

5 Complete the sentences with words from the list.

battery contact select username password button mobile

- 1 Key in the phone number and press the green .
- 2 First, an account to send the money from.
- 3 Your for the website is the same as your email address.
- 4 A Can I recharge my phone here?
B Sure, there's a power point over there.
- 5 You aren't in my list. Can you tell me your phone number, please?
- 6 You can use someone's phone number to send money with banking.
- 7 Do you know the Wi-fi to get Internet access in the hotel room?

6 Match the phrases with the pictures

receive an invoice

print a hard copy

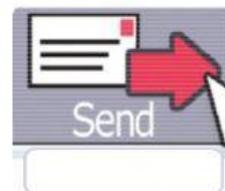
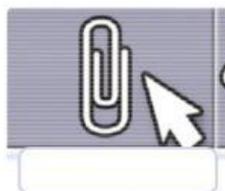
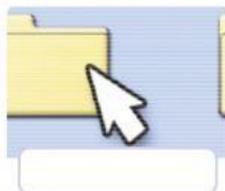
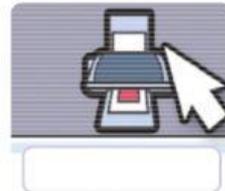
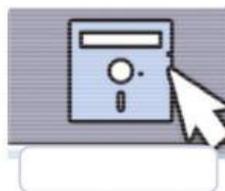
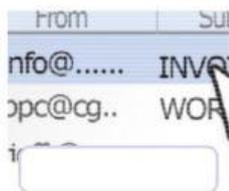
forward an email

save an order form

attach a document

send an email

open a folder



7 Complete the conversations with the words from the list

post bio on follows networking add tweets search

- A: Are you Twitter?
- B: No, I don't have time for social .
- A: but it's easy to join and fast to use. You just write your , so everyone knows who you are. Then you can send .
- B: What are they?
- A: Short messages - like on other social networks - but you can use a maximum of 140 characters. That's why it's fast!
- B: And who reads my tweets?
- A: Any people who you. You can for people and them to the list of people you're following.
- B: Mmmm. I'm not sure...