

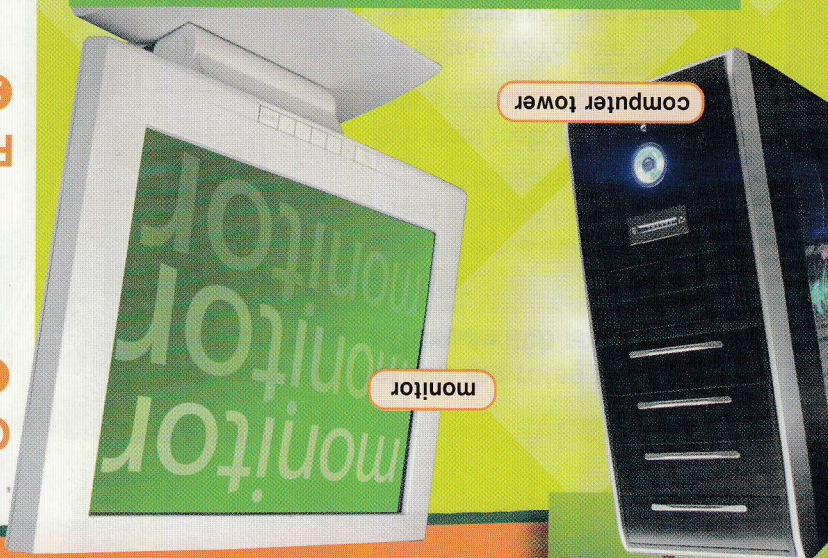
I sit down at my desk at work, I turn on my **computer tower** and it beeps as it **boots up**. Then, I reach over and turn on the **printer**. These computer operations are easy and familiar for most people. What most people are *not* familiar with is the discomfort of using a computer left-handed. For years, computer **accessories** have been designed for right-handed people. But not anymore.

I recently purchased a left-handed **keyboard**. The **numeric keypad** and the arrow keys are on the left side instead of the right. This new keyboard makes it much easier to **type** with both hands. As a result, my typing speed has increased. I also bought the new "lefty-friendly" **mouse**. It's made to fit a lefty's hand, so there's less wrist strain and fewer awkward movements. My new left-handed computer accessories have made a big difference. I can sit in front of my **monitor** and **click buttons** all day now!

By: Joanne Wilkins

Secrets of a Secretary

<http://www.jwilkins.secretary.com> - jwilkins.emaill.com previous blogs



- Before you read the passage, talk about these questions.
- What are the different parts of a computer?
- What do people use computers for?

Reading

- Read the secretary's blog. Then, choose the correct answers.

1 What is the blog mainly about?

- A getting new equipment at work
- B how to use a computer better
- C how to be able to type faster
- D computer equipment for left-handed people

2 Which new products does the blogger use?

- A a keyboard and mouse
- B a keypad and computer tower
- C a monitor and keyboard
- D a mouse and printer

3 What is a benefit of the mouse described?

- A faster movements
- B less wrist strain
- C increased typing speed
- D the buttons are on the left

Vocabulary

- Fill in the blanks with the correct words and phrases from the word bank.

Word Bank

boot up numeric keypad click monitor printer

- Email allows you to send documents with just one _____.
- My eyes hurt from staring at this _____.
- This computer takes so long to _____.
- The _____ makes it much easier to enter numbers.
- The _____ just ran out of ink.