

Complete Lesson Transcript – Lesson 321 [English]

Kirin: Chinese Learn Online lesson 321 .

Hello everyone , I am Teacher Yang .

Raphael: Hello everyone , I am Teacher Lai .

Adam: And hello, I'm Adam.

Kirin: Welcome to our learning Chinese course .

Raphael: We will begin today's lesson , by first discussing the word “documents” . When do you believe we use documents ?

Kirin: Umm, there are two types of documents . One kind is what we often use when we're at work . For example documents that companies prepare to give their clients to sign , or documents used for reports at meetings . Another type of document is one that is made up of information that can be saved within a computer . For example, if your client is in an different country , you can email the documents to them .

Raphael: Right . So in today's lesson , we are going to discuss words related to computer documents . The first new word is

Kirin: File .

Adam: File.

Kirin: So what is the difference between file and document ?

Raphael: Good question . When it comes to computers , a document is a type of file . Apart from documents, there are other types of files , such as MP3s, pictures, videos etc . Now normally before we create reports , what do we do with the documents ?

Kirin: To edit / compile .

Adam: To edit or compile.

Raphael: For example when I create a report , I will take the information I researched and edit it in the computer . If I later need the help of others , I can also email the file to others , and ask

them to help me edit it . Now normally when we edit an article or a file , we use the verbs that we will teach you next .

Kirin: To copy .

Raphael: We just taught this word recently . When we edit documents in a computer , we also have a copy feature . Now when do we use this copy feature ?

Kirin: For example when you are making a report in a computer , but you would like to take an article from it or a sentence and put it in a different place . At this time , you only need to copy that section , and then put it in the area that you would like . This way you don't have to type the same characters again , as well, this lets you save a lot of time .

Raphael: Correct . Now after copying , what do you do next ?

Kirin: To paste .

Adam: To paste.

Raphael: So we normally use these two functions - copy and paste-together . Now another commonly used feature is

Kirin: To delete .

Adam: To delete.

Raphael: If there is some content in the document that you don't need , you can delete that content . Now if you use the two copy and delete features together , what is this feature called ?

Kirin: To cut .

Adam: To cut.

Raphael: For example in an article , you would like to take a sentence and put it in a different place . You can use the cut feature . At this time, the computer software will first copy that sentence and then delete it . Finally you can then take that sentence and paste it in the area you would like . Ok, let's take a moment to review the new words taught in today's lesson .

Adam: File.

Kirin: File .

Adam: To edit.

Kirin: [To edit / compile](#) .

Adam: To copy.

Kirin: [To copy](#) .

Adam: To paste.

Kirin: [To paste](#) .

Adam: To delete.

Kirin: [To delete](#) .

Adam: To cut.

Kirin: [To cut](#) .

Raphael: [Our premium subscribers can visit our website chineselearnonline-com for more practice](#) .

Kirin: [Keep at it](#) .