

20.1

Choose the best alternative to fill the gaps.

Example:

We can read the company newsletter on
the
A on-line B e-mail C intranet

- 1 When I get into the office the first thing I do
is to my computer.
A log on B start C open
- 2 I the file onto a floppy disc.
A opened B saved C kept
- 3 I couldn't the attachment.
A open B start C log on
- 4 I don't like reading files on screen so I always
..... them first.
A copy B open C print
- 5 I had to the file because the first one
wouldn't open.
A reopen B resend C reprint
- 6 Be careful when you download a file because it
could contain a
A hacker B virus C disease
- 7 I often the Internet at weekends.
A look B watch C surf
- 8 I've never been to an Internet room.
A chat B speak C talk
- 9 At home, I can't use the phone when I am
.....
A Internet B on-line C connect
- 10 My computer is quite old so it takes a long
time to to the Internet.
A connect B on-line C dial

20.2

Put the following dialogue into the correct order. The first one has been done for you.

- | | |
|---|-------------------------------------|
| A Sure. When? | ☐ |
| B Sorry. I can't make Friday morning. | ☐ |
| C Is Friday morning convenient? | ☐ |
| D Ok that's fine. | ☐ |
| E Well, I'm free on Monday. How about Monday afternoon? | ☐ |
| F Great. See you on Monday then. | ☐ |
| G OK, Monday at two at your office. | ☐ |
| H Shall we meet at your office at two o'clock? | ☐ |
| I Hi Dave, I'm calling to fix a meeting. | ☒ |
| J OK, when are you free? | ☐ |

Test mark /20