

Working with Vocabulary

- 5** Listen and repeat the words in colour. Then match the keys in A to the correct action in B. 

A

1. arrow keys
2. caps lock key
3. delete key
4. escape key
5. return or enter key
6. shift key
7. tab key

B

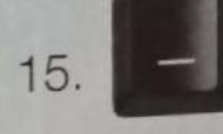
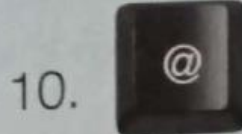
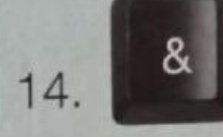
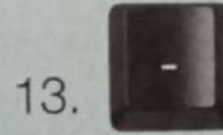
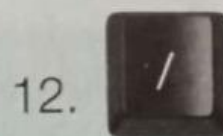
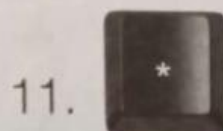
- a. changes the text to capital letters
- b. starts a new line
- c. advances the cursor to the next tab stop
- d. changes one letter to a capital or punctuation mark, or gives another option
- e. move the cursor up, down, right or left
- f. removes letters or words
- g. cancels the current process or program running

6 Listen and repeat the words and phrases in colour. Then decide if the sentences are true or false. 🗣️

1. The **space bar** is smaller than the other keys.
2. The **control and alt keys** perform actions when pressed with different letters.
3. The **backspace key** deletes one position forward from the cursor.
4. The **numeric pad** consists of maths symbols as well as numbers.
5. The 12 **function keys** take you directly to different commands.
6. The **command key** is also called the control key.
7. A **modifier key** is only used in conjunction with another key.

7 Listen and repeat. Then match the names to the punctuation marks. 🔊

full stop ♦ *at* symbol ♦ slash ♦ question mark
colon ♦ semicolon ♦ *and* symbol ♦ apostrophe
quotation marks ♦ comma ♦ brackets ♦ asterisk
hyphen ♦ exclamation mark ♦ underscore



8 Listen and repeat the words and phrases in colour. Then use the diagram in Exercise 1 to choose the correct word or phrase in each sentence. 🔊

1. The letter *H* is **in the middle of** / **under** the keyboard letters.
2. The *caps lock* key is **below** / **above** the *shift* key.
3. The *B* key is **between** / **over** the *V* key and the *N* key.
4. The number keys are **beside** / **on** the arrow keys.
5. The *shift* key is **behind** / **next to** the *Z* key.

Your Turn

Your Turn

An IT worker and a colleague are talking about a computer problem. Copy the report. Then listen to their conversation and complete the report. 

IT TECHNICIAN REPORT

DATE:

3/4/18

TIME:

10.00 am

CALLER:

1. from Marketing

PROBLEM:

The 2. aren't working. Indicator lights and 3. still working. Possible problem with the 4. or might need a new 5.

PRIORITY:



Urgent



Not urgent