

Practically speaking | Saying email and postal addresses

1 How do you say these email and postal addresses?

- 1 peter.tieng@forresters.ca
- 2 alina_dl@gmail.com
- 3 jobs-info@topcommunications.co.uk
- 4 Accounts Dept, Blair & Browns, 99 Edward Street, Toronto, M5V 2MD
- 5 21 Old School Rd, Glasgow, G21 4YU
- 6 742 Quaker St, Seattle, 98104

Can you say

**EMAIL ADDRESSES
&
WEBSITES**

in English?

Are you sure?



▶ **3.3** Listen and check. Practise the addresses with a partner.

2 Match symbols and abbreviations 1–8 to meanings a–h.

- | | | | |
|----------|-------------|----------|-----------------|
| 1 @ ____ | 5 St ____ | a Street | e department |
| 2 & ____ | 6 Rd ____ | b Road | f hyphen (dash) |
| 3 . ____ | 7 Dept ____ | c at | g underscore |
| 4 _ ____ | 8 - ____ | d and | h dot |

3 ▶ **3.4** Listen to a phone conversation. Complete the postal and email addresses.

Postal address: _____, Cambridge, _____

Email address: chris _____

4 ▶ **3.4** Listen again. Number expressions a–i in the order you hear them 1–9.

- a Can you spell ... for me? ____
- b What's the postcode, please? ____
- c Sorry, can you repeat that, please? ____
- d Can you give me your address, please? 1
- e Yes, that's right. ____
- f What's your email address, please? ____
- g Is that 30 ...? ____
- h No, it's ... , not ... ____
- i So that's ... ____

Tip | all one word

We don't have a space between two different words in email addresses:

info@**fastshop**.com = info at fast shop, **all one word**, dot com

Tip | British and American addresses

British and American English use different words in addresses:

postcode (British English) = zip code (American English)

postal address (British English) = mailing address (American English)

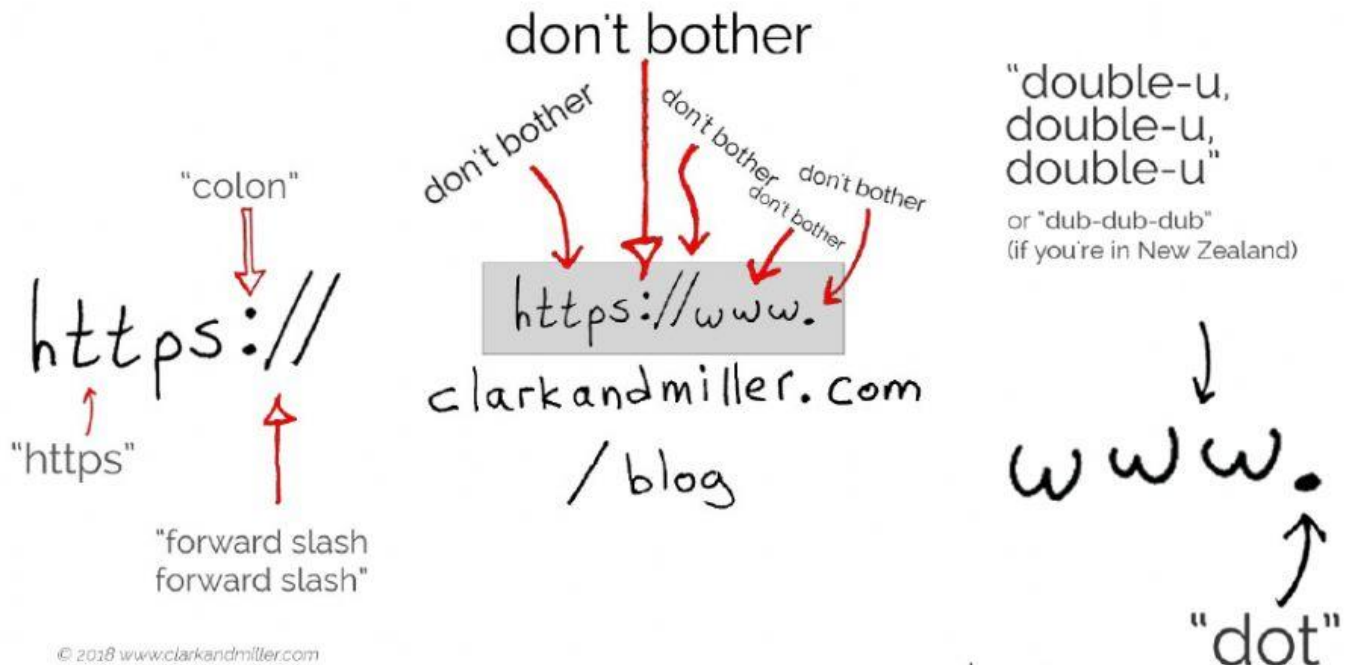
How to ask for someone's email address

"Could I get your email address?"

"Would you mind telling me your email address?"

"Could you tell me your email address?"

If you want to be super polite, just add a "please" to any of these.



How to ask for a website address

"What's the web address?"

"What's the website address?"

"Can I get the website address?"

- = dash
_ = underscore
: = colon
; = semi-colon
= hashtag

Most emails are written in lowercase, but if we want to check that we can ask:

"Lower case or upper case?"

"That's all lower case, right?"

"Any capitals?"

"Any upper-case letters?"

Here are some useful expressions to use with emails.

- What's your email address?
- Could I get your email address, please?
- What's your company email address, please?
- Is that all lowercase?
- Is that all one word?
- I'll send the email as soon as I get into the office.
- Did you get the email I sent you last week?
- I'm sorry but I haven't had time to reply to the email yet.
- Could you forward me that email, please?
- Could you forward the email to everyone on the list, please?

A: Could you spell that out for me, please?

B: Yes, that's P for parrot, E for egg and T for time – PET.

Student A

Ask Student B questions to complete their contact details.

Student A	Student B
Pacific Exports Head Office	
62 Bay Rd	
Wellington	
New Zealand	
6011	
dani_jones@nznet.co.nz	

Student B

Ask Student A questions to complete their contact details.

Student A	Student B
	HR dept, City Hotels
	49 Ardwick St
	Manchester
	UK
	M12 8BG
	ashley.smith@cityhotels.co.uk

British Council - Email addresses