1.2 The letter is dead, long live the letter!

Vocabulary written communication

1 Match words and phrases 1–6 to pictures a–f.

1 punctuation ___
2 postage stamp ___
3 cross out ___
4 copy somebody in/cc someone ___
5 emoticon ___
6 stationery ___

a



b



c



d



e



f



2 Read the definitions and unscramble the words in bold.

1 written by hand, not printed or typed
hitteandwrn *handwritten*
2 remove something that has been written, printed or stored on a computer
deteel _____
3 meant to be kept secret and not shared with other people
centialonfid _____
4 happening immediately
taninst _____
5 the place on a computer where new emails are shown
xinob _____
6 writing that is done with a pen or pencil, not printed or typed
ritihangndw _____

3 Complete the sentences with the correct form of the words and phrases from exercises **1** and **2**.

1 You lose marks in the exam for incorrect spelling and *punctuation*.
2 The shop across the road has a good range of _____. I always buy my pens and notebooks from there.
3 Please _____ me in on all emails relating to this project.
4 The smiley face is the most common _____.
5 This message contains _____ information.
6 He's forgotten to put a/an _____ on the envelope.
7 If you make a mistake on the form, _____ it _____ neatly. Don't use correction fluid.
8 Could you resend the email? I _____ it by accident.
9 I texted Jack to invite him to the party and got a/an _____ reply saying he was coming.
10 They say that people with small _____ tend to be shy and hard-working.
11 I'd rather receive a/an _____ card than an e-card.
12 I can't receive any emails at the moment because my _____ is full.

LIVEWORKSHEETS

Grammar present perfect simple and continuous

4 Match the sentence halves.

1 a	I've been writing my essay,	1 and handed it in.
b	I've written my essay	2 but I need a break from it now.
2 a	I've been fixing your bike,	1 which is why my hands are covered in oil.
b	I've fixed your bike	2 so you can use it now.
3 a	They've been speaking	1 on the phone a couple of times.
b	They've spoken	2 on the phone for nearly an hour.
4 a	I've walked	1 ten kilometres today.
b	I've been walking	2 to work lately instead of taking the bus.
5 a	I've been reading	1 a lot of non-fiction recently.
b	I've read	2 that book already.
6 a	She's moved	1 furniture all day.
b	She's been moving	2 to a smaller flat.

5 Choose the correct options to complete the sentences.

1 Michael's *offered / been offering* several times to help me write the presentation, but he *hasn't done / hasn't been doing* it yet.
2 The police have just *arrested / been arresting* the man they've *looked / been looking* for over the last few months.
3 Greg has just *texted / been texting* to say he's *sat / been sitting* in heavy traffic for over an hour and will be late for the meeting.
4 My printer has *run / been running* out of ink, but I've only just *replaced / been replacing* the cartridge.
5 She's only *worked / been working* at the company for a few months and she's already *got / been getting* a promotion.
6 I haven't *seen / been seeing* you for ages. What have you *done / been doing*?

6 Complete the news story with the present perfect simple or continuous form of the verbs in brackets. Use the present perfect continuous where possible.

Message in bottle arrives after 101 years

German fishermen [1] *have found* (find) a bottle containing a handwritten message on a postcard which was thrown into the Baltic Sea 101 years ago. It is believed that this is the oldest message in a bottle that the world [2] _____ ever _____ (see). The bottle [3] _____ (not suffer) any damage, despite the fact that it had been floating in the sea for 101 years. Some of the writing on the postcard inside [4] _____ (become) illegible due to time and damp. Experts, who [5] _____ (try) to work out what the complete message says, say they [6] _____ (not succeed) yet, but hope to in the near future.

By looking at the address on the postcard, they [7] _____ (identify) its author as Richard Platz, the twenty-year-old son of a baker. A handwriting comparison with letters written by Platz [8] _____ (confirm) he is the author. The researchers [9] _____ also _____ (track down) his granddaughter, Angela Erdmann, who lives in Berlin.

Erdmann has been presented with the bottle, which will be displayed in a museum. She says that over the last few days, since the discovery, she [10] _____ (look) through scrapbooks to find out more about her grandfather, who she had never met.

Despite her joy at receiving the bottle, Erdmann has said she hopes people won't repeat what her grandfather did and throw bottles with messages into the sea.



I can ...	Very well	Quite well	More practice
talk about written communication.	○	○	○
use present perfect tenses.	○	○	○

LIVEWORKSHEETS