Name: _____

Unit 3 E-mail

Vocabulary practice

congratulate	sign up	password	e-mail address
attach	carbon copy	reply	Best wishes
subject	salutation	compose	draft
forward	inbox	signature	webmail

1. I _____ you on graduating in bachelor degree.
2. At last I have time to _____ to mail that I have received these 3 weeks.
3. _____ of a letter is a conventional greeting.
4. I'm looking _____ to see you in the near future.
5. His _____ has been "soccer" since the fifth grade.
6. If you want to send your e-mail to other friend at the same time, you must type in _____ item.
7. I've made a first _____ of my e-mail.
8. Make sure you _____ before you write e-mail.
9. Here you go, write your _____ down on that and I'll be sure to add you to our 500-hundred-member strong mailing list.
10. I want his _____ on the paperwork.

LIVEWORKSHEETS

Activity: Read the e-mail below. Then, answers the questions.



From :
To : rcarey@gmail.com
CC : everyoneincreation@gmail.com
subject : URGENT BUSINESS MATTER!!!

สแกนเพื่อทำแบบทดสอบ

Good afternoon, Mr. Carey :
I am writing to you today to introduce myself. i'm an ad specialty sales rep hear in your area. I have worked with other busineeses in the community and feel I can be of service to you as well.
BTW : I have been in the businees for 25 years. Please contact me if you have any upcoming events or promotions.

Regards.
John Jones, account exec
ABC Sales

1. Who wrote this e-mail?

_____

2. What is the subject of this e-mail?

_____

3. What is the salutation of this e-mail?

_____

4. Who received this e-mail?

_____

5. What is the closing word of this e-mail?

_____

LIVEWORKSHEETS

6. What is the e-mail address of the writer?

_____

7. What is the e-mail address of the receiver?

_____

8. Does the writer send the e-mail to other people too?

_____

9. Does the writer attach photos with this e-mail?

_____

10. What is the webmail of the receiver?

_____

LIVEWORKSHEETS