

Unit 1

Buy it online

Get ready to write

- Have you ever bought anything on the Internet? If you have, what types of things have you bought?
- Write three pieces of information that an online store might ask for.
 - a your phone number
 - b
 - c
- Maria Sigala is 25 and enjoys travelling. Choose the best present for her from the online store opposite.



My online store

Home | about us | view cart

Perfect birthday gifts

a

Solar battery charger
 Recharge your mobile phone anywhere.

b

Electronic sudoku
 The fun game with numbers. How clever are you?

c

Walkie talkies
 Hold secret conversations with your friends.

go to Useful language p. 82

Completing an online order form

Look at an example

One of Maria's friends, Aiko, has decided to order her a present from the online store above. This is what she ordered.

1 Look at Screen 1 and find an expression that means *Do you want to pay now?*

.....

2 Look at Screen 2 and find an expression that means *Type it again.*

.....

Screen 1

Your order

You have 1 item in your cart.

Item	Price	Quantity	TOTAL
Solar battery charger	\$59.99	1	\$59.99

Proceed to checkout? Yes No

Screen 2

Create an account

Email address New Customers

Password Confirm password

3 Look at Screen 3 and find the expressions or words that mean:

- a the address where things will be sent

- b not necessary

- c the address where your credit card bills are sent

4 Why do you think Aiko has chosen to send the solar battery charger by airmail? Circle the best answer.

- a She is sending it to a different country.
- b The postage does not cost very much.
- c It is a present.

5 Where do you type the information below? Write the green number from the billing address.

- a your phone number
- b your apartment/house number and street

Learning tip

When you come across two similar or confusing words, make them easier to remember by drawing pictures, for example:



shipping address
Ships take things to places.



billing address
Bills tell you how much money you must pay.

Screen 3

Shipping address

First name: Maria Last name: Sigala
 Address 1: Via Capella 27
 *Address 2: [] *Optional
 City/Town: Verona
 Zip/Postcode: 37122
 Country: Italy
 Phone: 0039045595765

Is this address the same as the billing address? Yes No

Shipping options

Surface mail
 Airmail

Billing address

¹First name: Aiko Last name: Watanabe
²Address 1: 7-21-14 Soshigaya
³*Address 2: Setagaya-ku *Optional
⁴City/Town: Tokyo
⁵Zip/Postcode: 157-0072
⁶Country: Japan
⁷Phone: 0081334 837231

Did you know ... ?

Addresses are written differently in different parts of the world. For example:

UK/US	Japan	Italy
Person's name	Postcode	Person's name
House number + street	City	Street + house number
City	Area + building number	Postcode
Postcode/zip code	Person's name	City

Unit 1 Buy it online

6 Look at Screen 4 and the credit card below. Where can you find this information on the credit card? Write one letter in each box.

- 1 type of card c
- 2 card number
- 3 cardholder's name
- 4 expiry date

Screen 4

Payment method

Type of card: Card No. Cardholder's Name

Expiration Date



7 Look at Screen 4 again and find the abbreviation (short form) for number.

.....

8 What is different about the Card number in Screen 4 compared with the number on the credit card?

.....

Focus on ... spelling plurals

Aiko is returning some things to *My online store* because they are not the things she ordered.



Returns and Exchanges form

Date of return: 23 March

Description	Reason for return
Remote control toy car	I didn't order this. I ordered two DVDs.
Blue dress	I ordered two green dresses, not a blue one.

Singular	Plural
One DVD →	Two DVD s
One dress →	Two dress es

- 1 Make these nouns plural.
a book b box c bike d toy bus e watch f TV g computer
- 2 Underline the nouns in this catalogue description.

This diary is ideal for the busy businessman or woman. Now you can buy two diaries for the price of one!

- 3 Look: diary → diari**es**. Make these nouns plural.
a university b story c city d memory e baby

Plan

Maria is very friendly with a family who live in Egypt. They live at 5 El Gezira El Wosta Street, Apartment 6, 1511, Zamalek, Cairo. Their telephone number is 002027372481. The family has a son called Mahmoud Boutaleb who is six years old. He likes football and playing games with his friends.



9 Read the information in the box above and answer these questions.

- a What city does Mahmoud live in?
- b What area does he live in?
- c What's his postcode?

10 Look at the 'Perfect birthday gifts' from the online store on page 10 again. Choose a good present for Maria to buy Mahmoud for his birthday.

Write

11 Complete this online form for Maria. Use information from the exercises you have already done in this unit.

Shipping address

First name Last name

Address 1

*Address 2 *Optional

City/Town

Zip/Postcode

Country

Phone

Is this address the same as the billing address? Yes No

Shipping options

Surface mail Airmail

Billing address

¹First name Last name

²Address 1

³*Address 2 *Optional

⁴City/Town

⁵Zip/Postcode

⁶Country

⁷Phone

12 Use information from Maria's credit card to complete this part of the online form.

Payment method

Type of card: Card No. Cardholder's Name Expiration Date



Check

- Have you completed all the necessary boxes?
- Have you chosen a shipping option?
- Have you completed the payment details?
- Have you removed all spaces in the telephone number and credit card number?

Extra practice

- Go online and visit an international gift store.
- Search for a birthday present for your teacher or an English-speaking friend.
- Add it to your cart and then go to the checkout.
- As you complete each screen, print it out.
- **Do NOT complete payment details online!** Print out the screen and write in your details. Use Aiko Watanabe's credit card details from page 12.
- Ask your friend or teacher to check the forms you printed out and tell you whether they like the present you chose for them!

Can-do checklist

Tick what you can do.

- I can complete an online order form correctly.
- I can spell plurals correctly.

