

**5 Tick the sentences that are true.**

- ..... 1. The **keyboard** has got letters and numbers on it.
- ..... 2. You have the **screen** behind your head.
- ..... 3. The **headset** has a microphone.
- ..... 4. You hold the **mouse** in your hand.
- ..... 5. When you switch on the **webcam** in a meeting, people can't see you.
- ..... 6. You put **speakers** on your head so that you can hear sounds.
- ..... 7. You have finished writing your **sent** e-mails.

**6 Match the words in A to the definitions in B.**

**A**

- 1. draft
- 2. inbox
- 3. spam
- 4. recipient
- 5. attachment
- 6. thread
- 7. forward
- 8. crash

**B**

- ..... a. to send an e-mail you received to someone else
- ..... b. the person who receives the e-mail
- ..... c. an e-mail you have started to write, but haven't sent yet
- ..... d. to suddenly stop working
- ..... e. the place in your e-mail program where new e-mails arrive
- ..... f. a file or document that you send with an e-mail
- ..... g. e-mails often with advertising that you didn't ask for, sent to lots of people
- ..... h. a series of e-mail messages and replies sent by different people

**7 The words and phrases in bold are in the wrong sentences. Write them next to the correct sentences.**

- 1. I want to write to Gemma, but I can't find her **power cable**.
- 2. How can I **save** a photo from my phone under this text?
- 3. The computer doesn't work because it needs a new **pen drive**.
- 4. I copied the project onto my **e-mail address**.
- 5. Where did you **paste** all the Customer Service reports?

**8 Complete the sentences with the words below.**

attach • contacts • copy • folder • junk • link  
reply all • version

- 1. I'm going to save all these documents in the same .....
- 2. Barbara sent me a ..... to their online catalogue.
- 3. Please ..... Paul in the e-mail because he's working on this project too.
- 4. Can you tell me Laura's e-mail? She's not in my .....
- 5. They've just sent me the latest ..... of the contract.
- 6. Don't click on ..... if you don't want everyone to read it!
- 7. Sorry, I forgot to ..... the file in my last e-mail.
- 8. I usually delete all the .....