

My name is: _____

WORKSHEETDate:
FFs4

Teacher's feedbacks

Task 1: Read and write

Space type look forward to button messenger
Attach message spellchecker

1. a written or spoken piece of information, etc. that you send to somebody or leave for somebody when you cannot speak to them yourself:
2. the part of a line, page or document that is empty:
.....
3. a small part of a machine that you press to make it work:
.....
4. a person who gives a message to somebody or who delivers messages to people as a job:
5. To type something using a computer keyboard or typewriter:
.....
6. to send an electronic document with an email:
7. a computer program that checks your writing to see if your spelling is correct:
8. to be thinking with pleasure about something that is going to happen (because you expect to enjoy it):

Task 2:**What is an email?**

An email is a message sent from one computer to another. The message goes through the Internet.

How to send an email

- 1 First, use your mouse and click on *To*. Type the person's email address in the space.
- 2 Now click on *Subject* and write what the email is about.
- 3 Type your email message, using the keyboard.
- 4 When you have finished, you can check your spelling. Click on this button. It's a spellchecker.
- 5 You can also attach pictures from websites or your own photos to the email. Click on this button.
- 6 Finally, click on *Send* to send your message to your friend.



4

5

6

1 To: Kate@cyberspace.com

From: Lucy

2 Subject: Re: My birthday

3 Hi Kate,
 Thanks for the invitation to your bowling party.
 Yes, I'd love to come. You know I really like bowling!
 I'm really looking forward to seeing everyone on
 your birthday. It will be great fun. I can't wait!
 Did you have a good holiday?
 See you on Saturday.
 From Lucy

Hi Lucy,
 It's my birthday next week and I'm having a bowling
 party on May 12th at the Bowlplex. The bowling starts
 at 3 o'clock and there will be drinks and birthday cake
 afterwards. I hope you can come!

Kate

Read again and match.

- 1 You write the person's email address here.
- 2 You write what the email is about here.
- 3 You send your message by clicking on this.
- 4 You correct your spelling by clicking here.
- 5 You add pictures with this.

☐ b

☐

☐

☐

☐



Task 3: Listen and write**George's holiday to London**

- | | |
|-------------------------|--------------------------------|
| 1 Transport: | by ✓ train |
| 2 Hotel name: | The [redacted] |
| 3 Where the hotel is: | next to the British [redacted] |
| 4 Phone number: | [redacted] |
| 5 Where George visited: | The [redacted] Theatre |
| 6 Time of the play: | Sunday at [redacted] |