

VOCABULARY CHALLENGE

UNIT 5 and 6

Vocabulary (50 points)

1 Circle the correct answer. (8 points)

1. Please **copy** / **remove** / **replace** the instruction manual after you finish using it.
2. How much will it cost to send this parcel by **courier** / **postcode** / **sender**?
3. Don't forget to **turn on** / **turn off** / **stamp** your computer before you leave the office.
4. The factory is on a very **dark** / **narrow** / **wide** road so it's easy for lorries to reach it.
5. The **drawing** / **instruction manual** / **label** on clothes tells you how to wash them.
6. When you **adjust** / **complete** / **press** this button, the photocopier will start copying the document.
7. Can you **close** / **open** / **paste** the window? I need some fresh air.
8. This letter is **fragile** / **narrow** / **urgent** – it needs to get there by tomorrow morning.

2 Complete the mini-dialogues with the words and phrases below. (10 points)

attachments ♦ contract ♦ enlarge ♦ keyboard ♦ link ♦ long ♦ reaches ♦ magazine article ♦ small ♦ spam

1. **A:** This picture is too
B: You can it on the photocopier if you want.
2. **A:** I get so much in my e-mail!
B: You should never open any that are sent with it.
3. **A:** Did you enjoy this ?
B: It was very interesting, but it took a time to read.
4. **A:** I've just signed the for my new job.
B: You should send it back by registered post to make sure it its destination.
5. **A:** I need to change my Half of the letters on it don't work.
B: I'll send you a to a great website where you can buy a new one.

3 Circle the correct word to show you understand the underlined words. (6 points)

1. You can use a headset to **make calls** / **save documents** / **send links** on a computer.
2. You can save your folders and documents on a **mouse** / **pen drive** / **webcam**.
3. You can use speakers to **listen to music** / **watch a film** / **write a message**.
4. If an item is fragile, you should wrap it in **brochures** / **bubble wrap** / **courier** before sending it.
5. If your computer crashes, you might **lose your work** / **receive an e-mail** / **save a document**.
6. The domestic mail service is for letters sent **between countries** / **within a company** / **within one country**.

4 Tick the sentences that are true. (8 points)

- 1. You find information about products in **a procedure**.
- 2. **Junk mail** is adverts and other items in the post that you do not want.
- 3. A drawing has got an **e-mail address**.
- 4. The e-mails people send you go into your **inbox**.
- 5. You use **speakers** so people on other computers can see you.
- 6. The **sender** is the person who writes a letter to someone.
- 7. It's good if photocopies are very **dark** because they are easier to read.
- 8. If you **track** a letter or parcel, you can find out where it is at any time.