

5 Tick the sentences that are true.

- 1. The **keyboard** has got letters and numbers on it.
- 2. You have the **screen** behind your head.
- 3. The **headset** has a microphone.
- 4. You hold the **mouse** in your hand.
- 5. When you switch on the **webcam** in a meeting, people can't see you.
- 6. You put **speakers** on your head so that you can hear sounds.
- 7. You have finished writing your **sent** e-mails.

6 Match the words in A to the definitions in B.

A

- 1. draft
- 2. inbox
- 3. spam
- 4. recipient
- 5. attachment
- 6. thread
- 7. forward
- 8. crash

B

- a. to send an e-mail you received to someone else
- b. the person who receives the e-mail
- c. an e-mail you have started to write, but haven't sent yet
- d. to suddenly stop working
- e. the place in your e-mail program where new e-mails arrive
- f. a file or document that you send with an e-mail
- g. e-mails often with advertising that you didn't ask for, sent to lots of people
- h. a series of e-mail messages and replies sent by different people

7 The words and phrases in bold are in the wrong sentences. Write them next to the correct sentences.

- 1. I want to write to Gemma, but I can't find her **power cable**.
- 2. How can I **save** a photo from my phone under this text?
- 3. The computer doesn't work because it needs a new **pen drive**.
- 4. I copied the project onto my **e-mail address**.
- 5. Where did you **paste** all the Customer Service reports?

8 Complete the sentences with the words below.

attach • contacts • copy • folder • junk • link
reply all • version

- 1. I'm going to save all these documents in the same
- 2. Barbara sent me a to their online catalogue.
- 3. Please Paul in the e-mail because he's working on this project too.
- 4. Can you tell me Laura's e-mail? She's not in my
- 5. They've just sent me the latest of the contract.
- 6. Don't click on if you don't want everyone to read it!
- 7. Sorry, I forgot to the file in my last e-mail.
- 8. I usually delete all the

