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.** messager

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. CVTV 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.

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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.

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