

## Elementary - Unit 5 Definitions

|                      |                                                                                                |                      |                                                                                                             |
|----------------------|------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------|
| <b>hard copy</b>     | information from a computer that has been printed out                                          | <b>CV</b>            | a written record of your education and the jobs you have done, that you send when you're applying for a job |
| <b>business card</b> | a small card printed with somebody's name, job, and details of the company they work for       | <b>order form</b>    | a document that is used for ordering goods                                                                  |
| <b>invoice</b>       | a list of goods that have been sold or work that has been done, showing what somebody must pay | <b>delivery note</b> | a form you sign when goods or documents are delivered                                                       |
| <b>receipt</b>       | a document that shows that goods or services have been paid for                                | <b>folder</b>        | a place for storing documents or computer files                                                             |