

1a

Vocabulary

A. Match the verbs with the nouns to make phrases.

- | | |
|------------------------|---|
| 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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- 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.
- _____ up and down the website, find the information you need and _____ it out so that we can all read it.
- A: Oh no! I've just _____ something I need.
B: No problem, just press undo.
- To open this file, double _____ on the icon.
- 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.

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

- stop communicating
- send a short letter, email or note
- speak to someone for a short time
- phone someone because he / she phoned you
- phone someone
- continue to communicate
- get an answer

