

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.