

4 Complete the sentences with the words below.

black and white • colour • paper jam • replace
remove • sides • size

1. We should copy onto both of the paper – it's more environmentally friendly.
2. We want to put this up on the wall for everyone to see, so I think we should increase the paper
3. If you want the catalogue to really show how great the products are, print it in, not
4. Don't forget to the original document from the glass when you have finished.
5. When you the toner cartridge, you must recycle the old one.
6. Does anyone know how to fix a ? I can't get this piece of paper out.

6 Match the words in A to their opposites in B.

A	B
1. open a. turn off
2. turn on b. long
3. dark c. light
4. big d. close
5. short e. small
6. narrow f. reduce
7. enlarge g. new
8. old h. wide

5 Look at the pictures. Put the letters in the correct order to form words.

1	Month	Item	Sales
	March	ST18	850
	April	AF522	978

arhtc



ngriawd



blae



optesr



aagloetcu



niagmaze iletrac



ragaidm



iosiuntrntc nuamal

7 Circle the correct answer.

1. The photocopier in our office is **new** / old. We got it last week.
2. There isn't enough space to put the photocopier in this corridor. The corridor is very **narrow** / wide.
3. Don't forget to **turn on** / turn off the photocopier when you finish using it.
4. It's so cold in here. Let's **open** / close the windows.
5. That was a very **short** / long e-mail. It took me 10 minutes to read it all!
6. Mrs Adamson always wears **dark** / light colours, like black and brown.
7. I'd like this advert to be very big. Please **enlarge** / reduce it as much as possible.