

4 Complete the texts with the words below.

attach ♦ attachments ♦ copy ♦ crashed ♦ folder
forward ♦ link ♦ paste ♦ recipients ♦ reply all
save ♦ spam

1. Can you send an e-mail to Phil and
a. the PDFs of the sales forecasts?
They are saved in the 'Marketing'
b.
2. Oh, no! I didn't c. my work and
now my computer has d.
I've lost all the work I did this morning!
3. Could you e. the e-mail from
Eustace to the rest of the team? We will all need
the f. to the new video that he
has posted online.
4. You shouldn't just g. and
h. text or images that you find on
the Internet into your reports – people don't like
you using their work without permission.
5. Be very careful that you don't click on
i. You don't want the wrong
j. to see those k. –
they might contain confidential information.
6. I thought that they had forgotten to reply, but then
I found their e-mail in my l.

5 Complete the sentences with the words above each.

1. inbox ♦ junk
I need to delete all these e-mails
from my
2. thread ♦ version
The updated was attached to
an earlier e-mail in the
3. drafts ♦ sent
If you can't see the e-mail in your
folder, maybe you didn't send it properly. See if
it is in your folder.
4. contacts ♦ e-mail address
I need to add him to my so I don't
have to look up his each time.

6 Write the correct piece of hardware for each item in the picture.

headset ♦ keyboard ♦ mouse ♦ pen drive
power cable ♦ screen ♦ speaker ♦ webcam

