

1 Rewrite the sentences in the passive form.

- Someone is delivering our new computer later today.  
Our new computer ..... later today.
- Someone has asked me to tell you about the new classroom computers.  
I ..... to tell you about the new classroom computers.
- I tried to change the order, but they had already sent the books.  
I tried to change the order, but the books .....
- A service company regularly repairs our computers.  
Our computers ..... by a service company.
- It doesn't work because you haven't connected the cable.  
It doesn't work because the cable .....

2 Choose the correct alternatives to complete the text.

I (1) have been asked/am asked by the head teacher to inform you of the arrangements for the parents' evening which (2) is held/is being held this evening. Parents have been told to go to the main hall where Mrs Davies will welcome them. After talking to individual teachers, coffee and snacks (3) are be provided/will be provided in the cafeteria. The main hall (4) has been closed/was closed since this morning and students from classes J, K and L are expected to help put out tables and chairs this afternoon. We hope this evening will be successful and that all parents (5) will be/would be fully informed on their child's progress.

3 Complete the sentences with the best answer (A, B or C).

- They've just ..... the kitchen decorated.  
A had            B having            C have
- My dad's going to get a DVD player ..... in the car.  
A fit            B fitting            C fitted
- I ..... have my eyes tested once a year.  
A 'm having    B have            C had
- They got their photos ..... by a professional photographer.  
A took            B taken            C were taken
- We need to get the television ..... I missed my favourite show again!  
A repair            B repairing            C repaired

4 Complete the sentences with nouns related to computers.

- I've got a ..... for surfing the Internet and a computer. I prefer the computer for emails because of its keyboard.
- My computer crashed yesterday, but luckily we got a lot of the information back from the .....
- Put the memory stick into any ..... on your computer and you can save information very fast.
- I use a ..... attached to my computer so my friends can see me when we're chatting.
- My computer ..... is far too small and is starting to give me headaches.

5 Choose the correct alternatives to complete the sentences.

- I've tried sending this email several times, but it keeps bouncing off/back.
- Unfortunately, I lost/deleted your last email by mistake. Was it important?
- Can you forward/reply this email to all your friends?
- I don't usually download/check my email more than once a day.
- I typed in the wrong email address/account and it went to the wrong person. I was very embarrassed!

6 Complete the sentences with the correct form of these words.

chat • download • print • speak • surf

- I ..... some interesting articles from the Internet for the project last night.
- My grandma has just learned how to ..... the Internet and she loves it!
- I usually spend about an hour every evening ..... with my friends online.

- 4 I can't hear anything. Are you sure the ..... are connected?
  - 5 I need a hardcopy of this document. Have you got a ..... I could use?
- 7 Complete the second sentence so that it means the same as the first. Use no more than three words.**
- 1 My teacher told me to give a talk about global warming.  
I have ..... to give a talk about global warming.
  - 2 We do not often eat meat in our family.  
Meat is ..... in our family.
  - 3 You should protect your computer against viruses.  
Your computer ..... against viruses.
  - 4 My teeth are checked at the dentist's every six months.  
I get ..... at the dentist's every six months.
  - 5 Someone lost a mobile phone on the train this morning.  
A mobile phone ..... on the train this morning.
  - 6 Marconi invented the radio.  
The radio was ..... Marconi.
  - 7 You should shut down your computer when you aren't using it.  
Your computer ..... down when you aren't using it.
  - 8 The students have put the laptops back in the cupboard.  
The laptops ..... back in the cupboard by the students.