

Name:

1 Many terms related to spreadsheets and databases are easily confused. Look at these extracts from definitions in an ICT dictionary and decide which word is being defined.

- 1 The vertical part of a spreadsheet.
- 2 The horizontal part of a spreadsheet.
- 3 The name of the computer program that displays data in rows and columns, and the table which displays data in rows and columns.
- 4 A collection of cells in one layer of an Excel file.
- 5 In databases, information is added to , which are grouped together into .
- 6 You can a database for specific information, or the information by a number of different criteria.

2 Choose words from each box to make expressions used to write letters in English and type them in.

a

I am
Dear
We would be
I
Please

b

Ms
writing
am
contact
grateful if

c

me ...
Smith,
to ...
you could ...
enclosing ...

- 1
- 2
- 3
- 4
- 5

3 Complete this letter by typing in expressions from Exercise 2.

- (1) ,
- (2) raise a **query** about the most recent **invoice** your **company** sent us, dated 7 January 2008. The **order** was correct – an optical **mouse** and two Norton anti-**virus** programs – but it seems that you have miscalculated the VAT. By my calculations, the **amount** of VAT should be £456.93.
- (3) a **copy** of the invoice so that you can check for yourself.
- (4) send a new invoice once the **mistake** has been corrected.
- (5) if you have any questions, or if you would like to discuss the **matter** further. I can be reached by **phone**, **fax**, **email** or at the **address** at the top of this **letter**.

Yours sincerely,
Abbi Truman

4 Write the plural form of the nouns that appear in bold in the text in Exercise 3.

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| 1 query <input type="text"/> | 6 virus <input type="text"/> | 11 phone <input type="text"/> |
| 2 invoice <input type="text"/> | 7 amount <input type="text"/> | 12 fax <input type="text"/> |
| 3 company <input type="text"/> | 8 copy <input type="text"/> | 13 email <input type="text"/> |
| 4 order <input type="text"/> | 9 mistake <input type="text"/> | 14 address <input type="text"/> |
| 5 mouse <input type="text"/> | 10 matter <input type="text"/> | 15 letter <input type="text"/> |



Now listen to the plural forms, and practise saying them. Notice the three different ways the endings of the regular plurals are said: /s/ /z/ or /iz/.