

Name: **1 Unscramble the letters to make words connected to desktop publishing. Type in your words.**

1 peag luatyo

 p l

2 nosft

 f

3 eidtrc ot latpe

 d p

4 xett lowf

 t f

5 torceupm-ot-peatl

 c - - p **2 Choose the correct order of words from the drop-down menu.**1 He's recently started working for a design company.2 I need to replace this laptop – it's embarrassing when I meet clients.3 Let me show you this design program I've started using.4 We use the technology to make sure that our clients get what they need.5 Why are you still using that Walkman? You should get an iPod.

Now listen to the sentences.

3 Complete the letter to a desktop publishing company by typing in words from the box.

look forward faithfully would grateful currently could writing

Dear Sir/Madam,

I am (1) to enquire about the possibility of doing work experience with your company this summer. I am (2) in my first year of a desktop publishing course at York Technical College and am keen to gain some hands-on experience of the workplace.

I (3) be (4) if you could let me know if you have any openings for work experience candidates this summer. If so, please (5) you also tell me what kinds of task I would be able to do during the placement?

I have enclosed a copy of my CV, and I (6) to hearing from you.

Yours (7) ,

Anna Bernard