

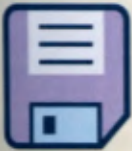
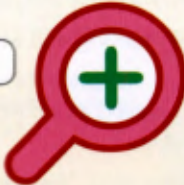
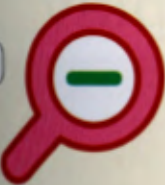
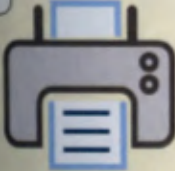

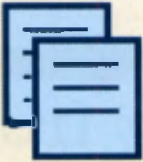



**Word focus:** Computer terms

**7** Match the verbs to the icons.

- |          |            |
|----------|------------|
| 1 save   | 7 paste    |
| 2 print  | 8 zoom in  |
| 3 delete | 9 zoom out |

- 4 highlight  
5 cut  
6 copy

**8** Think of ways to change these written instructions into things people might say. Use phrases from the box in exercise 6. Then read them to your partner. Try to sound encouraging and helpful.

- 1 Select 'page layout'. Go to 'size'. Click on 'A4'. Save the changes. Print the document.
- 2 Delete the file. Create a new one.
- 3 Copy the picture. Paste it into a new document.
- 4 Don't choose a password that's easy to guess.
- 5 Zoom in. Highlight the text. Zoom out.

**Speaking:** Teach me how

**9** Work in pairs. Look at these written instructions for using chopsticks. Think of ways to say them and sound friendly. Then practise giving the instructions to each other. You can use pencils to practise in place of chopsticks.

## How to eat with chopsticks

**Step 1**

Take a chopstick and hold it between your thumb and middle finger. The chopstick shouldn't touch your forefinger.



**Step 2**

Take another chopstick and place it between your thumb and forefinger. The two chopsticks must be parallel.



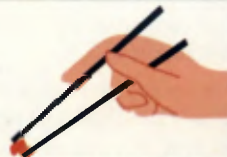
**Step 3**

Keep the first chopstick stationary and practise moving the second chopstick towards the stationary one. Don't move the first chopstick.



**Step 4**

Position the chopsticks around a piece of food, and move the sticks together.



**Step 5**

Hold the food firmly and lift it towards your mouth. Don't drop it.



**10** Think of some things you know how to do well. For example, how to ...

- cook spaghetti.
- change a car tyre.
- take a photograph with your phone.
- win at chess.
- make a paper aeroplane.
- hit a golf ball.
- sell things using the internet.

**11** Look for a partner you can exchange your skills with. Find someone who can teach you something you want to learn and who wants to learn one of your skills. Take turns teaching one another your skills.

**12** When you have finished, ask your partner for feedback.

Do they think ...

- 1 your instructions were clear?
- 2 you sounded friendly and helpful?