QUICK TEST: UNIT 9. MODALS

I. Fill in the gaps with the words given below. The answers should be written in low case.

storing, marvels, processing, information, outputting, challenge, controlling, format characteristics, equipment, data base, mail merge, facilities, inputting, hyphenation, typing, WYSIWYG, data elements, definition.

1. Word processing is more than just ……
2. We can define data processing as a series of actions or operations that converts data into useful……..
3. Automatic …….. is the splitting of a word between two lines so that the text will fit better on the page.
4. …… is a series of actions or operations that convert inputs into outputs.
5. …… are required to house the computer equipment, people and materials.
6. …… stands for "What you see is what you get".
7. The user can plan the document more accurately by means of …… .
8. …… is the process of producing useful information.
9. Modern computers are ……..of an electronics technology.
10. …….. is directing the manner and sequence in which all the operations are performed.
11. …….. applications are largely responsible for "personalized" mail.
12. …… is the process of entering data.
13. …..... is saving data or information.
14. …… are also called data items or fields.
15. A set of related files is called a ……

II Choose the most appropriate modal verb.
Write a letter with a bracket - e.g. a)

16. I was lost and _____ to ask the policeman the way.
a) had b) should c) must d) may

17. We were to meet at seven, but I _____ come here in time.
a) needn't b) can't c) may not d) couldn't

18. Brothers and sisters _____ to take care of each other.

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a) are able b) must c) ought d) can

19. She _____ swim across the river although it was very wide.
a) has to b) was able to c) must d) can

20. You _____ not ring the bell, I've got the key.
a) need b) can c) could d) ought to

21. Why were you so rude to this old man? You _____ be always polite.
a) have to b) ought to c) may d) can

22. You _____ be at home by 10 o'clock, it's very urgent.
a) must b) may c) ought to d) can

23. You _____ work tomorrow if you don't want to.
a) couldn't b) oughtn't c) cannot d) needn't

24. I _____ swim as well as my father.
a) have to b) must c) may d) can

25. You will _____ speak English in another few months.
a) may b) must c) be able to d) ought to

26. John _____ take a taxi because he was late.
a) was to b) could c) had to d) did not have to

27. She is not able to carry all these suitcases by herself. Somebody _____ help her.
a) may b) can c) need d) should

28. _____ I speak to Jane, please?
a) Ought b) Must c) Can d) Need

29. Don't argue with her, you _____ respect her age.
a) should b) will c) may d) can

30. The phone is ringing. It _____ be Jack.
a) would b) could c) must d) need

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