
CONTEÚDO PROGRAMÁTICO

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Simple Present – Other Verbs

Conceito

O Simple Present é mais usado para falar de coisas que acontecem habitualmente e verdades absolutas, entretanto, ele pode ainda ser usado para falar do futuro ou até mesmo do passado!

Estrutura

Como saber se um verbo está no Simple Present no texto da prova?

| AFFIRMATIVE | NEGATIVE | INTERROGATIVE |
|-------------|------------------|---------------|
| I WORK | I DON'T WORK | DO I WORK |
| YOU WORK | YOU DON'T WORK | DO YOU WORK |
| HE | HE | HE |
| SHE WORKS | SHE DOESN'T WORK | DOES SHE WORK |
| IT | IT | IT |
| WE WORK | WE DON'T WORK | DO WE WORK |
| THEY WORK | THEY DON'T WORK | DO THEY WORK |

Simple Present – Form

1)

Affirmative

Ex.: I like to read.

Negative

Ex.: I don't like to read.

Interrogative

Ex.: Do you like to read? > Why do you like to read?

2)

Affirmative

Ex.: She likes to read.

Negative

Ex.: She doesn't like to read.

Interrogative

Ex.: Does she like to read?

Uso

a) AÇÕES FREQUENTES

Ex.: Jane usually travels to the beach at weekends.

b) FATOS

Ex.: The moon is our natural satellite.

c) FUTURO PROGRAMADO

Ex.: The bus leaves at 10 o'clock.

d) PASSADO

Ex.: In 1945 the World War II ends.

Exercícios

UPGRADE TO A PAPER-FREE OFFICE

Anyone who has ever worked in an office remembers giant filing cabinets filled to the brim with paper documents. Modern companies are taking steps to eliminate this mess. With our daily and office lives becoming more and more digitized, the natural next step for these clusters of paper lies in the computer. Document scanning makes all your important records just a click away.

The right option

What should you look for when choosing a computer company?

- Customer Service – if possible, talk to someone at the company to analyze the level of help they are willing to give in set up, etc.
- Ease of Use – find out if the scanned documents are software specific.
- Options – determine which document storage routine is best for you. While online access will work for some, others might prefer in-house storage
- Maintenance – how involved is the company willing to be with repairs and upgrades in the future.

Where to keep your documents

There are several types of document storage one can take advantage of. It's important to research each one and determine which is best for you, so you can get the most out of your document storage experience.

Different methods are going to work for different companies. There are several options out there for paperless filing, such as compact disc storage, webaccessible document storage, jukebox raid storage devices, COLD (Computer Output to Laser Disk) / ERM (Enterprise Report Management) applications, and microfilm. Below, we'll take a closer look at the first two types, their benefits and drawbacks. Ultimately, it's up to you to decide which method is best for your needs.

Compact disc storage

The most simple, and usually least expensive, method is document conversion to compact disc.

Depending on where you go, you'll find different types of compact discs offered. Make sure to get a compact disc that is compatible with all CD-Rom drives. Compact discs are perishable and easily misplaced. It's a good idea to copy all the files directly into a hard drive or two, so you can be sure to have back up.

Web-accessible document storage

Imagine simply logging into a secure website and instantly having access to all your company's files.

Generally, the online document storage company will provide you with all sorts of grouping, search and filing options. Take a look at the available web options offered by your document scanning service. It's important to feel secure (and to be secure) when accessing your documents, so do your research on this one before you commit.

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01. The main purpose of the text is to
- a) convince companies to eliminate paper documents and store them digitally.
 - b) justify why some document scanning services are not trustable.
 - c) describe in detail all types of document storage available in the market.
 - d) present the best method of storing documents in the office.
 - e) criticize organizations that still keep paper documents in messy filing cabinets.

Gabarito

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