



1 Computer talk

Can you match the correct word with the explanations below? Choose from the list.

icon • password • hardcopy • laptop • to boot

- 1. to start or reset the computer - _____
2. the user's identification code - _____
3. small computer which you can take anywhere - _____
4. printed document - _____
5. symbol representing an object or operation - _____



2 Let's compare

a Fill in the correct form of the adjectives to make comparisons.

- 1. Korean cars are _____ (cheap) than German ones.
2. I think working for a big company is _____ (interesting) than working for a small company.
3. We all have to work _____ (hard) in the future than we did last year.
4. The quality of the fax machine is _____ (good) than we expected.
5. Sweden's standard of living is _____ (high) than Russia's.
6. An e-mail is _____ (fast) than a fax.

b Highest, cheapest, best? - Use the superlative form of the adjectives to complete the sentences.

- 1. Skiing is an exciting sport, but climbing is the _____ (exciting).
2. Which actor is the _____ (good), Richard Taylor or Clark Gable?
3. There are very tall buildings in Berlin, but the _____ (tall) are in New York City.
4. The meetings my boss organises are very efficient, but the _____ (efficient) ones are scheduled by the General Manager.
5. In my opinion, Boston is the _____ (pretty) city in the U.S.

Grammar Reference: Comparison of adjectives, page 45

Note

The English used in fax messages and e-mails is generally less formal than in business letters. The use of first names and abbreviations is much more acceptable.

Hi Kelly,
FYI ... Received your fax.
Thanks for the info!
Amy

Dear Ms Heitzer,
I received your fax regarding marketing materials yesterday. Thank you for the information.
Best regards,
Amy Garrett

3 Different places



Fill in the gaps with the correct preposition of place. Choose from the list below. You can only use each preposition once.

on • between • in front of • next to • behind • in

- 1. The Vice President lives _____ Hamilton Road.
2. The bank is _____ the church and Mrs Tramp's shop.
3. Mr Fulton's office is _____ the bank.
4. Luton Industry is _____ the post office, and _____ the church.
5. The parking garage is _____ the right.

Grammar Reference: Prepositions of place, page 45