

UNIT 10: COMMUNICATION

I. Match the words with their definitions.

1. face-to face meeting	a. the movements or positions of your body that show what you are thinking or feeling
2. netiquette	b. a phone that uses a metal or optical fibre wire for transmission, distinguished from mobile network
3. body language	c. a way of communicating in which thoughts are sent from one person's mind to another person's mind
4. cyber word	d. the rules of correct or polite behaviour among people using the Internet
5. video conference	e. a meeting that you have with someone in which you talk to them directly, not by phone, email, Online, etc.
6. landline phone	f. letters that are sent by post rather than by email
7. social media	g. a conference in which participants in different locations are able to communicate with each other by using video technology
8. telepathy	h. websites and Computer programs that allow people to communicate and share information on the internet
9. snail mail	i. the use of sound, pictures and film in addition to text on a screen
10. multimedia	j. an Online environment where people interact through the use of digital media

II. Complete the sentences with the words or phrases in part I.

1. You need to distinguish between friends in the real world and _____.
2. If you hear any thoughts at all, this is _____.
3. It was our first _____ after 10 years of being pen pals.
4. The use of audio or numerics with text does not qualify as _____.
5. Email is becoming so popular that some children have never received _____ before!
6. You need to follow _____ when chatting Online.
7. _____ can be held with people in any corner of the globe.
8. _____ is a means of nonverbal communication of mankind.
9. Many readers are consuming news through _____ such as Facebook or Twitter.
10. Her cell phone's switched off. I'll try her on her _____.

III. Complete the sentences with the words from the box.

non-verbal	verbal	flat	cultural	barrier
three-dimensional	channel	breakdown	board	network

1. He blamed the mistake on a communication _____ between two members of staff.
2. Moving abroad isn't easy when there's a language _____.
3. Holography is a video-conference technology with _____ images.
4. _____ communication takes place through gestures, facial expressions, eye contact, etc.

5. The site included a bulletin _____ where visitors could post messages.
6. His car alarm had been going off for two days and, as a result, the battery was _____.
7. _____ communication include sounds, words, language, and speech.
8. Students studying abroad must face differences when living in a different country.
9. All Computer users are connected on a _____.
10. The newsletter is a useful _____ of communication between teachers and parents.

IV. Choose the best answers to complete the sentences.

1. The Braille _____ enables blind and visually impaired people to read and write.
A. email B. note C. code D. report
2. _____ is an Internet Dictionary that includes one of the largest collections of text messaging, acronyms and smileys!
A. Signal B. Netlingo C. Symbol D. Emoji
3. _____ occurs when two people look at each other's eyes at the same time.
A. Eye contact B. Conversation C. Chatting D. Talking
4. _____ communications include emails, texts, memos, letters, documents, reports, newsletters, spreadsheets, etc.
A. Oral B. Visual C. Non-verbal D. Written
5. In the future, people will communicate brain-to-brain, using _____.
A. telepathy B. blog C. holography D. messenger
6. A smile is the most frequent _____.
A. social media B. verbal language C. facial expression D. spoken language
7. _____ are websites where users can freely type to communicate with one another in real time.
A. Message boards B. Chat rooms C. F2F meetings D. Video Conferences
8. It has been almost 30 years since the creation of _____, the Internet face emoticon.
A. painting B. code C. picture D. smiley

V. Underline the correct form.

1. Ella promises *to share / sharing* her blogs.
2. Johansen finished *to speak / speaking* and sat down.
3. CVTV agreed *to integrate / integrating* sign language into their daily news broadcast.
4. Do you want *to learn / learning* shorthand in 15 minutes?
5. George gave up *to check / checking* Facebook in school time.
6. After the break he went on *to paint / painting* the picture.
7. I don't mind *to study / studying*, but it's hard to get /getting started.
8. We plan *to host / hosting* a video conference but we do not have enough room.
9. I intended *to leave / leaving* a note on your desk.
10. When you go to a strange community, avoid *to use / using* too much eye contact.

VI. Complete the sentences with the bare-infinitive, to-infinitive or -ing form of the verbs in brackets.

1. Can you manage _____ (finish) _____ (type) the documents by 4 o'clock?
2. Teens prefer _____ (text) their friends rather than _____ (talk) to them in person.
3. You need _____ (learn) _____ (manage) your time more effectively.
4. They refused _____ (let) us _____ (check) in until we paid for excess luggage.
5. Emailing is popular, but most teens enjoy _____ (chat) Online more than _____ (email).
6. He would rather _____ (make) a phone call than _____ (send) an email.
7. Where were you last night? I tried _____ (call) you but couldn't _____ (get) through.
8. Young children nowadays spend more time _____ (look) at screens than _____ (play) outside.
9. We stopped _____ (buy) some food, and then continued _____ (drive) along the Highway 6.
10. It's difficult _____ (read) this message. Do you mind _____ (help) me?
11. Our English teacher made us _____ (learn) fifty new words every week.
12. He decided _____ (explain) the problem on the phone instead of _____ (send) a letter.
13. Many people dislike _____ (use) the public transport system at night.
14. I can't stand _____ (do) the washing-up. Could you help me _____ (do) it?
15. More and more people today are choosing _____ (not marry).

VII. Complete the sentences using the future continuous tense.

1. At 8 p. m tonight, we _____ (perform) a new play. Don't miss it!
2. All tomorrow afternoon, I _____ (work) on my project, so I won't be able to meet you.
3. _____ (your friend/ wait) at the station when you arrive?
4. Don't phone her now; she _____ (attend) a video conference.
5. We _____ (not use) landline phone in ten years' time.
6. What _____ (you/ do) early on Monday night?
7. I know you _____ (not sleep) at 12 p.m. You _____ (play) mobile games.
8. _____ (they/ come) round for dinner tomorrow evening?
9. Next time Joe writes to you he _____ (live) in Australia.
10. This time next week, I _____ (not work). I _____ (start) my holiday!

VIII. Put the verbs in brackets in the future simple or future continuous.

1. Please don't call me after 3 p.m. I _____ (**have**) a F2F meeting.
2. You are so late! Everybody _____ (**work**) when you arrive at the office.
3. I _____ (**finish**) my homework before I go out tonight.
4. "What the hell? I can't read this message." - "Don't be so serious! I _____ (**decode**) it".
5. The company _____ (**hold**) a video conference at 9:00 next Tuesday.
6. We _____ (**call**) you as soon as we arrive at the airport.
7. I wish I could visit you, but I _____ (**manage**) a very important project.
8. I suppose the weather _____ (**be**) better tomorrow.
9. "Can I borrow your car?" - "Sure, I _____ (**not use**) it until Friday."
10. Promise me you _____ (**not call**) before 10; I hate being woken up early!
11. This time on Friday we. _____ (**take**) a history exam.
12. _____ (**you/ go**) to bed when I return?
13. You can't meet me at the supermarket. I _____ (**not shop**) in the afternoon.
14. Do you think people _____ (**communicate**) by thought someday?
15. _____ (**everyone/ use**) smart phones by the end of this century?

IX. Supply the correct form of the words in brackets.

1. Notice how the student responds _____ and through body language. (**verbalize**)
2. Email features _____, whereas snail mail represents tradition. (**modern**)
3. A three-_____ object can be measured in three different directions. (**dimension**)
4. Message boards can be _____ teaching tools. (**interact**)
5. They have been together so long they have a _____ understanding. (**telepathy**)
6. _____ communication is often described as 'body language'. (**verbal**)
7. There are many cultural _____ between Vietnam and the us. (**differ**)
8. Waving his hand to me, he _____ me to come join him. (**sign**)
9. A _____ language is a language produced by sounds, as opposed to a written language. (**speak**)
10. By paying attention to your storytelling and body language, you can become a more effective _____. (**communicate**)