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***Answers***

**EXERCISE 01**

<b>adjectives</b>	<b>Positive/ negative</b>
Dynamic	P
Passionate	P
Obsessive	N
Enthusiastic	P
Quick-tempered	N
Meticulous	P
Inspirational	P
Diligent	P
Energetic	P
Apathetic	N
Discourteous	N
Knowledgeable	P

**EXERCISE 02**

1	19th
2	1-mile
3	£10,000
4	Threefold
5	double
6	12
7	7am to 9am
8	2-week



### EXERCISE 03

	Words	
1	<u>Business</u>	buisiness
2	<u>University</u>	univercity
3	<u>Application</u>	aplication
4	Curiculum vitae	<u>curriculum vitae</u>
5	Disertation	<u>dissertation</u>
6	Necenary	<u>necessary</u>
7	<u>Interpersonal</u>	interpersonnel
8	<u>Privilege</u>	privilige
9	<u>Redundant</u>	redundent
10	Oportunity	<u>opportunity</u>
11	<u>Challenge</u>	challange
12	Intrested	<u>interested</u>
13	Recomendation	<u>recommendation</u>
14	<u>achievement</u>	Achevement
15	responsable	<u>Responsible</u>
16	<u>Liaise</u>	liase

### Exercise 04: IT and e-commerce

1. A JPEG is a method of reducing, or compressing, computer files that contain images so that they can be sent quickly by email over the Internet (it is also the name of a file that is produced by this method)
2. A file is a set of information or a document that is stored under a particular name on a computer, a folder is a group of related programs or documents stored together on a computer



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3. Spyware is computer software that secretly records the websites you visit on your computer, and this information is then used by companies who try to sell you things.
4. The Internet is a computer system, or network, that allows people in different parts of the world to exchange information (using websites and sending emails, etc). An intranet is a computer network that can only be used within a company or organisation. An extranet is similar to an intranet, but also allows access by others associated with that company or organisation (for example, suppliers, buyers, etc).
5. She has finished shopping and is now going to pay.
6. ISP: Internet Service Provider.
7. B2B: Business to business.
8. A hacker is someone who uses a computer to connect to other people's computers secretly and often illegally, so that they can find or change information. The verb is to hack.
9. You are if you were able to answer most of the questions in this exercise: someone who is buzzword compliant is familiar with the latest computer and IT terms and expressions. It is an informal expression.