

4 Complete the texts with the words below.

attach ♦ attachments ♦ copy ♦ crashed ♦ folder
forward ♦ link ♦ paste ♦ recipients ♦ reply all
save ♦ spam

- Can you send an e-mail to Phil and
a. the PDFs of the sales forecasts?
They are saved in the 'Marketing'
b.
- Oh, no! I didn't c. my work and
now my computer has d.
I've lost all the work I did this morning!
- Could you e. the e-mail from
Eustace to the rest of the team? We will all need
the f. to the new video that he
has posted online.
- You shouldn't just g. and
h. text or images that you find on
the Internet into your reports – people don't like
you using their work without permission.
- Be very careful that you don't click on
i. You don't want the wrong
j. to see those k. –
they might contain confidential information.
- I thought that they had forgotten to reply, but then
I found their e-mail in my l.

5 Complete the sentences with the words above each.

- inbox ♦ junk
I need to delete all these e-mails
from my
- thread ♦ version
The updated was attached to
an earlier e-mail in the
- drafts ♦ sent
If you can't see the e-mail in your
folder, maybe you didn't send it properly. See if
it is in your folder.
- contacts ♦ e-mail address
I need to add him to my so I don't
have to look up his each time.

6 Write the correct piece of hardware for each item in the picture.

headset ♦ keyboard ♦ mouse ♦ pen drive
power cable ♦ screen ♦ speaker ♦ webcam

