


# Homework

Complete the words in brackets so they can replace the words in bold.

- 1 I get lots of **unwanted emails** at work, usually advertisements for things I don't want. (s .....)
- 2 You should **make a copy of** your files at least once a month. (b .....)
- 3 If I receive a funny email or message, I usually **send** it to my friends. (f .....)
- 4 I use software to stop **small windows with adverts suddenly appearing on websites**. (p ..... - ..... s)
- 5 I never put too much personal information on my social media **description of myself**. (p .....)

 Choose the correct word or phrase to complete the sentences.

- 1 I would never **back up** / **spam** / **post** a photo online of a friend without asking them first.
- 2 Could you please **tag** / **post** / **forward** me the email that Joo-yeon sent you?
- 3 You shouldn't **tag** / **profile** / **post** yourself in photos in case your boss sees them!
- 4 I never use a hard drive to **tag** / **back up** / **forward** my work – I keep all my work in the cloud.
- 5 If you haven't received the email, check in your **spam** / **back up** / **pop-up** folder.
- 6 I have so many different **usernames** / **pop-ups** / **profiles** and passwords that I can never remember which one to use to log on.

**Complete the sentences with the words in the box.**

download folder icon inbox network  
refresh scroll swipe tap upload

- 1** You can ..... travel guides for free from their website.
- 2** If you ..... to the end of the document, you'll be able to see the answers.
- 3** To turn the phone off, ..... the screen twice.
- 4** Can you see the email .....? It's the one that looks like an envelope.
- 5** I've got over 200 unread emails in my ..... after being on holiday for two weeks.
- 6** If you're in the office, it's quicker to use the local ..... to share files than the internet.
- 7** I'm almost finished – I just need to ..... these documents and store them in the cloud.
- 8** If you ..... left on the screen with your finger, you'll see the rest of the photos.
- 9** I've moved all my personal files on my work computer into a ..... called 'Yasmine'.
- 10** If you click there to ....., we'll be able to see if there have been any updates.