Activity 6.1 Introduction to E-mail

The term 'e-mail' is short for 'electronic mail'. Its spelling varies according to popularity and some people may spell it as 'email', while others may simply use 'mail'.

E-mail is a system or means of sending and receiving messages from one computer to another, allowing communication between users from different places around the world at any time.

Additionally, documents can be sent along with an e-mail message, which is referred to as an attachment.

Access to the Internet is required for using e-mail. The term 'e-mail' has been widely used since the advent of electronic communication.

In many contexts, people refer to messages sent and received via the e-mail system as 'e-mails.' It is also acceptable to use the word 'e-mail' as a verb. For example, 'Can you e-mail me the schedule?'

To begin using e-mail, individuals need to have their own e-mail addresses, such as krittinun@hotmail.com, kraiwan@yahoo.com, and sawarin@thaicom.net

Exercise A Complete the following paragraph using the words given from people above talking about e-mail.

~~access~~ | electronic | email | messages | attachment | verb

E-mail is short for _____ mail. Some people spell e-mail, but some spell _____. This depends on popularity. E-mail is the system for using computers to send or receive _____ on the Internet, from one computer to another. The use of e-mail requires *access* to the Internet and having your own e-mail address. We can also send a file or document as an _____. The word e-mail or email can be used as both a noun and a _____.

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Exercise B Here are some important words about e-mail. Listen and repeat.

Words	Meanings
access (n.) (v.)	ทางเข้า สิทธิในการเข้า
attachment (n.)	เอกสารที่แนบมากับอีเมล
computer (n.)	คอมพิวเตอร์
document (n.)	เอกสาร
e-mail / email / mail (n.) (v.)	อีเมล
e-mail address (n.)	อีเมลแอดเดรส
electronic mail (n.)	จดหมายอิเล็กทรอนิกส์
file (n.)	แฟ้มข้อมูล
Internet (n.)	อินเทอร์เน็ต
means (n.)	วิธี
message / messages (n.)	ข้อความ
system (n.)	ระบบ

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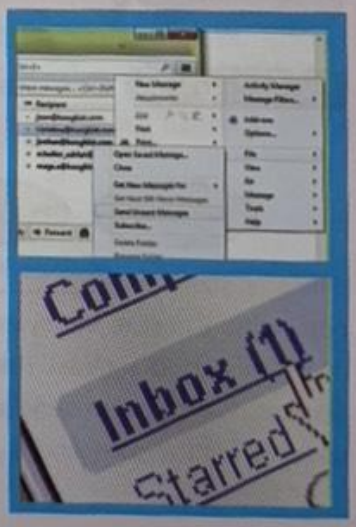
Exercise C Write the part of speech (*noun* or *verb*) for each underlined e-mail.

	Part of Speech
Example I check my e-mail every day.	*noun*
1 Can you e-mail me the schedule?	
2 Dean sent me an e-mail last week.	
3 Sherry e-mailed to say that she couldn't come.	
4 Martin forgot to check his e-mail.	
5 You can contact her by e-mail.	
6 Don't forget to e-mail me by tomorrow.	
7 E-mail is short for electronic mail.	
8 Bill received an e-mail from a customer.	



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