

part 1/2

Read the text again and complete the gaps with the verbs in the boxes.

connect

enter

restart

search

turn on

type

update

In today's world, having some basic technology skills is very important. For instance, it's helpful to know how to _____ on a keyboard. Typing around 40 words per minute should be enough to do tasks at a modern workplace. In fact, many employees around the world start their workday in the same way: they _____

the screen and start writing emails, reports and documents so they need to know how to use their keyboards well. However, technology sometimes fails, so be sure you know how to _____ your laptop if you don't want to miss deadlines.

part 2/2

Read the text again and complete the gaps with the verbs in the boxes.

connect

enter

restart

search

turn on

type

update

Internet skills are also something we can't imagine our lives without. Do you want to find your favourite movie or a funny meme? Well, if so, you should be able to _____ to Wi-Fi first. When you finally do this, oh no... this Firefox or Google Chrome has come up with two new features and now you need to _____ your browser. Done? Next,

open and _____ the website you need. Try to find your favourite meme fighting with the annoying ads! Finally, to talk to your bosses, colleagues or teachers, you should be able to send emails. Just remember to _____ the email address correctly. You don't want your email to get to your boss instead of your friend.