

UNIT 3. BUSINESS ADMINISTRATION AND FINANCE

3.- THE WORDS IN BOLD ARE IN THE WRONG SENTENCES. CORRECT THE ANSWERS

The words in bold are in the wrong sentences. Drag them to the correct sentences.

save press receiver delete volume loudspeaker fast forward location

1. To hear the end of a message, you should **location** it.

2. He picked up the **loudspeaker** and said, "Hello".

3. I turned up the **receiver** on my phone because I couldn't hear it ring.

4. Don't **press** that message. It's very important.

5. You can listen to your voicemail from any **fast forward**.

6. Which button do I have to **save** to replay the message?

7. Thanks for calling. Mark is here with me, so I've put you on **volume** so that he can hear you too.

8. I'll **delete** that message. I might need it later.

4.- COMPLETE THE WORDS IN EACH SENTENCE WITH THE MISSING LETTERS.

RE-RECORD, REVIEW, REPLAY, LOUDSPEAKER, RETRIEVE, CONTACTS, REWIND, HEADSET

Complete the words in each sentence with the missing letters. Type the answers.

1. Millie wears a _ because she has to type and talk on the phone at the same time.

h _ _ _ _ _

3. I couldn't hear some of the message. I'll _ it and listen again.

r _ _ _ _

5. Is it possible to _ messages that I deleted?

r _ _ _ _ _

7. I'll call you later. Your number is in my _ on my phone.

c _ _ _ _ _

2. Please don't put me on _ . I don't want everyone to hear me.

l _ _ _ _ _

4. Let's _ everything you learned. It's very important that you understand.

r _ _ _ _

6. I want to _ my outgoing message to hear how I sound.

r _ _ _ _

8. I don't like my outgoing message. I'm going to _ it.

r _ _ - _ _ _ _