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- 1** 1. a, c 3. a, b 5. a, c 7. a, b
2. a, b 4. b, c 6. a, b 8. b, c

- 2** 1. enlarge 5. new
2. open 6. black and white
3. paper jam 7. size
4. magazine article 8. colour

- 3** 1. remove 5. big
2. light 6. drawings
3. small 7. short
4. narrow 8. replace

- 4** 1. d 2. g 3. f 4. a 5. c 6. b 7. e

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- 5** 1, 3, 4, 7

- 6** 1. c 2. e 3. g 4. b 5. f 6. h 7. a 8. d

- 7** 1. e-mail address 4. pen drive
2. paste 5. save
3. power cable

- 8** 1. folder 5. version
2. link 6. reply all
3. copy 7. attach
4. contacts 8. junk

Say It!

1. d 2. f 3. a 4. g 5. b 6. h 7. e 8. c

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- 1** 1. weren't, were 3. weren't, were
2. wasn't, was 4. wasn't, was
- 2** 1. Were you at home at 21:00 last night?
Yes, I was. / No, I wasn't.
2. Was your father in a meeting yesterday?
Yes, he was. / No, he wasn't.
3. Was / were your family at a restaurant last week?
Yes, they were. / No, they weren't.
4. Was / Were your parents on holiday last month?
Yes, they were. / No, they weren't.
- 3** 1. There weren't 4. There wasn't
2. There wasn't 5. There was
3. There were 6. There weren't
- 4** 1. Were there any pens? Yes, there were.
2. Was there a printer? No, there wasn't.
3. Were there any scissors? Yes, there were.
4. Was there a shredder? No, there wasn't.
5. Was there a table? Yes, there was.

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- 5** 1. answered 4. planned
2. photocopied 5. typed
3. ordered 6. greeted
- 6** 1. The Managing Director met some important clients last week.
2. A new administrative assistant started working here yesterday.
3. The designer made some lovely posters.
4. A new cafeteria opened on the top floor last Monday.
5. We got the catalogue a few minutes ago.
6. She replaced the toner cartridge yesterday.
- 7** 1. put 4. distributed
2. reduced 5. bought
3. took 6. drew
- 8** Possible answers
1. Pam arrived at the restaurant an hour ago.
2. The administrative assistant made tea for the visitors a few minutes ago.
3. Mrs Kane began her new job this morning.
4. The customers stayed at this hotel yesterday.
5. The R&D team developed a new product last month.
6. Mr Rudolf received the e-mail this morning.

- 9**
- | | |
|--------------|----------------------|
| 1. worked | 6. prepared |
| 2. had | 7. kept |
| 3. knew | 8. started |
| 4. needed | 9. went |
| 5. continued | 10. learned / learnt |