

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.