
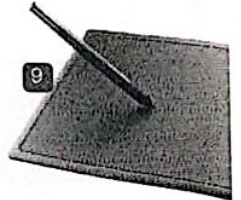



Working with Vocabulary

- 5 Listen and repeat. Then match the words to the pictures. 
- scanner • speakers • projector • microphone • stylus pen
webcam • headset • printer • gaming controller




- 6 Listen and repeat the words and phrases in colour. Then copy and complete the sentences. 

flash drive • barcode scanner • remote control • touch screen • USB charger

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

SB

- 7 Listen and repeat the words and phrases in colour. Then match the sentences in A to B. 

A

1. That model is obsolete.
2. Can you please order a new flash drive for me?
3. The fax machine is broken.
4. We're overstocked with mice.
5. We need to reorder with that supplier.
6. We've run out of USB chargers.
7. The printer has run low on ink.

B

- a. Mine is full.
- b. There are 97 in this box!
- c. They don't make or use it any more.
- d. We didn't bring enough to the trade exhibition.
- e. It's not receiving information again.
- f. I can't see the words properly.
- g. We last ordered with them three months ago.

- 8 Read the e-mail to the IT department. Complete the sentences with words from the exercises above.

Send Options Help

Dear Zoe,

Thanks for your help and cooperation with the annual inventory:

All of the 1. ~~best~~ hardware is going to be replaced over the next 12 months.

In addition, the sales staff need two new 2. ~~users~~ for their presentations to their customers.

We have ordered a box of 3. ~~speakers~~ and 4. ~~chargers~~ to improve sound quality for the help desk.

We have to replace the colour 5. ~~printer~~ in the art department because it is 6. ~~broken~~ and it costs too much to fix.

The webcams we ordered last month haven't arrived, so we are going to 7. ~~reorder~~ them.

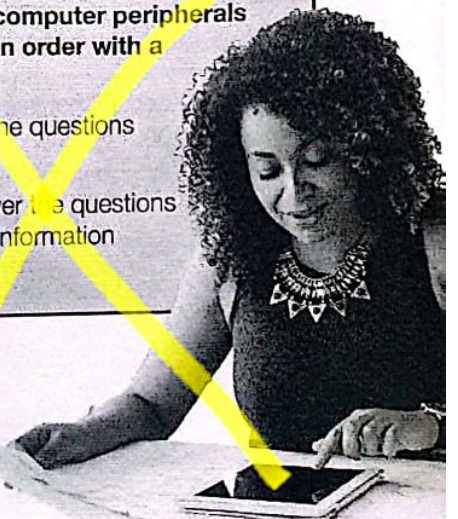
John Worth
IT Manager

Your Turn

You are IT sales assistants checking an inventory of computer peripherals before placing an order with a supplier.

Student A: Ask the questions on page 84.

Student B: Answer the questions according to the information on page 92.



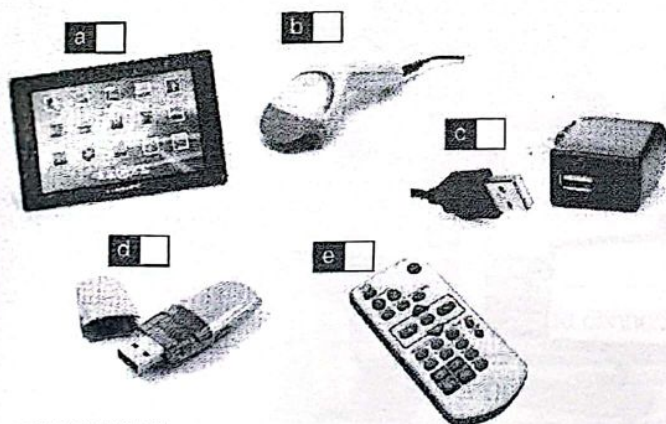
4 Write the name of the correct punctuation mark needed in each sentence with the words below. There are more words than you need.

slash • colon • brackets • semicolon
underscore • asterisk • and symbol
question mark • full stop • comma
quotation marks • hyphen • at symbol
exclamation mark • apostrophe

- Where do you live.....
- Tim is usually here at 8.00... but he's late today.
- Johnferry...instep.com
.....
- They close the office at 4.00....
.....
- That's great... I'm so excited.
.....
- Thomas Jackson Computer Company
.....
- ...It's cold in here,.... said Polly.
.....
- Each student must bring his her laptop to class.
- Where is David ...s phone?
.....
- We've got twenty...three webcams.
.....

5 Match the phrases to the pictures.

- flash drive
- touch screen
- remote control
- barcode scanner
- USB charger



Say It!

Match the sentences in A to the responses in B.

A

- Have we got enough microphones?
- Now plug the keyboard in.
Press the space bar and see what happens.
- I've got a problem with my mouse.
- I can't see any USB chargers on the shelf.
- The escape key on my keyboard is stuck.
- Which printers have we got?

B

- Ten model A printers and six model B.
- But I ordered a couple of boxes last week.
- Alright. Good – It's working now.
- Is it a standard or wireless?
- No. We need to order some urgently.
- If the keys have got dirt inside, they sometimes get stuck.

6 Match the words in A to the clues in B.

A

- microphone
- projector
- headset
- scanner
- speakers
- webcam
- printer
- gaming controller
- stylus pen

B

- You put this over your ears to hear music.
- You put paper into this.
- Sound comes out of these.
- This small camera is on the computer.
- You can record your voice with this.
- This projects images onto a screen.
- You use this to put printed documents or photos into your computer.
- You can write on a screen with this.
- You can use it to control games.

7 Complete the dialogue with the words below.

reorder • ordered • overstocked • broken
run out of • obsolete • run low on

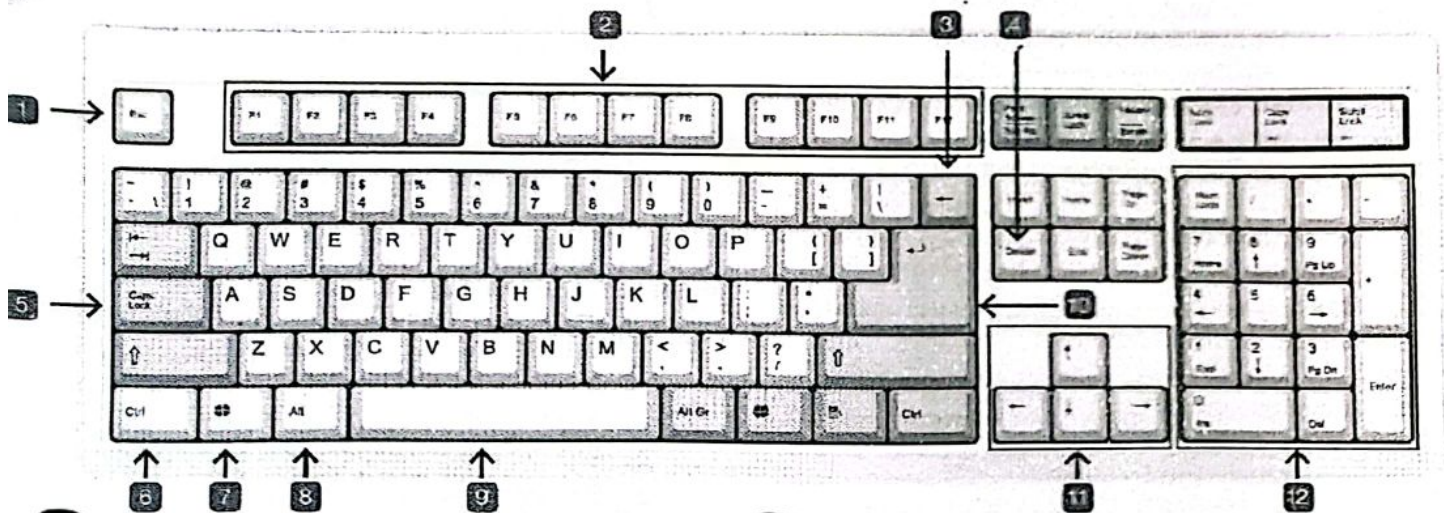
A: There aren't any microphones on the shelf.
We've ¹ them.

B: I ² 20 last week, but they
haven't arrived. I'll call the supplier and
³

A: We are ⁴ with headsets.
Would you please send 10 back to the
supplier? And please check the webcams.
I don't want us to ⁵ them.

B: OK. What about these digital cameras?

A: This model is ⁶ Nobody
uses it anymore. Oh, one more thing – the
projector in the conference room is
⁷ Would you please ask
the technician to repair it?



1 Write the correct phrase next to the number.
 command key + backspace key + arrow keys
 delete key + escape key + caps lock key
 numeric pad + function keys + control key
 space bar + return key + modifier key

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

2 Answer the questions with the phrases below.

alt key + tab key + arrow keys + delete key
 shift key + space bar + function keys

Which key or keys do you press ... ?

1. to move the cursor in different directions

2. to make a space
3. to type single capital letters

4. for functions, eg *Help*

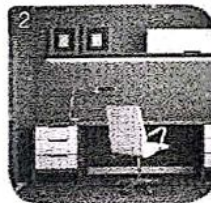
5. to correct a mistake

6. to move the cursor to the next tab stop

7. to change the function of other pressed keys

3 Complete the sentences about the pictures with the words below. There may be more than one possible answer.

below + under + next to + over
 between + behind + beside
 in the middle of + above + on



1. The table is the room.
2. The shelf is the desk.
3. The mouse is the keyboard and the book.
4. The plane is flying the city.
5. The man is sitting the woman.
6. The woman is the desk.
7. The laptop is the notebook.
8. The screen is the keyboard.
9. The man is the air-conditioner.
10. The coffee is the table.