

4. _____ communications include emails, texts, memos, letters, documents, reports, newsletters, spreadsheets, etc.

A. Oral B. Visual C. Non-verbal D. Written

5. In the future, people will communicate brain-to-brain, using _____.

A. telepathy B. blog C. holography D. messenger

6. A smile is the most frequent _____.

A. social media B. verbal language C. facial expression D. spoken language

7. _____ are websites where users can freely type to communicate with one another in real time.

A. Message boards B. Chat rooms C. F2F meetings D. Video Conferences

8. It has been almost 30 years since the creation of _____, the Internet face emoticon.

A. painting B. code C. picture D. smiley

V. Underline the correct form.

1. Ella promises **to share / sharing** her blogs.
2. Johansen finished **to speak / speaking** and sat down.
3. CTV agreed **to integrate / integrating** sign language into their daily news broadcast.
4. Do you want **to learn / learning** shorthand in 15 minutes?
5. George gave up **to check / checking** Facebook in school time.
6. After the break he went on **to paint / painting** the picture.
7. I don't mind **to study / studying**, but it's hard to get /getting started.
8. We plan **to host / hosting** a video conference but we do not have enough room.
9. I intended **to leave / leaving** a note on your desk.
10. When you go to a strange community, avoid **to use / using** too much eye contact.

VI. Complete the sentences with the bare-infinitive, to-infinitive or -ing form of the verbs in brackets.

1. Can you manage _____ (**finish**) _____ (**type**) the documents by 4 o'clock?
2. Teens prefer _____ (**text**) their friends rather than _____ (**talk**) to them in person.
3. You need _____ (**learn**) _____ (**manage**) your time more effectively.
4. They refused _____ (**let**) us _____ (**check**) in until we paid for excess luggage.
5. Emailing is popular, but most teens enjoy _____ (**chat**) Online more than _____ (**email**).
6. He would rather _____ (**make**) a phone call than _____ (**send**) an email.

7. Where were you last night? I tried _____ (call) you but couldn't _____ (get) through.

8. Young children nowadays spend more time _____ (look) at screens than _____ (play) outside.

9. We stopped _____ (buy) some food, and then continued _____ (drive) along the Highway 6.

10. It's difficult _____ (read) this message. Do you mind _____ (help) me?

11. Our English teacher made us _____ (learn) fifty new words every week.

12. He decided _____ (explain) the problem on the phone instead of _____ (send) a letter.

13. Many people dislike _____ (use) the public transport system at night.

14. I can't stand _____ (do) the washing-up. Could you help me _____ (do) it?

15. More and more people today are choosing _____ (not marry).

VII. Complete the sentences using the future continuous tense.

1. At 8 p. m tonight, we _____ (perform) a new play. Don't miss it!

2. All tomorrow afternoon, I _____ (work) on my project, so I won't be able to meet you.

3. _____ (your friend/ wait) at the station when you arrive?

4. Don't phone her now; she _____ (attend) a video conference.

5. We _____ (not use) landline phone in ten years' time.

6. What _____ (you/ do) early on Monday night?

7. I know you _____ (not sleep) at 12 p.m. You _____ (play) mobile games.

8. _____ (they/ come) round for dinner tomorrow evening?

9. Next time Joe writes to you he _____ (live) in Australia.

10. This time next week, I _____ (not work). I _____ (start) my holiday!

VIII. Put the verbs in brackets in the future simple or future continuous.

1. Please don't call me after 3 p.m. I _____ (have) a F2F meeting.

2. You are so late! Everybody _____ (work) when you arrive at the office.

3. I _____ (finish) my homework before I go out tonight.

4. "What the hell? I can't read this message." - "Don't be so serious! I _____ (decode) it".

5. The company _____ (hold) a video conference at 9:00 next Tuesday.

6. We _____ (call) you as soon as we arrive at the airport.

7. I wish I could visit you, but I _____ (manage) a very important project.

8. I suppose the weather _____ (be) better tomorrow.
