

Page 1

Act. 6

1. It's got a touch screen, so you don't need to use a mouse.
2. I can't reach the switch; please pass me the remote control.
3. If you've got a USB charger, you can charge your phone on my computer.
4. We need a barcode scanner to read all the shop's product prices.
5. Hand in your homework to your teacher on a flash drive.

Act. 7

- 1 => c
- 2 => a
- 3 => e
- 4 => b
- 5 => g
- 6 => d
- 7 => f

Page 2

Act. 4

1. Where do you live (question mark)
2. Tim is usually here at 8 (comma) but he's late today
3. johnferry (at symbol) instep.com
4. They close the office at 4.00 (full stop)
5. That's great (exclamation mark) I'm so excited.
6. Thomas (and symbol) Jackson Computer Company
7. (hyphen) It's cold in here, (semicolon) said Polly.
8. Each student must bring his (slash) her laptop to class.
- 9 Where's is David (apostrophe) s phone?
10. We've got twenty (hyphen) webcams.

Act. 5

- 1 => d
- 2 => a
- 3 => e
- 4 => b
- 5 => c

Act. 6

- 1 => e
- 2 => f
- 3 => a

4 => g
5 => c
6 => d
7 => b
8 => i
9 => h

Act. 7

A: There aren't any microphones on the shelf. We've ran out of them.

B: I ordered 20 last week, but they haven't arrived. I'll call the supplier and reorder.

A: We are overstocked with headsets. Would you please send 10 back to the supplier? And please check the webcams. I don't want us to run low on them.

B: OK. What about these digital cameras?

A: This model is obsolete. Nobody uses it anymore. Oh, one more thing – the projector in the conference room is broken. Would you please ask the technician to repair it?

Page 3.

Act. 1

1. escape key
2. function keys
3. return key
4. delete key
5. caps lock key
6. control key
7. command key
8. modifier key
9. space bar
10. backspace key
11. arrow keys
12. numeric pad

Act. 2

1. to move the cursor in different directions (arrow keys).
2. to make a space (space bar).
3. to type single capital letters (shift key).
4. for functions, eg Help (function keys).
5. to correct a mistake (delete key).
6. to move the cursor to the next tab stop (tab key).
7. to change the function of other pressed keys (alt key).

Act3.

1. The table is in the middle of the room.

2. The shelf is above the desk.
3. The mouse is between the keyboard and the book.
4. The plane is flying over the city.
5. The man is sitting next to the woman.
6. The woman is below the desk.
7. The laptop is beside the desk.
8. The screen is behind the keyboard.
9. The man is under the air-conditioner.
- 10 The coffee is on the table.