74 Email, letters and the internet

A Email and letters

Have you **checked** your **messages** today?

No, I haven't got wifi or **the internet** where I'm staying.

What's your **email address**?

It's lucy@gmail.com

Can you **email** the documents to me, please?

Oh, but I've already **sent** them **by post**.

Oh no! The post is very slow here, and **letters** often **get lost**.

Have you **received** Donna's email?

Yes, I have. I'll **reply** this evening.

GLOSSARY

email	= **electronic mail** a message that is written on one computer and sent to another **email** *v*
check	look to see if sth is there
message	words that one person sends to another
the internet	the international computer system: *I saw it* ***on the internet***.
send	make a letter or email go somewhere
post [U]	the system for sending and receiving letters, parcels, etc: *send sth* ***by post***; **post** *v*
letter	a piece of writing on paper sb sends to another person
get lost	If sth **gets lost**, you don't know where it is.
receive *formal*	get sth that sb has sent to you **get**
reply (to sb)	say or write sth as an answer to sb **reply** *n*

SPOTLIGHT saying email addresses

@ = **at** . = **dot**

We say jo.xi@gmail.com like this: 'jo dot xi at gmail dot com'.

1 One word is not correct. Cross it out.

▶ send a *letter* / ~~*post*~~ / *message*

1 *get* / *send* / *reply* a message

2 reply to *the internet* / *a letter* / *an email*

3 send something by *post* / *email* / *document*

4 check *your emails* / *a reply* / *your messages*

5 get *a letter* / *the internet* / *a message*

2 One word is missing. What is it, and where does it go?

▶ I got an / from Luisa this morning. email

1 Did you the email I sent you yesterday? .....

2 The letter lost in the post – it never arrived. .....

3 Have you to Juan's letter yet? .....

4 I can't email you because I'm not the internet here. .....

5 My email address is 'jamie gmail dot com'. .....

6 Could you me the information, please? .....

7 I need to my emails before I go out. .....

8 Did you give Zach the letter, or send it by? .....

9 Email me at 'sue 1 at gmail com'. .....

3 Complete the dialogues.

A A Hi, Arun. Have you ▶ checked your messages this morning?
B Yes, I have. Malu **(1)** ..... me an email with some documents from our lawyer.
A Oh? I thought the lawyer sent you a **(2)** ..... with the documents, not an email.
B I didn't get them. I think they got **(3)** ..... in the post.

B A Did you **(4)** ..... the email I sent you last night?
B Yes, I'm sorry I haven't had time to **(5)** ..... yet.

C A I emailed the information to Jesse, but I haven't had a **(6)** ..... yet.
B He's camping this week, so he probably isn't **(7)** ..... the **(8)** ..... .

TEST YOURSELF

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LIVEWORKSHEETS

B The internet

STAY SAFE online

- When you **shop online**, only use **websites** which you know or **recognize**.
- If you get an email with a **link**[1] in it, don't **click on**[2] it if you don't know the person who sent it. It could **contain** a **virus**.

- Make sure your children are safe online. Only let them go online and **search for** information and look at **blogs** and **videos** when you are at home with them.
- Never tell anybody your **passwords**.

GLOSSARY

online	using a computer or the internet **shop online** buy things on the internet
website	a place on the internet that you can look at to get information about sth ALSO **site**
recognize	know sb or sth because you have seen them or heard of them before
contain	have sth inside: *The website **contains** the information you need.*
virus	a program that enters your computer and stops it working correctly
search (for sth)	use a computer to look for information
blog	a personal record that sb puts on their website saying what they do or what they think about things
video	a short film made digitally that you can watch on the internet
password	a secret word that allows you to start using a computer

4 **Circle the words which contain the same vowel sound as in *buy, right, wine*. Use the APP to help you. Practise saying the words.**

link (like) website contain video virus recognize click online

5 **Is the meaning the same or different? Write *S* or *D*.**

▶ click on something / search for something D
1 a website / a site .....
2 search for something / look for something .....
3 a video / a blog .....
4 recognize somebody / meet somebody .....
5 contain something / click on something .....
6 password / passport .....
7 a link / a virus .....
8 online / on the internet .....

6 **Complete the questions with words from the box.**

websites passwords blog virus click
recognize online ✓ videos search contains

▶ What kinds of things do you buy online ?
1 Do you watch many ..... on YouTube?
2 Do you ever tell people your ..... ?
3 Have you ever written a ..... ?
4 Which ..... do you use a lot?
5 Has your computer or tablet ever had a ..... ?
6 Do you use Google to ..... for information on the internet?
7 Do you ..... on a link if you don't ..... the person who sent you the email?
8 What do you do if you think an email ..... a virus?

ABOUT YOU

Mostly books and things for the house.

7 ABOUT YOU **Write your answers to the questions in Exercise 6, or ask another student.**

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LIVEWORKSHEETS