

موضوع اسپیکینگ شماره 1:

Describe a software that you often use

باید بتوانید به مدت 1 تا 2 دقیقه در رابطه با این موضوع صحبت کنید. یک دقیقه زمان به شما داده می شود تا در مورد سوال و پاسخ خود فکر کنید. در مدت این یک دقیقه می توانید یادداشت برداری کنید.

Describe a software that you often use.

You should say:

- what it is
- what you use it for
- what benefits it brings to you
- and explain why this is an important software for you.

پاسخ نمونه:

I think that, in these days, it is really very hard to imagine a life without having some sort of access to a computer because it allows us to use so many different kinds of software and tools to make our life easy. Of course, different people use different kinds of software and applications, depending on their level of skills and needs, for different purposes, but when it comes to a person like me, with rather limited computer skill, Microsoft Office is my saviour.

Of course, it is not really necessary to introduce "Microsoft Office", but just to make things clear, it is a collection of handy tools, which was first developed on the 1st of August of 1988 by Bill Gates, for the use of business and office works.

But, I didn't learn about this software or start to use it until early 2005 when I started school. Since then, I have played with this software and used its applications like Word, Excel and PowerPoint at every opportunity. Today, as an Office Manager of a prestigious company in my country, I use "Word" to create all sorts of documents in order to communicate with my fellow workers and superiors.

However, this particular application called "Microsoft word" comes real handy when I prepare a periodic report for my bosses, along with the excel charts on it, in order to show the progress of the production of our chocolate cake factory and the productivity of our workers. Sometimes, I also use PowerPoint to make some presentation to my fellow workers to show the overall progress of our works and efforts in order to motivate my workers.

Anyway, this software is really important for me because it provides great peace of mind for me because I know that I can take care of all of my office works quickly and easily. Besides, the best thing about this software is that I can use it at my home also to take care of important office documents and reports when I am too busy to go to the office.