Emails

Email for Beginners: A quick lesson

Let's begin with **email addresses**. These are made up of three parts:

- The person's name, nickname, etc. (for example: bill, bill_williams, bwilliams)
- The @ symbol (this means "at")
- The web address where the account is located (for example: SupplyStore.com, cyberlink.net)

So a complete address might look like this: bwilliams@cyberlink.net.

On your email program, you'll see places to enter the address your **message** is going to, the address it is from and the **subject** of the message. Above, or sometimes below, this on the page, you will see a button that allows you to include an **attachment**.

When you receive a message, you have several options:

- Save or **delete** it
- Reply to the sender or **reply to all**
- **Forward** it to someone else

A note on **formal vs. informal style**:

Emails are generally informal. Still, good business etiquette dictates that business **correspondence** should be more formal.

Get ready!

1 Before you read the passage, talk about these questions.

1 How can email be useful in business?
2 What problems can be caused by email?

Reading

2 🎧 Listen and read the tutorial on email. Then, use the completed table to present emails to the class. Complete the table using information from the tutorial.

Parts of an email address	_____
	_____
	_____
Options after receiving a message	_____
	_____
	_____

Vocabulary

3 Match the words (1-5) with the definitions (A-E).

1 ___ message
2 ___ attachment
3 ___ subject
4 ___ formal
5 ___ informal

A being serious and official
B the main part of an email
C being relaxed and casual
D a file that is sent along with an email
E the title of an email