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**		a small box or square in a spreadsheet
2	**bold**		the area in an image behind the main objects
3	**password**		thick letters that stand out
4	**background**		your identification
5	**cell**		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.

LIVEWORKSHEETS