

UNIT 5 PHOTOCOPYING AND INFORMATION TECHNOLOGY

1

**4 Match A to B to form sentences. Pay attention to the words in bold.**

**A**

1. You often hang a **poster** ...
2. This **diagram** shows you ...
3. The **old** computers aren't ...
4. Don't write on this **side** ...
5. You **reduce** something ...
6. You use a **chart** ...
7. An **instruction manual** ...

**B**

- ..... a. of the paper.
- ..... b. to record information.
- ..... c. to make it smaller.
- ..... d. on the wall.
- ..... e. tells you how to use a machine.
- ..... f. as fast as the new ones.
- ..... g. the parts of the photocopier.



2

**Match the words in A to the definitions in B.**

**A**

1. draft
2. inbox
3. spam
4. recipient
5. attachment
6. thread
7. forward
8. crash

**B**

- ..... a. to send an e-mail you received to someone else
- ..... b. the person who receives the e-mail
- ..... c. an e-mail you have started to write, but haven't sent yet
- ..... d. to suddenly stop working
- ..... e. the place in your e-mail program where new e-mails arrive
- ..... f. a file or document that you send with an e-mail
- ..... g. e-mails often with advertising that you didn't ask for, sent to lots of people
- ..... h. a series of e-mail messages and replies sent by different people



**Complete the sentences with the words below.**

attach • contacts • copy • folder • junk • link  
reply all • version

1. I'm going to save all these documents in the same .....
2. Barbara sent me a ..... to their online catalogue.
3. Please ..... Paul in the e-mail because he's working on this project too.
4. Can you tell me Laura's e-mail? She's not in my .....
5. They've just sent me the latest ..... of the contract.
6. Don't click on ..... if you don't want everyone to read it!
7. Sorry, I forgot to ..... the file in my last e-mail.
8. I usually delete all the ..... e-mails from my inbox once a week.



**Tick the sentences that are true.**

- ..... 1. The **keyboard** has got letters and numbers on it.
- ..... 2. You have the **screen** behind your head.
- ..... 3. The **headset** has a microphone.
- ..... 4. You hold the **mouse** in your hand.
- ..... 5. When you switch on the **webcam** in a meeting, people can't see you.
- ..... 6. You put **speakers** on your head so that you can hear sounds.
- ..... 7. You have finished writing your **sent** e-mails.