Working with words

Complete these sentences with words from the list.

digita	l camera USB stick laptop webcam projector			
1	I design websites on my			
2	I take photographs with my			
3	I use a small for presentations.			
4	I need a and a headset for video conferencing.			
5	I save documents on this when I travel.			
Match 6-10 to a-e.				
6	Please click			
7	Can you print			
8	You can save			
9	Connect			
10	Can you switch on			
а	the projector to the laptop.			
b	this report?			
С	the link.			
d	my printer?			
е	the document on this USB stick.			

Language at work

Underline the right word in italics.

- 11 Hello, *I / my* name's Xavier.
- 12 He's / His a sales manager.



- 13 Their / They're offices are in Bilbao and Seville.
- 14 Its / It's 'on' switch is there.
- 15 Does she / her manage the HR department?
- 16 Is this your / you're desk?
- 17 They work in that office and *we / our* work in this office.

Write 's in the correct place.

- 18 This is Jack printer.
- 19 Edurne and Patrick office is here.
- 20 Is this Juliette report?

Business communication skills

Write question words in 21-26.

21	's the problem?
22	do I switch it on?
23	your computer work now?
24	you have a microphone?
25	your printer on?
26	does it work?

Match an answer to four questions in 21-26.

27	First, you need to click there. Then enter you
	PIN.
28	I don't know how to use this.
29	Just there. It's the green button.
30	Yes, and a headset



