

## 1 Working in IT

Word	Definition	Translation
agenda (n)	a list of the subjects to be discussed at a meeting	orden del día (n phr)
alphanumeric (adj)	using letters and numbers	alfanumérico/a (adj)
attend meetings (phr)	to go to events at which people meet to discuss and decide things	asistir a reuniones (v phr)
be responsible for (v phr)	to have a duty to be in charge of or to look after (sb or sth)	ser el responsable de (v phr)
carry out (phr v)	to do (sth that needs to be organised and planned)	llevar a cabo (v phr)
chairperson (n)	sb who is in charge of a meeting or directs the work of a committee or organisation	presidente (n)
character (n)	a letter, mark or sign used in writing, printing or on a computer	carácter (n)
check email (phr)	to look to see whether you have received messages that are sent from one person to another using computers	comprobar el correo electrónico (v+compl)
client (n)	sb who gets services or advice from a professional person, company or organisation; a customer	cliente (n)
colleague (n)	sb you work with, used especially by professional people	compañero de trabajo (n phr)
connect (v)	to join (two or more things) together	conectar (v)
data (n)	information in a form that can be stored and used, especially on a computer	datos (n)
database (n)	a large amount of data stored in a computer system so that you can find and use it easily, or a file that stores this data	base de datos (n phr)

Word	Definition	Translation
database administrator (n)	sb whose job is to look after a computer database that has many users	administrador de la base de datos (n phr)
design (v)	to make a drawing or plan of (sth that will be made or built)	diseñar (v)
developer (n)	a person or organisation that works on a new piece of software to make it successful	programador (n)
diagnose (v)	to find out what the cause of (a fault) is, after doing tests, examinations, etc.	diagnosticar (v)
download (v)	to move (information or programs) from a computer network to an individual computer	descargarse (v)
helpdesk supervisor (n)	sb who supervises the department of a company that people call for help, especially with computer problems	supervisor de asistencia técnica (n phr)
install (v)	to put (a piece of equipment) somewhere and connect it so that it is ready to be used, or to add (new software) to a computer so that it is ready to be used	instalar (v)
launch (v)	to make (a new product, book, etc.) available for sale for the first time	lanzar (v)
look after (v)	to be responsible for dealing with (sth)	encargarse (v)
maintain (v)	to keep (a machine, building, etc.) in good condition by checking and repairing it regularly	mantener (v)
manufacturer (n)	a company that makes large quantities of goods	fabricante (n)
minutes (n pl)	an official written record of what is said and decided at a meeting	actas (n pl)
network (n)	a set of computers that are connected to each other so that they can share information	red (n)

Word	Definition	Translation
operating system (n phr)	a system in a computer that helps all the programs in it to work together	sistema operativo (n)
password (n)	a secret group of letters or numbers that you must type into a computer before you can use a system or program	contraseña (n)
personal (adj)	belonging or relating to one particular person, rather than to other people, to people in general or to the company you work for	personal (adj)
presentation (n)	a document produced by a computer program that can show a new product or idea or display information	presentación (n)
product (n)	sth that is grown or made in a factory in large quantities, usually in order to be sold	producto (n)
production facility (n)	a place or building used for making or growing things to be sold, especially in large quantities	instalaciones de producción (n phr)
project manager (n)	sb whose job is to manage a carefully planned piece of work	gestor/a de proyectos (n phr)
provider (n)	a company or person that provides a service	proveedor (n)
security (n)	things that are done to keep a person, building or country safe from danger or crime	seguridad (n)
service centre (n)	a building from which a particular type of help or work is provided by a business to customers, but not one that involves producing goods	centro de servicio (n phr)
spreadsheet (n)	a document produced by a computer program that can show and calculate financial information	hoja de cálculo (n phr)
stream (v)	if you stream sound or video, you play it on your computer while it is being downloaded from the Internet, rather than saving it as a file and then playing it	reproducir online (v)

Word	Definition	Translation
supervise (v)	to be in charge of (an activity or person) and make sure that things are done in the correct way	supervisar (v)
supplier (n)	a company or person that provides a particular product	distribuidor (n)
supply cloud computing (phr)	to provide computing facilities and storage capacity as a service to a group of similar customers	distribuir informática de nube (v+compl)
support technician (n)	sb whose job is to provide help or information that you need to improve a computer system, make it continue working, or use it correctly	técnico (n)
systems analyst (n)	sb whose job is to study a company's computer needs and provide them with suitable software and equipment	analista de sistemas (n phr)
teleconference (n)	a discussion in which people in different places talk to each other using telephones or video equipment	teleconferencia (n)
version (n)	a copy of sth that has been changed so that it is slightly different	versión (n)
videoconference (n)	a discussion in which people in different places talk to each other using video equipment	videoconferencia (n)
word processing (n)	the activity of using computer software or a small computer for writing letters and other documents	procesamiento de texto (n phr)