

Working with words

Complete these sentences with words from the list.

digital 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 ... ____
-
- a the projector to the laptop.
 - b this report?
 - c the link.
 - d my printer?
 - e 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 your PIN.
___ 28 I don't know how to use this.
___ 29 Just there. It's the green button.
___ 30 Yes, and a headset.

