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Technology about Worksheet الملف

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4 | Progress test

Working with words

Match 1–10 to definitions a–j.

- | | | | |
|----|----------------------|---|--|
| 1 | ticket machine _____ | a | You call people on this. |
| 2 | mobile phone _____ | b | You enter this with your username. |
| 3 | put in _____ | c | You buy your tickets from this. |
| 4 | Internet _____ | d | You do this with your money at the coffee machine. |
| 5 | laptop _____ | e | You do this when you finish work on your computer. |
| 6 | button _____ | f | You press this. |
| 7 | start menu _____ | g | You work on this when you travel for business. |
| 8 | switch off _____ | h | You copy documents on this. |
| 9 | password _____ | i | You can search for information on this. |
| 10 | photocopier _____ | j | You click on this to select a computer program. |

Language at work

Change the incorrect sentences.

Example:

We work 8 hours always a day.

→ We always work 8 hours a day.

- | | |
|----|--|
| 11 | They always are late for work. |
| 12 | We work on sometimes Saturdays. |
| 13 | She takes a lunch break never. |
| 14 | Do you take often a sick day? |
| 15 | I finish rarely on time. |
| 16 | Is usually he at the warehouse in the afternoon? |

Complete these conversations with the missing question words.

- | | | |
|----|---|---|
| 17 | A | _____ do you work for? |
| | B | Microsoft. |
| 18 | A | _____ does your company produce? |
| | B | We don't produce anything. We provide financial services. |
| 19 | A | _____ do you work? |
| | B | In Lyon in France. |
| 20 | A | _____ do you have meetings with your boss? |
| | B | Never. |
| 21 | A | _____ do you travel to work? |
| | B | By bus. |
| 22 | A | _____ do you start work? |

- B At nine o'clock.
- 23 A _____ do you work at home?
- B Because I write computer software. I don't have to work in an office.

- B ³⁰*Can I help you with your luggage?*
- A No, it's OK. I can carry it.

Business communication

Replace 24–30 in the conversation with phrases in the box, so that the meaning stays the same. Write the letters next to the numbers.

Do you want a hand
help me
Insert
Next
Yes, of course.
That would be good.
I'm trying

- A Hi, can you ²⁴*give me a hand?*
- B ²⁵*Sure.* What's the problem?
- A Well, how do I buy a ticket from this machine?
- B First of all, touch the screen. ²⁶*Then,* press the ticket. Do you want me to press the next train?
- A ²⁷*Yes, please.* And also ²⁸*I don't know how to* pay with my credit card.
- B ²⁹*Put in* the card here. And finally, take your ticket.
- A Thanks a lot.

