

UNIT 3. BUSINESS ADMINISTRATION AND FINANCE

1.-. MATCH THE WORDS TO THEIR DEFINITIONS. PAY ATTENTION TO WORDS IN BOLD.

Match the words to their definitions. Pay attention to the words in bold. Drag the numbers.

1 username

2 **bold**

3 password

4 background

5 cell

☐ a small box or square in a spreadsheet

☐ the area in an image behind the main objects

☐ thick letters that stand out

☐ your identification

☐ a secret code

2.- COMPLETE THE MINI DIALOGUES WITH PHRASES YOU FORMED IN EXERCISE 1.

Complete the mini-dialogues with the phrases you formed in Exercise 1. Type the answers.

dial the number • contact someone • press this button • set to silent • record an outgoing message • enter your PIN number

1. A: Did you I gave you?

B: Yes, but there was no answer.

2. A: My voicemail isn't working.

B: I'll in the IT department, and they'll help you.

3. A: Are you going to ?

B: Certainly. I want people to know they've reached the correct number.

4. A: I want to check my phone messages.

B: OK. First of all, you have to .

5. A: How do I transfer a call?

B: next to the red light.

6. A: I called you earlier, but you didn't answer.

B: Oh, sorry. I my phone because I didn't want to be disturbed.