there's a big street party with games and things. The weather forecast says it's going to be sunny, so I'm going to wear my new summer clothes.

So we're looking forward to seeing you here. Oh, I almost forgot! On Sunday evening we're having a party at our place for my sister's 18<sup>th</sup> birthday! We're going to make it a really special party. Please don't say you're leaving on Sunday evening!

Anyway, let me know more about your plans. Are you coming to Northam by train? Let me know what time it arrives and I'll be at the station to meet you!

See you soon,

Belinda

## PRESENTATION

### C LOOKING AHEAD • Plans and arrangements

25 Read the email. Match the times and the events.

- 1 ☒ Saturday lunchtime
- 2 ☐ Saturday afternoon
- 3 ☐ Saturday evening
- 4 ☐ Sunday morning
- 5 ☐ Sunday afternoon
- 6 ☐ Sunday evening
- a kids' games and races
- b party for Belinda's sister
- c opening ceremony
- d local band
- e charity run
- f street party

26 Do the underlined verbs express an arrangement (A) or an intention (I)?

- 0 We're going to join in. 1
- 1 In the evening, a local band is playing in the town square. □
- 2 I'm running in the race. □
- 3 I'm going to wear my new summer clothes. □
- 4 We're having a party at our place. □
- 5 We're going to make it a really special party. □

### Future tenses

- We use the **present continuous** to talk about arrangements for the future.  
*On Sunday evening we're **having** a party.*
- We use **be going to + verb** to talk about our intentions for the future.  
*We're **going to join in**!*

27 Underline other examples of present continuous for arrangements in Belinda's email.

28 Complete the sentences about your arrangements.

- 1 After school today \_\_\_\_\_
  - 2 Tomorrow \_\_\_\_\_
  - 3 On Saturday \_\_\_\_\_
  - 4 On Sunday \_\_\_\_\_
- After school today I'm not doing anything special.

In Excel, creare una tabella contenente:

②

- N. 3 prodotti informatici (es. mouse, tastiera, monitor)
- Prezzo base di ciascun prodotto
- Calcolo IVA (22%) tramite formula
- Inserisci la quantità di ogni prodotto
- Prezzo finale comprensivo di IVA

WJ  
CNEP

Salvare nella cartella "Economato" sul desktop ed esportare in PDF

Le competenze dei dirigenti comunali in base all'art. 107 del d.lgs. 267/2000  
Il reato di corruzione  
L'identificazione della persona sottoposta ad indagine

Man Ghe  
Abate fance

# SKILLS AND CULTURE

## YOUR FIRST MOBILE PHONE WHAT'S THE RIGHT AGE?

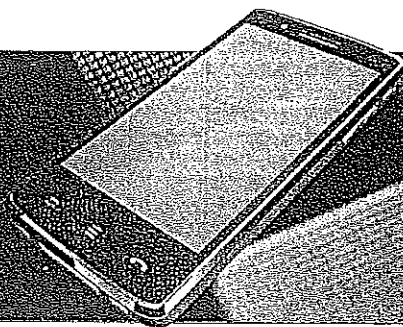
Technology is an essential part of our lives and for some young people technology is their entire world. So what gadgets has the average British child got? And what is the right age for children to have mobile phones and other electronic devices?

In Britain today, 9% of 5 year olds have got mobile phones. But for these children the phone is an expensive toy for games and music.

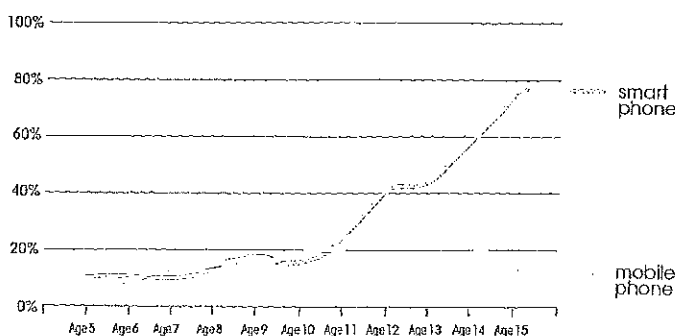
For the majority of parents, a child's 11<sup>th</sup> birthday is the right age for a mobile phone. At 11, children are at secondary school and they are more independent so a phone is useful for contacting friends and family and in emergencies.

For children under 11 tablet computers are the must-have media device because they have got games and music videos and are easy to use.

For teenagers smartphones are the top media device. Texting is their favourite function: the average number of texts per week for a British teen is around 250. What's the number for you?



1 Percentage of children and teenagers with mobile phones and smartphones.



Mum:

'All kids today are 'digital experts' – not like my generation of adults.'



The expert:

'Digital technology isn't good for babies and small children. Books, toys, friends and happy families are important for under-fives. Six years old is the right age for a child's first media device.'

### READING

- Before you read. What do you think is the right age for a child's first mobile phone?
- Listen** Read and listen. Are the sentences true (T) or false (F)? Correct the false sentences.
  - For small children mobile phones are like toys. ☐
  - A phone is often a child's 11<sup>th</sup> birthday present. ☐
  - In Britain, 11 year olds are at secondary school. ☐
  - Smartphones are the top digital device for small children. ☐
  - There are games and music on children's tablets. ☐
  - Texting isn't popular with British teenagers. ☐

### VOCABULARY • Age groups

- Complete the sentences with the words in the box.

teenager • baby • adults • child

- You are a \_\_\_\_\_ from 0-1 year old.
- You are a \_\_\_\_\_ from 2-12 years old.
- From 13-19, you are a \_\_\_\_\_.
- People over 20 are \_\_\_\_\_.

### LISTENING

- Listen** Listen to Johnny and his mum and answer the questions.
  - What time is it?
  - Where are Johnny and his mum?

11:02

In Excel, creare una tabella di 3 righe contenente:

- Elenco di comuni italiani
- Provincia di appartenenza
- Regione di appartenenza
- Numero di abitanti

*Scuola Tre*

*AT*

Salvare il file con il nome "ComuniDati.xlsx" nella cartella "Statistica" sul desktop

Nota: Utilizza Internet per il recupero delle informazioni

3

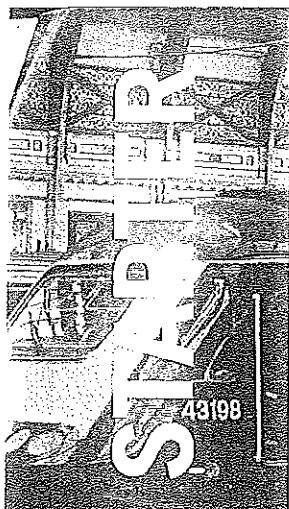
Gli elementi essenziali del provvedimento amministrativo

Il reato di concussione

L'uso di apparecchi radiotelefonici durante la marcia

*Scuola Tre*

*gde*  
*ak*



## UNIT OBJECTIVES

Vocabulary:  
families, home,  
travel

Grammar:  
revision of present  
simple, present  
continuous, past  
simple, present  
perfect, future tenses

Functions:  
buying tickets

# WELCOME

*Shirley*

Hi Paulo,

My name's Nicola and I'd like to be your pen pal. I got your name from my teacher, Miss Edwards. She lived in Brazil for three years, and she's a good friend of your mother's.

So what would you like to know about me? I'm 15 years old. I live in a small house in Manchester with my mum and my two little brothers. They're OK, but they can be annoying sometimes. I go to Bluecoat High School. I quite like school, but my teachers always give us too much homework. I usually do it when I get home from school, but I'm not doing that today – that's because I'm writing to you!

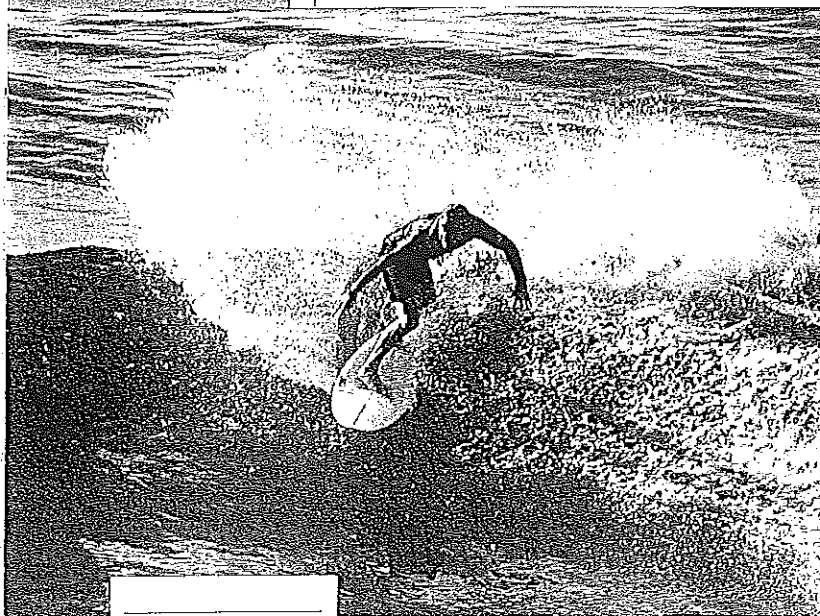
I like listening to music and playing games on the computer. I also like playing the guitar. I play in a band with some of my friends. I like sport, too. I play volleyball and tennis. I'm in the school tennis team. We usually play matches on Saturday mornings. That's a bit of a problem because I don't really like getting up early at the weekend.

But what about you? I hope you'll want to write to me. There are lots of questions I want to ask you. Things like: what's life like in Brazil? Do you like your school? What's it like? What's the weather like in Rio? Have you got a big family? All that sort of stuff, to help me get to know you. Miss Edwards says you like surfing, but that's all I know about you.

So please write. I'd love to have a Brazilian friend.

Best

Nicola



## PRESENTATION

### A GETTING TO KNOW YOU

#### Introducing yourself

- 1 Read the letter quickly. Write the names under the photos.

- 2 Read the letter and complete the information about Nicola.

Name	Nicola	Family	_____
Age	_____	Likes	_____
Hometown	_____	Dislikes	_____

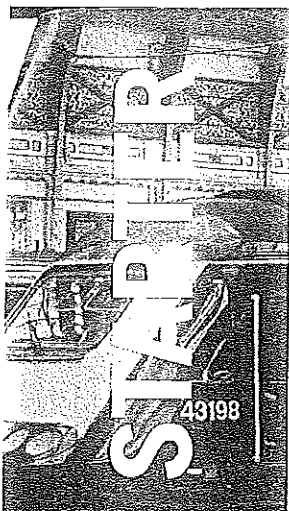
4

La patologia dell'atto amministrativo  
Le misure di prevenzione  
Servizi ed organi di Polizia Stradale

un  
m  
JCE

Creare un grafico a barre rappresentante la popolazione di 3 regioni italiane utilizzando dati fittizi.

OR



## UNIT OBJECTIVES

**Vocabulary:**  
families, homes,  
travel

**Grammar:**  
revision of present  
simple, present  
continuous, past  
simple, present  
perfect, future tenses

**Functions:**  
buying tickets

# WELCOME

*slc*

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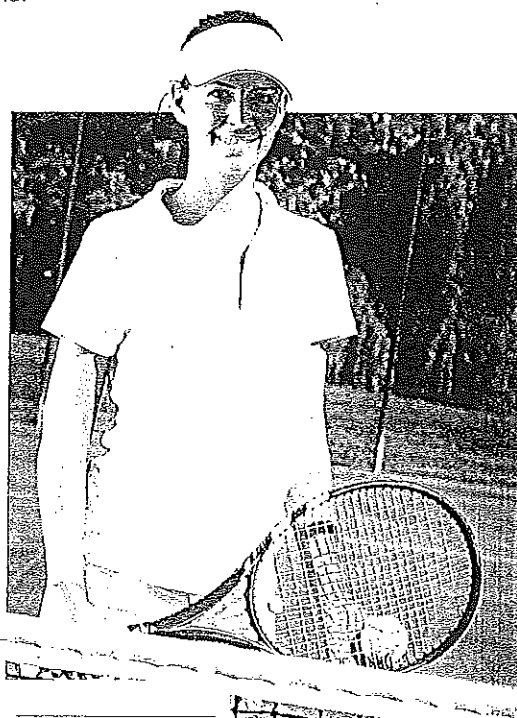
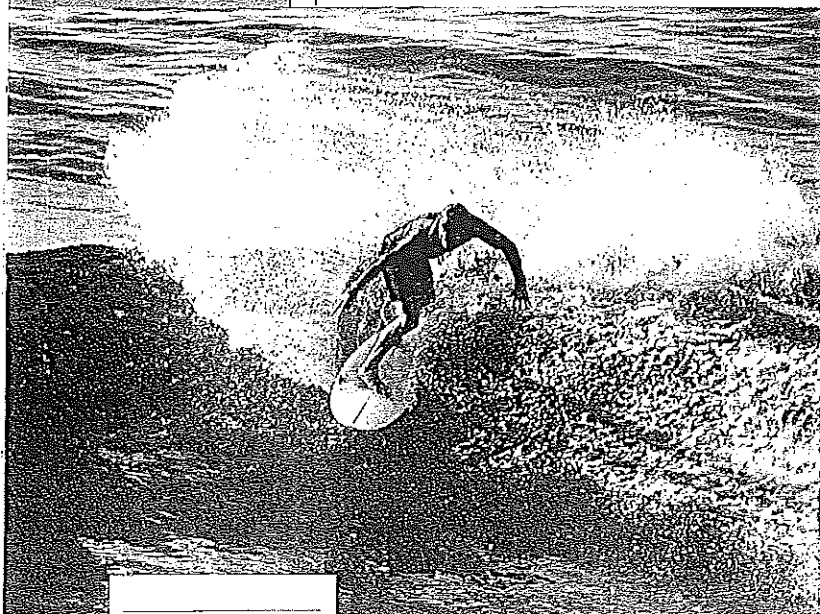
I like listening to music and playing games on the computer. I also like playing the guitar. I play in a band with some of my friends. I like sport, too. I play volleyball and tennis. I'm in the school tennis team. We usually play matches on Saturday mornings. That's a bit of a problem because I don't really like getting up early at the weekend.

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So please write. I'd love to have a Brazilian friend.

Best

Nicola



## PRESENTATION

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#### Introducing yourself

- 1 Read the letter quickly. Write the names under the photos.

- 2 Read the letter and complete the information about Nicola.

Name	Nicola	Family	_____
Age	_____	Likes	_____
Hometown	_____	Dislikes	_____



5

La revoca dei provvedimenti amministrativi  
L'omicidio stradale  
Le sanzioni previste in caso di abbandono di rifiuti

Queste  
in Word nei

- 
- Ricercare su internet i dati anagrafici del Presidente della Repubblica italiana in carica
  - Creare un documento Word formattato con titolo, testo e immagine rappresentativa
  - Salvare in formato Word e PDF nella cartella "Presidente" sul desktop

Volker

# SKILLS AND CULTURE

## TEENS AND SCREENS

### Is technology good for us?

We spend many hours every day looking at screens. We use digital devices in our free time and for learning. At home we usually have access to several screens including a television, a games console, a personal computer, a laptop or tablet and of course mobile phones. We are expert 'multi-taskers' and we often use two or three devices at the same time. At school screens are common too, there's usually an interactive whiteboard (IWB) in the classroom and lots of schools use eBooks on a tablet **instead** of traditional books.

For many people the **growth** in the use of technology is positive. Televisions and computers are now an essential part of modern life – they teach us about the world. People enjoy playing on games consoles because they are exciting and entertaining. Smartphones and social media expand our world and help us to communicate. So, what's the problem with technology?

Parents and teachers **worry** about the time young people spend looking at screens because it means they don't do any other activities. A lot of teens hardly ever go outside or do any exercise so they are **unfit** and obesity is a serious problem in some countries like the UK. Another negative effect of technology is that some students can only concentrate for short periods of time, others have sleep problems and are sometimes aggressive because they spend too much time using digital devices. Experts agree that about four hours screen time a day is ideal. Technology has a lot of positive effects on our lives, but we need to remember to go outside, do sport, go for a walk or bike ride and have fun with friends and family too.

*Well for*

### READING

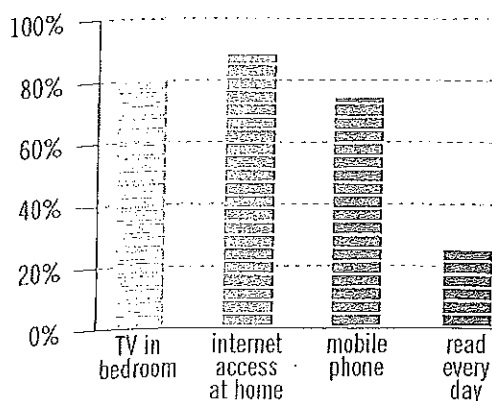
- Before you read, Think about and answer the question.

How often do you use a digital device on a typical day?

- DOE** Read and listen. Answer the questions.

- What is the meaning of *multi-taskers*?
  - People who work hard.
  - People who do more than one thing at the same time.
  - People who use lots of technological devices.
- What common technology do students use at school?
- What are the positive effects of smartphones?
- What are the negative effects of spending a lot of time on computers?

Under 18s in the UK



### Glossary

instead	invece	worry	preoccuparsi
growth	crescita	unfit	non in forma

### VOCABULARY • Digital technology

- Complete the sentences with the words in the box.

screen • devices • laptop • IWB

- Computers, tablets, mobile phones are all digital \_\_\_\_\_.
- A \_\_\_\_\_ is part of a computer. It displays information and images.
- A lot of UK schools have an interactive whiteboard (\_\_\_\_\_) in every classroom.
- A \_\_\_\_\_ is a computer you can take with you when you go out.

6

Il procedimento disciplinare dei dipendenti pubblici

La sorvegliabilità dei locali di somministrazione al pubblico di alimenti e bevande

La revisione della patente di guida

*mu Dg*  
*cul*

Creare un documento word e scrivere il proprio curriculum:

- Includere almeno 4 sezioni: Dati personali (Nome, Cognome), Formazione (Diploma Corsi), Esperienze Lavorative
- Salvare in formato .docx e .pdf nella cartella "CV" sul desktop

*Dg*  
*cul*

# SKILLS AND CULTURE *Breath*

## How long will you live?

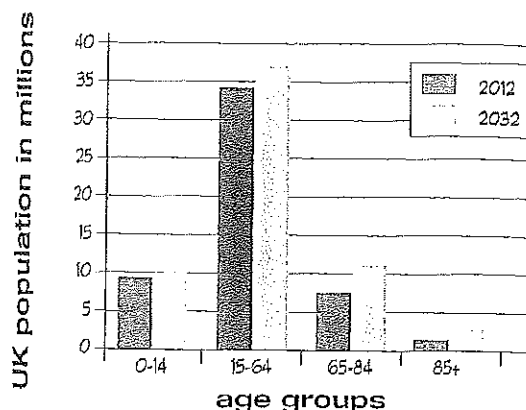
What will life be like in the future? It's difficult to say, but one thing is almost certain, there will be a lot more older people – and you'll be one of them! Lots of babies born today will not just live to retirement age, they will live to celebrate their 100<sup>th</sup> birthdays. As well as the robots and holidays in space, there will also be more old people in the world of the future. In the UK, there are about 3 million over 80s today and almost 14,000 people aged over 100! If trends continue, there will be about 6 million in 2037.

Why are people living longer? There are a number of reasons; the first reason is medical advances. Today doctors can cure more illnesses than in the past. In general, people have better access to doctors and hospitals and early diagnosis of serious health problems means people get better healthcare and live for longer.

A second reason for longer lives is our lifestyles. Our diet is generally better, we have access to a wide variety of food including plenty of fresh fruit and vegetables and, as a result, we eat enough nutrients to stay healthy.

Improvements in our living conditions also help people to live longer. Our houses are hygienic, warm and clean. In the past people often lived in cold houses without running water. Our working environments are also safer today than in the past and there are far fewer work place accidents and fatalities.

Longer life expectancy is generally good news, but an aging population can also lead to a number of problems. If the UK has an older population, it will need to spend more on pensions and healthcare for **retired** people. In extreme old age (over 85), people often need to move to smaller houses and have carers to look after them. **The elderly** also need more medical care and use public transport more. If the experts' predictions are right, the UK government will soon be under pressure to provide all these social services for the growing number of elderly people and this means that there will be less money to invest in other areas.



### READING

1 Before you read. Answer the questions.

- 1 Who is the oldest person you know?
- 2 How do you know him / her?

2 **2240** Read and listen to the text. Are the sentences true (T), false (F) or doesn't say (DS)?

- 1 All babies born this year will live to be 100. ☐
- 2 There will be more people over the age of 80 in the UK in 2037 than in 2012. ☐
- 3 People are living longer because they take more medicine. ☐
- 4 People's lives are generally better now. ☐
- 5 Nowadays, people retire when they are younger. ☐
- 6 Older people need more medical care than younger people. ☐

### VOCABULARY • The elderly

3 Complete the sentences with the words in the box.

social services • pension • retirement • carers

- 1 Retired people live on a \_\_\_\_\_.
- 2 The age of \_\_\_\_\_ varies from country to country.
- 3 The local councils provide \_\_\_\_\_ for people in need.
- 4 \_\_\_\_\_ look after old people and help them in their daily lives.

⑦

Il PEG  
I titoli abilitativi previsti dal DPR 380/2001  
Differenza tra arresto, sosta e fermata nel C.d.S.

*gpl*

*Spazio  
Autismo*

*Veri  
LMA*

Creare una tabella Excel contenente:

- Nomi di quattro comuni della provincia di Lecce
- Numero di abitanti per ciascun comune
- Calcolare la media degli abitanti

*Spazio  
Autismo  
AA*

## PRESENTATION

Start thinking

- 9 Look at the photographs and answer the questions.
  - 1 Which sports are the stories about?
  - 2 What are the similarities and differences between the two sports?
- 10 **DOING** Read and listen to the article and check your answers.
- 11 Read the texts again. Correct the information.
  - 1 The weather in Barcelona was bad.
  - 2 It was Derek Redmond's first race.
  - 3 The race organisers tried to help Derek.
  - 4 Derek was very happy when he crossed the finish line.
  - 5 It was Gerlinde Kaltenbrunner's first attempt to climb K2.
  - 6 Gerlinde was alone on the mountain.
  - 7 The accident happened in the evening.
  - 8 Gerlinde hasn't climbed all 14 mountains over 8,000 metres yet.

## THINK / Values

Trying, winning and losing

- 12 Think about the stories and read the sentences. Which do you agree with?

The two stories tell us that ...

- 1 it's important to try to win a race.
- 2 you shouldn't start a race if you think you can't win.
- 3 when you start something, you should try to finish.
- 4 if things go wrong, you should try to keep going.
- 5 if you try to climb a mountain but don't get to the top, you fail.

- 13 **SPEAKING** Work in pairs. Compare your ideas with a partner.

I think number 1 is the most important.  
What about you?

- 14 Complete the sentences from the text.

- 0 The sun was shining in Barcelona.
- 1 At first, Derek \_\_\_\_\_ well.
- 2 Gerlinde \_\_\_\_\_ with her friend Fredrik Ericsson.
- 3 Fredrik \_\_\_\_\_ to tie some rope.

# IF YOU DON'T GIVE UP

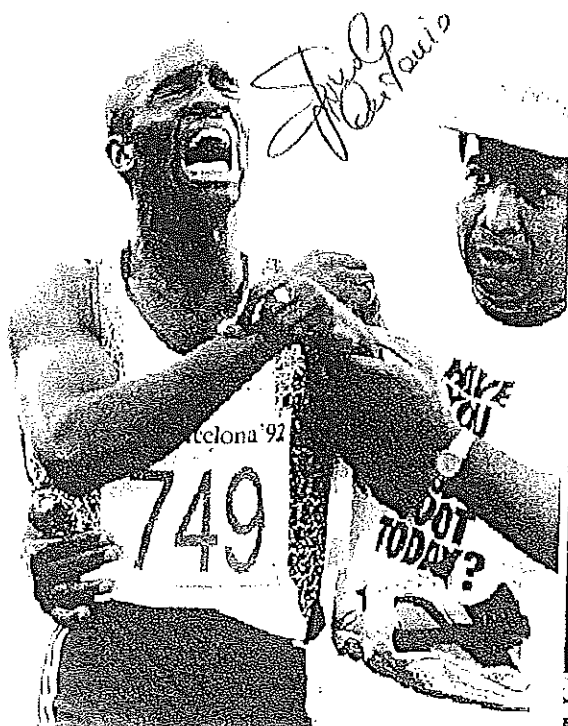
# CAN'T FAIL

## DEREK REDMOND

It was the Olympic Games in Barcelona in 1992; the semi-final of the 400 metres. The sun was shining and the crowd were ready for a great race. The British athlete Derek Redmond was a top runner: he had a very good chance of winning a medal.

The race began. At first, Derek was running well. Then, after about 150 metres, he felt a pain in his leg. He fell down on one knee. He had a bad injury and couldn't carry on. The other runners went past him and finished the race. After about five seconds, Derek got up and started to run again, on one leg only. Some organisers tried to stop him but he kept going. The crowd stood up and started to clap. Then another man came onto the track – Derek's father, Jim. His father put his arm around him and said: 'Derek, you don't have to do this.' Derek replied: 'Yes I do. I have to finish.' And so together they walked the last 50 metres and crossed the line.

When he finally crossed the line, Derek was crying and 60,000 people were cheering him.



8

La disciplina dell'accesso agli atti amministrativi  
Reato consumato e reato tentato o tentativo  
La guida senza patente

*Vanessa Invernizzi* *plm* *gelo*

Creare una tabella Excel di 3 righe inserendo:

- Nome
- Cognome
- Data di Nascita

*Vanessa Invernizzi* *CHC*

Importare la tabella in Word e salvare il file con il nome "ReportAnagrafica.docx" all'interno della cartella "Concorso" sul desktop

# SKILLS AND CULTURE

## Weird weather

The weather is one of the few things we can't control but it is one of the most important things in our lives. The way we live and the things we do depend on the weather. The weather influences the clothes we wear, what we do – beach or indoor swimming pool – and even what we eat – hot soup or a nice salad. When we are planning a journey, we need to know if there's snow and ice on the roads, or if there's thick fog. And how many holidays are ruined by bad weather? There can be no doubt our lives are very strongly influenced by the weather.

The British in particular have a reputation for being obsessed with the weather but this isn't surprising when you consider how changeable the weather in Britain can be. A day can start with a bright, sunny morning, then change into a wet afternoon and become cloudy and windy in the evening. British people know that the weather is unpredictable and they prepare for that. In fact it's not unusual to see people having a picnic on the beach in boots and coats or people at summer festivals walking in the mud carrying umbrellas. But when the sun shines, even if it is only early spring, the British put on their shorts, t-shirts and sandals, and they don't worry about getting ill!

That's because there isn't a very big difference between summer and winter temperatures in the UK. The temperature is generally mild all year and people want to enjoy the sun when they can. There's no need for long summer school

### READING

- 1 Before you read, match the subjects A-D to the sentences 1-4.

- A Feelings
- B Travel
- C Clothes
- D Food

- 1 ☐ 'It's raining. I can't go to school by bike today.'
- 2 ☐ 'Wow! Snow! I need my boots today!'
- 3 ☐ 'Cold and foggy again! It's so depressing!'
- 4 ☐ 'Would you like an ice cream or a cold drink? It's so hot today!'

- 2 Read and listen to the text, then correct the information in the sentences.

- 1 British people generally aren't interested in the weather.
- 2 There are usually long periods of stable weather in the UK.
- 3 The British always have alternative plans for outdoor activities.
- 4 UK winters are very cold and the summers are very hot.
- 5 Climate change doesn't affect the British Isles.

### VOCABULARY • Weather collocations

- 3 Complete the sentences with the words in the box.

heavy • strong • violent • freezing

- 1 There was a lot of \_\_\_\_\_ rain last night.
- 2 The \_\_\_\_\_ wind blew a lot of trees down.
- 3 It's \_\_\_\_\_ cold today. Put on your warmest clothes.
- 4 We had four \_\_\_\_\_ storms this winter.

### LISTENING

- 4 Listen to three people talking about the weather. Where does each speaker live?

- 5 Listen again and match the sentences A-F to the speaker.

- |           |                          |                          |
|-----------|--------------------------|--------------------------|
| Speaker 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Speaker 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| Speaker 3 | <input type="checkbox"/> | <input type="checkbox"/> |

- A There was a flood in my town.
- B It didn't rain much last summer.
- C Strong winds caused a lot of damage.
- D We had a lot of snow and it was very cold.
- E The storms were frightening.
- F Last winter wasn't very cold.



9

Le cause di scioglimento del Consiglio Comunale

La struttura del reato

Gli atti di accertamento previsti dalla legge 689/1981

*[Handwritten signature]*

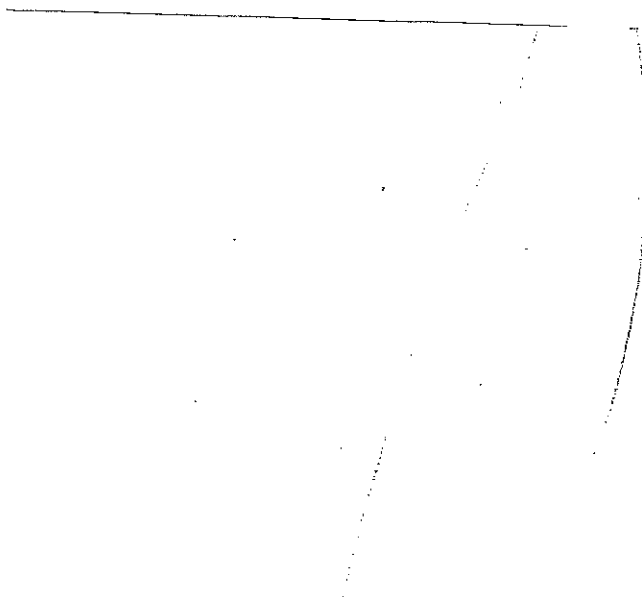
*[Handwritten signature]* *[Handwritten signature]* *[Handwritten signature]* *[Handwritten signature]*

Creare una tabella Excel contenente:

- Temperature mensili rilevate nella propria città (12 colonne, una per mese)
- Calcolare media, valore massimo e valore minimo delle temperature

*[Handwritten signature]* *[Handwritten signature]*


*[Handwritten signature]*



## READING

- 31 Look at the first picture. Think about the questions and compare your answers with a partner.

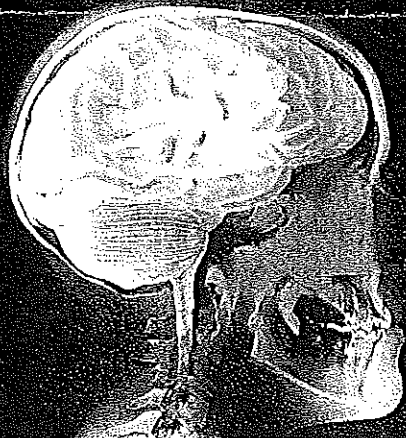
- 1 What does the picture show?
- 2 Where in the picture is the brain?
- 3 What does the brain do?

- 32  Read and listen to the article. Check your answers to Exercise 31.

- 33 Choose the correct answer.

- 1 This text is best described as \_\_\_\_\_.  
A a news report      C an adventure story  
B a magazine article      D a letter
- 2 The main purpose of this text is \_\_\_\_\_.  
A to entertain the reader.  
B to involve the reader in a discussion.  
C to give the reader information.  
D to persuade the reader to do something.

# Learning is brain change



Neuronal networks at 9 months, 2 years and 4 years of age.

- 34 Choose the title that best sums up the content of each paragraph. There is one extra title.

- A The brain – a fantastic computer \_\_\_\_\_
- B What people believe about the brain \_\_\_\_\_
- C How to make your brain stronger \_\_\_\_\_
- D Our brain is a growing system \_\_\_\_\_

1 We all have a brain, but not many people know how the brain works. Some people believe that the brain is like the hard disk of a computer. We use it to store files – images, language (words, texts, sounds), and other data. Others compare the brain to a huge container or cupboard with lots of little drawers, shelves and boxes in it. We put information into these boxes, and hope to find it again later.

2 Well, our brain is not a computer disk, and it isn't a container. Look at the picture here. It looks a bit like weeds in a garden, doesn't it? But it doesn't show weeds. It is a drawing of what happens in a young child's brain as the brain gets older. The picture shows a child's neocortex – a part of their brain. You can guess what happens – more 'weeds' grow as the child gets older. Scientists call these 'weeds' neuronal networks. The networks grow around our 'neurons' or nerve cells. What makes them grow? Learning! 'Learning is brain change,' says Professor James Zull from Case Western University in Cleveland, Ohio, USA. 'For every new word you learn in your English lesson, every puzzle you solve in maths, every new song you learn to sing, a neuronal network grows in your brain and the brain changes.'

3 The more neuronal networks we grow, the better we can think and the better we remember. Perhaps you want to know what you can do to make the networks in your brain grow better. Professor Zull says that brain change is strongest when a) you are interested in and like what you are learning, b) you are in control (when you decide to learn and don't wait for others to tell you what you should learn) and c) you do challenging tasks that make you think hard and concentrate. Understanding a challenging task makes you feel good and develops your brain!

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Le competenze del Consiglio Comunale, della Giunta Comunale e del Sindaco  
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Web

Scrivere un testo Word sull'importanza della sicurezza informatica:


- Inserire un'immagine rappresentativa
- Salvare in formato Word e PDF nella cartella "Sicurezza" sul desktop

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Nota: Ricercare informazioni aggiornate su internet


## PRESENTATION

### Start thinking

- 7 Work in pairs. Ask and answer the questions.
- How easy or difficult is it for you to go online?
  - How often do you post something on social media?
  - What kind of things do you usually post?
  - What ways do you know of keeping passwords secure but remembering them?
- 8  Read and listen to the article. Mark the correct sentences A and the incorrect sentences B.
- James Miller did not think before he wrote a post and so he lost his job. ☐
  - His boss apologised for giving James work that wasn't very interesting. ☐
  - Cathy's birthday party ended in disaster because her parents went out that evening. ☐
  - The writer of the article thinks that you can't make everybody happy with your posts. ☐
  - He says that before writing a post you should think of reactions you might get. ☐
  - He thinks that we need to be as friendly online as we are in real life. ☐
- 9 Work in pairs. Correct the statements marked B.

## THiNK! Values

### Responsible online behaviour

- 10 Read the statements. Write them in two lists under *Do* and *Don't*.
- Say bad things about other people online.
  - Talk to your teacher or another adult if you get bullied on social media.
  - Think carefully before you write a post about yourself or other people.
  - Write a post about someone when you are angry with them.
  - Write posts containing personal things about your family.
  - Think before you post a photo of yourself or someone else.
- 11  **SPEAKING** Work in pairs. Compare your lists with your partner. Think of at least two more statements for each list.

## Think before you act... online



Sometimes what we post on social networks can have consequences we didn't expect.

One weekend, 20-year-old James Miller posted on his Facebook page that his job was 'soooo boring'. When he got to work on Monday his boss gave him a letter. It said: 'After reading your comments on Facebook about our company, we understand you are not happy with your work. We think it is better for you to look for something that you will find more interesting.'

A few years ago, 15-year-old Cathy posted an invitation to her birthday party online. She posted her address, too. When her parents got back from the cinema that evening, they couldn't believe their eyes. There were 500 people at the party, and some of them were making a total mess of the house.

A study shows that last year alone more than three million young people worldwide got into trouble because of their online activities. Here are some important tips. None of them can guarantee 100% internet security, but all of them will help you to be safer online.

### Rule #1: Share with care!

Not everyone will like what you write on Facebook or Twitter. Think before you post something. You can never completely control who sees your profile and your texts. Before clicking 'post', everyone should ask themselves two questions: 'How will I feel if my family or teachers see this?' and 'How might this post be bad for me in three, five or ten years from now?'