Activity 6.3 E-mail System

Entering e-mail system

Sign in

E-mail

Password

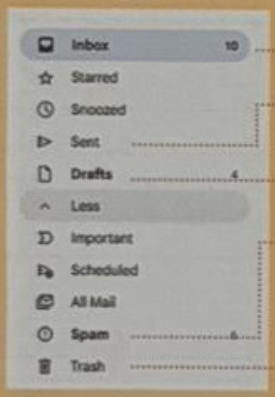
Sign in Stay signed in

Please enter your username and password, then click on the *Sign in* button.

เวลาคุณเช็กอีเมล โฟลเดอร์อะไรบ้าง ที่มักเห็นอยู่ทาง ด้านซ้ายมือ

Exercise A Discuss with your classmates the difference between username and password.

E-mail System Folders



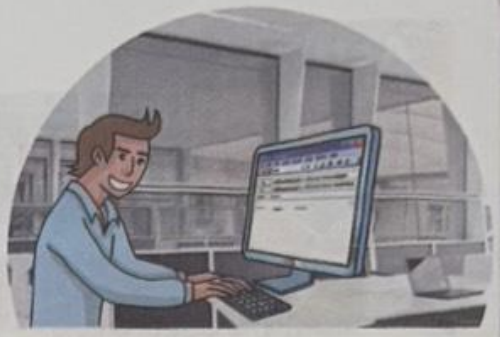
- This is where new email messages arrive.
- This is where a copy of each message you sent is saved.
- This is where the messages that you have composed but have not yet sent are saved.
- This is where junk-emails arrive. The *Spam* folder is sometimes called the *Junk* folder.
- This is where deleted messages stay before they are emptied from the folder. The *Trash* folder is sometimes called the *Deleted* folder.

Exercise B Read the following sentences and choose the right e-mail system folder for each space.

1. New email messages arrive in the __*Inbox*__ folder.
2. When you delete messages, the mail system moves them to the _____ folder.
3. A copy of each message you have sent is saved in the _____ folder.
4. You have started writing a message but cannot finish and send it, that message can be saved in the _____ folder.
5. Advertising material sent to large numbers of people including you, who have not asked for it, will arrive in the _____ folder.

LIVEWORKSHEETS

Activity 6.5 Reading



An email within the office about an important matter

Exercise A Read an email which Suwit is writing to Bundit and answer the following questions.

New Message

To | bundit@maam.co.th Cc Bcc

Subject Details of Mr. Salil's arrival sawarin@maam.co.th

Hi Bundit,

I am forwarding the details of Mr. Salil's arrival next Monday. He will arrive in Bangkok at 8 a.m. Mr. Salil is the Vice President of Gum Tree Company Limited and is a very important customer.

I would like you to take care of his arrival. Please use the company car to pick him up at Suvarnabhumi Airport and be on time. In fact, you should plan to be at the airport one hour early to ensure punctuality.

If you encounter any problems or have urgent matters, please contact my secretary. That's all for now.

Thank you,

Suwit

Sans Serif Send

Write short answers for each of the questions about the above passage.

1. What was Bundit asked to do? _____
2. Who is Mr. Salil? _____
3. What time should Bundit get to Suvarnabhumi airport? _____
4. What company does Mr. Salil work for? _____
5. What if Bundit has some problems at the airport? _____

Exercise B From Exercise A, what should be the name of Suwit's secretary? Discuss this with your classmates. Give a reason for your answer.

LIVEWORKSHEETS