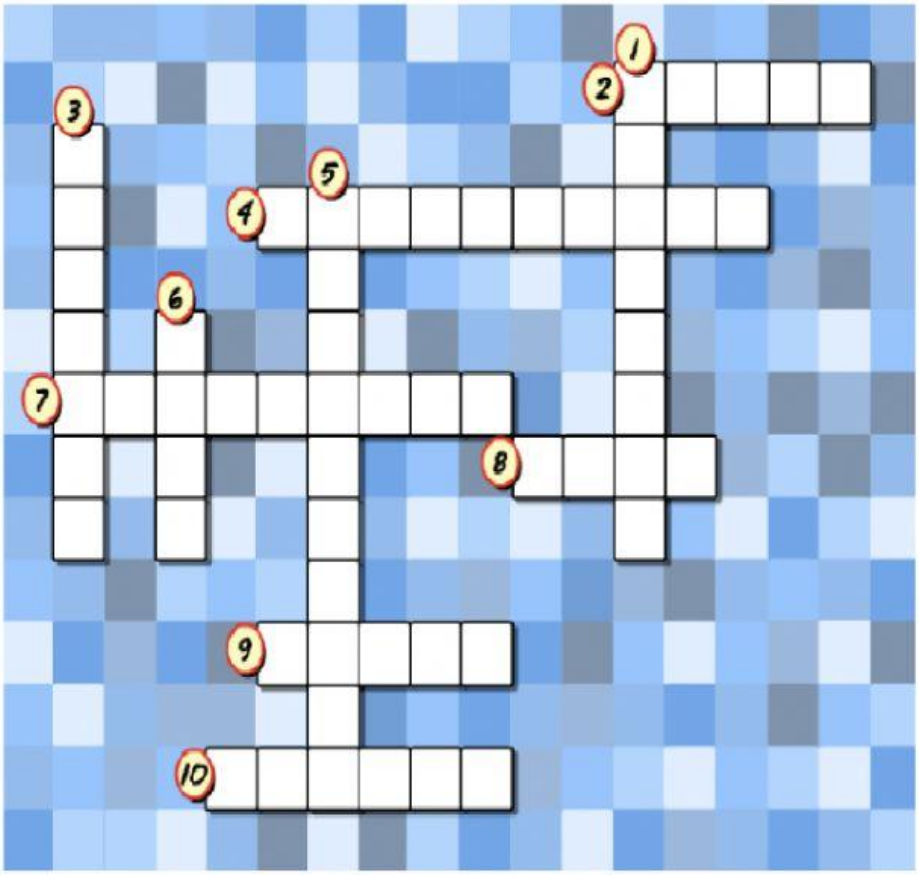
Electronic communication – worksheet

1) Crossword



1) … emails: emails sent and received between employees in the worksplace.
2) Your … is similar to your letter box: all your emails arrive here.
3) The … line tells the person who is receiving the email what it is about.
4) A new word which comes from the word etiquette: a system of social rules or polite behaviour relating to people who use the web for emails.
5) Email stands for … mail.
6) CC stands for carbon …
7) A way of adding emotion to your emails.
8) Junk emails
9) … mail: sending a letter by post rather than by email.
10) To … an email: to collect a message.

2) Complete text

buddy	video conferencing	nicknames
chat room	messaging	avatars

Always show respect for other people in a ……. ……. . Never send any unpleasant or threatening email messages.

Most instant ……. programs have what is called a ……. list. Each user's screen shows a box with the ……. of the people he/she chats with.

The company hopes to have virtual open-plan offices, where researchers from around the world can collaborate. Individuals would be represented by ……, personalized electronic figures with perhaps a name badge or a picture of the owner's face.

Fear of flying is producing a surge of interest in ……. ……., in which business people meet face-to-face even though they are hundreds or thousands of miles apart.

3) Solve the clues

The protocol needed for online phone conversations. _ o _ _

The conversation takes place on a ……. server. c _ _ _

Part of the email where you write the information about the address and subject. _ _ _ d _ _