

Unit 1 test

Name: _____

Date: _____

1 Complete these sentences with the words in the boxes. You do not need all the words.

carry out check connect database diagnose provide send support

- 1 If you have a problem with your computer hardware, call the _____ technician.
2 I _____ my emails twice a day to see if anyone has sent me a message.
3 First, _____ the problem. Then solve it.
4 In our company we _____ support to users of all kinds of operating systems.

agenda characters clients data minutes normally occasionally suppliers

- 5 Make sure you read the _____ before the meeting so that you know what we'll talk about.
6 I travel a lot in my role as salesperson because my company has many _____ in different countries.
7 Passwords must be eight or more _____ long, including both letters and numbers.
8 I'm usually at my desk but I _____ go out to visit a supplier.

2 Correct the mistakes in these sentences. Underline one incorrect word and write the correct word on the line.

- 9 I use a computer very day. _____
10 Do your company supply software? _____
11 I stand up new computers and maintain old ones. _____
12 How for buying some new computers? _____
13 We produce hardware for office workers, such as word processors and spreadsheets. _____
14 What are the rules about mobile phones in your office? Need you use mobile phones? _____
15 'Have we buy some new computers?' 'Yes, great idea! We need some new ones.' _____

3 Complete these sentences with job titles from Unit 1.

- 16 A(n) _____ looks after databases.
17 A(n) _____ writes specifications for software.
18 A(n) _____ manages projects.
19 A(n) _____ manages a team of helpdesk workers.
20 A(n) _____ maintains computers.
21 A(n) _____ writes software.

4 Put these words in the correct order to make sentences and questions.

22 at / centre / does / he / service / the / work / ?

23 computers / repair / I

24 answer / calls / don't / in / office / personal / phone / the

25 change / every / month / must / password / you / your

26 computers / up / I / new / set

27 company / my / sells / software

28 company / facilities / has / my / production / two

29 buy / computers / new / shall / we / ?

30 about / how / software / the / upgrading / ?