

Vocabulary File 5 Business / Communications

						
word processor	spreadsheet	presentation software	e-mail	web browser	folder	document
						
graphics program	virus checker / firewall	design / layout program	photo manipulation	digital camera	video editing	modem
						
CD / DVD drive	sound file	(graphics) card	answering machine	hub	network	multimedia
						
hard drive	monitor	printer	text message	mouse	keyboard	scanner

Vocabulary File 6 Socializing

Greetings, introductions and goodbyes	Small talk
Hello / Hi / Hey Good morning / afternoon / evening How are you? I'm fine / good / very well. How do you do? I'd like you to meet ... May I introduce ... (X), this is (Y). (Y), this is (X) ... Thanks for all your help. It was good meeting you. It was a useful meeting. See you again / later / soon.	Do you know (Jackie Smith)? Have you ever been to (Poland)? Have you met (Paul Jones)? What do you think of this (city)? Do you like (chicken)? What's your favorite (sport)? What's the weather like in (New England) now? Would you like a drink? What can I get you?