Page 9 Part A:

1. Advantages part:
   1. Easy to keep in touch with business partners
   2. Saves time
   3. Saves money
   4. More people can take part

Disadvantages part:

1. Some people are shy in front of a camera
2. No personal contact
3. No time for small talk
4. Technical problems

Page 9 Part B:

1. Occure technical problems, the picture doesn’t show on the screen
2. Business is about building personal relationship, about meeting people face to face, Akmal said.
3. To visit all the business partners around the world
4. Akmal looks forward to meet his contacts personally
5. In front of a camera
6. Some tips to good at talking to a camera

Page 10 Part A:

1. Setting up the equipment
2. Building personal relationship
3. Getting there
4. Meeting my contacts personally
5. Travelling around the world
6. Talking to a camera

Page 10 Part B:

1. Ing.

Page 10 Part C:

1. To meeting
2. Instead of talking
3. for being
4. of buying
5. about improving
6. for keeping
7. at talking

Page 10 Part D:

1. You can find a lot of information by using a search engine
2. You can pass your exams by studying hard
3. You can remember what the teacher said by taking notes
4. You can find out what a word means by looking it up in the dictionary
5. You can get better grades by checking your answers

Page 13 Part C:

1. Click on an icon
2. Press a shift key
3. Reset a password
4. Drag it to the trash can
5. Receive a WiFi signal
6. Browse the web