

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.

