

Test Your Vocabulary Skills

Using a Computer to Write a Letter – Verbs (Sequencing)

Cut out the following sentences and mix them up. Then rearrange them back into chronological order, as shown below. Note: answers may vary slightly. Any reasonable answer is acceptable.

Switch on the monitor and printer, then turn on the CPU.
Sit in an upright position with your feet placed flat on the floor.
Wait for the operating system to load.
Open a word processing application.
Save the new document with an appropriate file name.
Select a font style and size.
Type the letter.
Insert a picture from clipart.
Use the spell checker and grammar checker to find any mistakes.
Correct any mistakes.
Click on the Print Preview button to see what the letter looks like.
Print one copy of the letter, and click Save again.
Close the word processing application.
Shut down the computer.
Switch off the monitor and printer.
Sign the letter.
Fold the letter three times and put it in an envelope.
Lick the back flap of the envelope and stick it down.
Stick a stamp on the top right-hand corner of the front of the envelope.
Write the address of the person you have written to on the front of the envelope.