



STEPS TO SEND A FAX



- _____ Load the paper you need to fax
- _____ Enter the fax number
- _____ Connect the telephone cord
- _____ Check if the phone has dial tone
- _____ Push the button that indicates the option to send a fax

Listening

5  Listen to a conversation between a new secretary and an office manager. Mark the following statements as true (T) or false (F).

- 1 ☐ The woman has tried sending the fax more than once.
- 2 ☐ The fax machine is broken.
- 3 ☐ The woman has seen this problem before.

6  Listen again and complete the conversation.

Secretary: Oh, so you're sure you have the right 1 _____
_____?

Employee: Yes, I've gotten a 2 _____ each time. But it's
always blank pages that get sent.

Secretary: I see. Well, I'm pretty sure I know what the problem is.

Employee: Great! What's 3 _____ _____?

Secretary: You have to insert the pages 4 _____ _____
_____. I think you've been putting them in the
5 _____ _____.

Employee: That would explain the blank pages. What an
embarrassing mistake!

Secretary: Don't worry.

 **LIVEWORKSHEETS**