

(Join with arrows)

A. Match the verbs with the nouns to make phrases.

1. turn on / shut down
2. download / upload
3. charge
4. install
5. press
6. attach

- a. a battery / a mobile
- b. the ON-OFF button / ENTER
- c. software / an antivirus program
- d. a document / image, etc. (to an email)
- e. a computer / a laptop
- f. information (e.g. music, videos)



B. Read the sentences and complete with the verbs in the box.

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1. If you want to move that paragraph further down, first you must select it. Then cut it and \_\_\_\_\_ it at the end of your document.
2. \_\_\_\_\_ up and down the website, find the information you need and \_\_\_\_\_ it out so that we can all read it.
3. A: Oh no! I've just \_\_\_\_\_ something I need.  
B: No problem, just press undo.
4. To open this file, double \_\_\_\_\_ on the icon.
5. The program I was using \_\_\_\_\_ a few minutes ago so I restarted my computer. Luckily, I didn't lose any files because I had \_\_\_\_\_ them.

C. Read the sentences below and match the phrases in bold with the definitions a-g.

(Write a – g in the circle)

1. Hello, is James there? He rang me earlier but I was busy so I'm **calling him back**.
2. I've **lost touch with** most of my old friends from school.
3. A: Did you send that email to Roger?  
B: Yes, but I haven't **received a reply** yet.
4. Don't forget to **drop me a line** when you move to Budapest.
5. I have a lot of cousins and I try to **keep in touch with** all of them.
6. Jenny, can I **have a word with** you after the lesson?
7. **Give me a call** whenever you're in town, OK?

- a. stop communicating
- b. send a short letter, email or note
- c. speak to someone for a short time
- d. phone someone because he / she phoned you
- e. phone someone
- f. continue to communicate
- g. get an answer

