

## How to Send a Fax

Make sure that your pages reach the right person. Follow these steps and your **documents** will be on their way.

Our **fax number**: (333) 555-2111

\*Always include a **cover sheet** with the following information:

- Your name
- Your company's name
- Your telephone number
- The name of the person you are sending the fax to
- The date
- The number of pages
- The **subject**

\***Insert** the pages into the fax machine, printed side down.

\*Enter the fax number you want to send to using the **keypad**.

\*The pages will be scanned by the machine.

\*The machine will give you a **confirmation** if the pages have **gone through** properly. If the fax does not go through, you will need to **resend**.

\*First, telephone the other person and tell them that you are trying to **fax something over**.

\*Repeat the earlier steps and wait for confirmation.

- 2  Listen and read the poster telling how to send a fax. Then, read the summary of the passage. Fill in the blanks with the correct words and phrases from the word bank. Tell the class how to send a fax.

**word** BANK

resend      cover sheet      go through  
send a fax      confirmation

The manual gives instructions about how to 1 \_\_\_\_\_. It lists the information to include on the 2 \_\_\_\_\_. The sender is instructed to wait to see whether the fax will 3 \_\_\_\_\_ properly. If not, the sender should telephone the recipient. Next, he or she should try to 4 \_\_\_\_\_ it and wait for 5 \_\_\_\_\_ that it has worked.

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3 Write a word that is similar in meaning to the underlined part.

1 Use the number buttons on the fax machine.  
k \_ \_ p \_ \_

2 Did the machine give a notification that the document was sent?  
\_ o n \_ \_ \_ \_ a t \_ \_ \_

3 The telephone number goes on the first page of the fax.  
c \_ \_ e r \_ h e \_ \_

4 Please send this through the fax machine.  
\_ e n \_ \_ f \_ \_

5 Type the code for the recipient's fax machine.  
\_ \_ x n \_ b \_ \_

**4 Place a check (✓) next to the response that answers the question.**

1 Did Ms. Chen fax something over to the client?

A  Yes, but it did not go through.

B  Yes, we need to try to send it again.

2 Do I need to resend the fax?

A  Yes, you should try it again.

B  She doesn't need to know.

3 What is the subject of the fax?

A  The fax number is right here.

B  It's about the upcoming merger.

4 Should the pages be inserted face down?

A  No, I did not receive a confirmation.

B  Yes, that is the correct way.

5 Which documents need to be faxed?

A  The ones that are in this folder.

B  Please write this

LIVEWORKSHEETS