Emails



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