

Choose from the following words to complete the dialogues

computer form letter report e-mail computer file

1.

*Zak:* Did you **check** your \_\_\_\_\_? I **sent** you something yesterday.

*Ruby:* No, I only **go through** it once or twice a day, and I haven't had time today.

*Zak:* I know what you mean. I **receive** so much in a day it's impossible to **read** them all, let alone **reply** to them.

*Ruby:* Yeah, and I **get** loads of them that are not for me, just in copy, so I **delete** without even **opening** them.

2.

*Olivia:* I need to call a technician, my \_\_\_\_\_ won't **shut down**.

*Jack:* Really? does it often **crash** like that?

*Olivia:* No, it's the first time. But when this happens, I can't even try to **reboot** it.

*Jack:* Well the easiest way to **restart** is to **unplug** it

*Olivia:* Sure, I just wonder if a game I was **playing on it** didn't have a virus or something

*Jack:* Well that's possible, especially if it was a free one online

3.

*Lucy:* Did you finish **writing** your \_\_\_\_\_?

*George:* Yes, I'm going to **send** it later, but I don't have an envelope. Could you get me one when you go to town?

*Lucy:* No problem. do you want me to **address** it and **post** it?

*George:* Oh yes please. I want them to get it by Friday at the latest

*Lucy:* In that case I'll have to **mail** it today.

4.

*Stan:* Have you joined the health club yet?

*Mavis:* No, I still have the \_\_\_\_\_ but I haven't got around to **filling it in**.

*Stan:* Well, when you do, **sign it** and **make a copy** of it, they often get lost.

*Mavis:* Good idea, I'll **send it off** in the morning, and I'll see you in the gym next week!

5.

*Ryan:* Help! I can't find that \_\_\_\_\_ anymore, it seems to have disappeared!

*Marianne:* Don't panic, maybe you just forgot where you **saved** it.

*Ryan:* Well the last time I **opened** it, it was on my desktop

*Marianne:* And you haven't **modified** it since then?

*Ryan:* No, I hope I haven't **deleted** it by mistake!

*Marianne:* That can happen, that's why it's always best to **back it up** on a disk or your USB key.

6.

*Nicky:* Have you finished **writing** your \_\_\_\_\_ for the boss?

*Sergei:* Not yet, I **made a draft** yesterday, but it's not ready to be **submitted**.

*Nicky:* Well, it's probably not that urgent anyway, once he has read it it will be **filed** away with thousands of others.