

# Unit 13

# Communication



Vocabulary: **Communication**  
 Language: **Reported speech**  
 Career skills: **Summarising**  
 Writing: **Email summarising a message**

## Vocabulary

### 1 Which of the verbs does not match each noun?.

- 1 AN EMAIL  
 a send      b receive      c present      d open      e write
- 2 INFORMATION  
 a access      b analyse      c process      d give      e correspond
- 3 A PROBLEM  
 a spend      b deal with      c handle      d solve      e identify
- 4 A PHONE CALL  
 a make      b receive      c return      d answer      e communicate
- 5 A MESSAGE  
 a send      b respond      c take      d leave      e return
- 6 TIME  
 a report      b waste      c prioritise      d manage      e spend

### 2 Match the pairs.

- |               |       |              |
|---------------|-------|--------------|
| 1 voice       | _____ | a message    |
| 2 cell        | _____ | b mail       |
| 3 text        |       | c phone      |
| 4 mobile      |       | d machine    |
| 5 fax         |       | e phone      |
| 6 paper       |       | f technology |
| 7 information |       | g mail       |
| 8 snail       |       | h work       |

### 3 Complete the table below.

	verb	noun
1	communicate	<i>communication</i>
2		announcement
3	interrupt	
4		correspondence
5		response

