

Faxes

Please choose the most appropriate answer for each sentence.

Q1 Our fax machine is; could you please mail us a copy instead?

- A under B over C down D downward

Q2 Did you receive the fax I you this morning?

- A mailed B sent C e-mailed D gave

Q3 I did not receive your fax. Are you sure you the right number?

- A typed B pushed C touched D dialed

Q4 The should note who the fax is to, who it is from, the fax number, the number of pages and what the fax is regarding.

- A cover sheet B item page C message page D blank sheet

Q5 Load all documents to be faxed up in the fax tray.

- A face B top C head D foot

Q6 Always write a short to explain what the fax is for and who it should go to.

- A memory B memo C observation D announcement

Q7 I prefer e-mail fax machines because it is so much less complicated.

- A instead B than C to D of

Q8 I would rather just send e-mails because it is easier.

- A from now after
 B from now and forward
 C from now and later
 D from now on

Q9 If you want to submit a document that contains a, a fax might be better than an e-mail.

- A sign B signature C handwriting D signet

Q10 Push the start button to send the fax, then watch to make sure the paper through right and does not get crumpled up.

- A slides B moves C feeds D passes

ANSWERS: Faxes

Q1 Our fax machine is; could you please mail us a copy instead?

C down

Q2 Did you receive the fax I you this morning?

B sent

Q3 I did not receive your fax. Are you sure you the right number?

D dialed

Q4 The should note who the fax is to, who it is from, the fax number, the number of pages and what the fax is regarding.

A cover sheet

Q5 Load all documents to be faxed up in the fax tray.

A face

Q6 Always write a short to explain what the fax is for and who it should go to.

B memo

Q7 I prefer e-mail fax machines because it is so much less complicated.

C to

Q8 I would rather just send e-mails because it is easier.

D from now on

Q9 If you want to submit a document that contains a, a fax might be better than an e-mail.

B signature

Q10 Push the start button to send the fax, then watch to make sure the paper through right and does not get crumpled up.

C feeds