

**Make sentences using the given sentences and the word in brackets.**

1. Do not expose discs to heat or direct sunlight.
    - a. You shouldn't expose discs to direct heat or sunlight. (shouldn't)
    - b. You should keep the discs away from direct heat or sunlight. (should)
  2. Check for viruses before opening files you receive.
    - a. You shouldn't open files you receive before checking for viruses. (shouldn't)
    - b. You should check for viruses before opening files you receive. (should)
  3. Make backup copies of your files.
    - a. You should make backup copies of your files. (should)
    - b. You shouldn't forget to make backup copies of your files. (shouldn't)
  4. Don't shake or move computer violently.
    - a. You shouldn't shake or move your computer violently. (shouldn't)
    - b. You should avoid shaking or moving your computer. (should)
  5. Keep your discs away from water.
    - a. You should keep your discs away from water. (should)
    - b. You shouldn't keep you discs near water. (shouldn't)
  6. Hold discs by the edges.
    - a. You should hold discs by the edges. (should)
    - b. You shouldn't hold discs from the surface. (shouldn't)
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1. Update your antivirus program regularly.
    - a. You should update your antivirus program regularly. (should)
    - b. You shouldn't forget to update your antivirus program regularly. (shouldn't)
  2. Discs in a protective case.
    - a. You should keep discs in a protective case. (should)
    - b. You shouldn't keep your discs outside a protective case. (shouldn't)
    - c. Don't keep your discs outside a protective case. (don't)
  3. Password and security devices to protect confidential information.
    - a. Use password and security devices to protect confidential information. (use)
    - b. You should use password and security devices to protect confidential information. (should)
    - c. You shouldn't forget to protect you confidential information with password and security devices. (shouldn't)
  4. On discs with permanent marker and pens.
    - a. Write on discs with permanent markers and pens. (write)
    - b. You should write on discs with permanent markers and pens. (should)
    - c. You shouldn't write without permanent markers and pens. (shouldn't)
  5. The disc into the disc drive carefully.
    - a. Insert the disc into the disk drive carefully. (insert)
    - b. You should insert the disc into the disc drive carefully (should)
    - c. You shouldn't insert the disc into the disk drive carelessly. (shouldn't)
  6. Floppies or hard drives near magnets.
    - a. Don't leave floppies or hard drives near magnets. (leave)

- b. You shouldn't keep floppies and hard drives near magnets. (shouldn't)
- c. You should keep floppies and hard drives away from magnets. (should)