1a

Vocabulary

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A. Match the verbs with the nouns to make phrases. (Join with arrows)

1. turn on / shut down	a. a battery / a mobile
2. download / upload	b. the ON-OFF button / ENTER
3. charge	c. software / an antivirus program
4. install	d. a document / image, etc. (to an email)
5. press	e. a computer / a laptop
6. attach	f. information (e.g. music, videos)

B. Read the sentences and complete with the verbs in the box.

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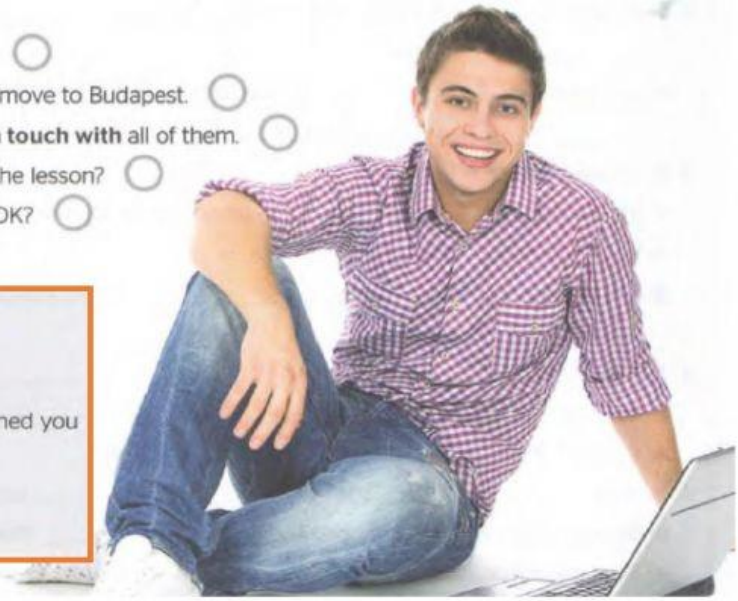
1. If you want to move that paragraph further down, first you must select it. Then cut it and _____ it at the end of your document.
2. _____ up and down the website, find the information you need and _____ it out so that we can all read it.
3. **A:** Oh no! I've just _____ something I need.
   B: No problem, just press undo.
4. To open this file, double _____ on the icon.
5. The program I was using _____ a few minutes ago so I restarted my computer. Luckily, I didn't lose any files because I had _____ them.

C. Read the sentences below and match the phrases in bold with the definitions a-g. (Write **a – g** in the circle)

1. Hello, is James there? He rang me earlier but I was busy so I'm **calling him back**. ◯
2. I've **lost touch with** most of my old friends from school. ◯
3. **A:** Did you send that email to Roger?
   B: Yes, but I haven't **received a reply** yet. ◯
4. Don't forget to **drop me a line** when you move to Budapest. ◯
5. I have a lot of cousins and I try to **keep in touch with** all of them. ◯
6. Jenny, can I **have a word with** you after the lesson? ◯
7. **Give me a call** whenever you're in town, OK? ◯

a. stop communicating
b. send a short letter, email or note
c. speak to someone for a short time
d. phone someone because he / she phoned you
e. phone someone
f. continue to communicate
g. get an answer



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