Name:..... Date:29th March 2022

Year: 3

Unit 3-Using Email

An Introduction to Email.

What is email?

Email (Electronic mail) is a very useful and commonly used service on the Internet. Email is similar to normal mail that is delivered each day by the postman. It allows you to send and receive information to and from the people respectively.

Rather than using pen and paper or sending documents in the post, email sends and receives information in a digital format.

Advantages of using email.

1. Sending email does not cost much _____.
2. You can send an email to more than _____ person.
3. Email is much _____ that the post. You can send an email to a friend in Australia in just a few seconds.
4. Sending an email _____ paper.
5. You can _____ many different types of files to an email. Such files include documents, photographs, videos and sound files.
6. You can manage your emails and store what you have sent and received.

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