

5 Listen

Listen and read the user's guide again. What are some options for finding a website? Use the words below to fill in the gaps.



browser history website Bookmarking search bar name

A website can be found by typing the in the . If it is a recently visited website, you can find it in the . also allows easy access to a .

Listening

6 Listen to a conversation between two employees. Mark the following statements as *True* or *False*.



| | | |
|--|-------------------------------------|--------------------------------------|
| 1 The man cannot locate the browser. | <input type="button" value="True"/> | <input type="button" value="False"/> |
| 2 The man has to search for a URL. | <input type="button" value="True"/> | <input type="button" value="False"/> |
| 3 The woman suggests making the URL the man's home page. | <input type="button" value="True"/> | <input type="button" value="False"/> |

7

 Listen again and complete the conversation.

Employee 1: Do you remember the website for that office furniture store? I can't seem to find it.

Employee 2: I don't - sorry. But I can help you find it.

Employee 1: Great! Thanks.

Employee 2: First, type the name of the company in the 1) of the browser.

Employee 1: Office Supply Incorporated. Okay, done.

Employee 2: Then click the search button or press 'Enter'.

Employee 1: Okay. Wow, that was fast! I see it listed here.

Employee 2: Good. 2) that listing. Is it the one you're looking for?

Employee 1: Yes. But I'm not going to order anything now. I'll just write down the 3) .

Employee 2: It's 4) . You could add it to your 5) . Then you wouldn't have to type it every time.

Employee 1: Oh yeah. I've done that before. 6) .

8 Complete the conversation below based on Task 7, with the phrases given. Then, take roles and act it out.

USE LANGUAGE SUCH AS:

Do you remember ...?

Type the name ...

You can ...

Student A: You are an employee. Talk to Student B about:

- a particular URL
- locating the website
- accessing the site later

Student B: You are an employee. Talk to Student A about finding a website.

Then click the search button or press 'Enter'. Let me show you other ways to pull it up.

No, you can bookmark it to find it easily next time. Go ahead and click on it to pull it up.

A: Do you remember the URL for our company website? What I typed in the address bar isn't correct.

B: No, I don't know what it is.

A: Great, thanks.

B: First, type the name of the company in the search bar.

A: Okay. Wow, that was fast. I see it listed here.

B: Good.

A: Does that mean I have to search for it each time?

B:

A: Good idea. I'll do that.

Writing

9 Use the conversation from Task 8 to complete the note explaining how to access a website more quickly.

