

PLAY

PLAY



website



type the email address



subjects



keyboard



invitation



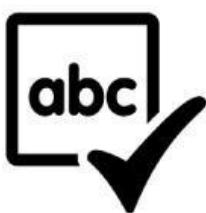
attached



attached a photo



send a message



spellchecker



bowling

1. A place on the Internet where you can read or look at things. _____
2. The title or topic of your email. _____
3. A card or message asking someone to come to a party or event. _____
4. Something that is added to an email, like a file or document. _____
5. To add a picture to your email. _____
6. A tool that helps you find and fix spelling mistakes. _____
7. A game where you roll a ball to knock down pins. _____
8. The tool you use to type letters and numbers on a computer. _____
9. To give your message to someone using a phone or computer. _____
10. To write someone's email address using a keyboard. _____

Lesson Five

Reading

1 Look at the email. What is it about?

What is an email?

An email is a message sent from one computer to another. The message goes through the Internet.

How to send an email

- 1 First, use your mouse and click on *To*. Type the person's email address in the space.
- 2 Now click on *Subject* and write what the email is about.
- 3 Type your email message, using the keyboard.
- 4 When you have finished, you can check your spelling. Click on this button. It's a spellchecker.
- 5 You can also attach pictures from websites or your own photos to the email. Click on this button.
- 6 Finally, click on *Send* to send your message to your friend.

2 Listen and read. 85



1 To: Kate@cyberspace.com

From: Lucy

2 Subject: Re: My birthday

3 Hi Kate,

Thanks for the invitation to your bowling party. Yes, I'd love to come. You know I really like bowling! I'm really looking forward to seeing everyone on your birthday. It will be great fun. I can't wait! Did you have a good holiday?

See you on Saturday.
From Lucy

Hi Lucy,

It's my birthday next week and I'm having a bowling party on May 12th at the Bowlplex. The bowling starts at 3 o'clock and there will be drinks and birthday cake afterwards. I hope you can come!

Kate

3 Underline these words in the text. Guess their meanings and then check them in the Workbook 4 Dictionary (page 132).

type the email address subject keyboard spellchecker
attach a photo website send a message

4 Read again and match.

- 1 You write the person's email address here.
- 2 You write what the email is about here.
- 3 You send your message by clicking on this.
- 4 You correct your spelling by clicking here.
- 5 You add pictures with this.

b



What is an email?

An email is a message sent from one computer to another. The message goes through the Internet.

How to send an email

- 1 First, use your mouse and click on *To*. Type the person's email address in the space.
- 2 Now click on *Subject* and write what the email is about.
- 3 Type your email message, using the keyboard.
- 4 When you have finished, you can check your spelling. Click on this button. It's a spellchecker.
- 5 You can also attach pictures from websites or your own photos to the email. Click on this button.
- 6 Finally, click on *Send* to send your message to your friend.

1. **What is an email?**
A. A letter sent by post
B. A message sent through the TV
C. A message sent through the Internet
D. A phone call
2. **What do you type in the “To” box?**
A. Your name
B. The subject
C. The email address of the person
D. The date
3. **What button do you click to check your spelling?**
A. Send
B. Spellchecker
C. Attach
D. Subject
4. **What can you attach to an email?**
A. Phone numbers
B. Paper letters
C. Pictures from websites or your computer
D. CDs

5. What is the purpose of an email?

6. What do you write in the “Subject” line of an email?

7. Why is the spellchecker useful?

8. What is the last step in sending an email?

Practice



1 To: Kate@cyberspace.com

From: Lucy

2 Subject: Re: My birthday

3 Hi Kate,

Thanks for the invitation to your bowling party.
Yes, I'd love to come. You know I really like bowling!
I'm really looking forward to seeing everyone on
your birthday. It will be great fun. I can't wait!
Did you have a good holiday?

See you on Saturday.

From Lucy

Hi Lucy,

It's my birthday next week and I'm having a bowling
party on May 12th at the Bowlplex. The bowling starts
at 3 o'clock and there will be drinks and birthday cake
afterwards. I hope you can come!

Kate

1. Who is having a birthday party?



2. What time does the bowling start?



3. How does Lucy feel about the party?



4. Who sent the email first?

- A. Lucy
- B. Kate
- C. Emma
- D. Anna

6. What will there be at the party?

- A. Pizza and juice
- B. Drinks and birthday cake
- C. Sandwiches and games
- D. Ice cream and presents

5. Where will the party be?

- A. At Lucy's house
- B. At school
- C. At the Bowlplex
- D. At the park

7. What does Lucy say about bowling?

- A. She doesn't like it
- B. She is scared of it
- C. She really likes it
- D. She has never tried it

Reading

1 Find and circle the words.



2 To: Kate@bestfriends.com
Subject: Your party

Hi Kate,
Thanks for inviting me to
your party. I'd love to
come. It will be great fun.
From Lucy

3 To: Kate@bestfriends.com
Subject: Your party

Hi Kate,
Thanks for inviting me to
your party. I'd love to
come. It will be great fun.
From Lucy



7 To: Kate@bestfriends.com
Subject: Your party

Hi Kate,
Thanks for inviting me to
your party. I'd love to
come. It will be great fun.
From Lucy

s	u	b	j	e	c	t	a
a	p	<u>k</u>	c	d	l	c	w
d	m	e	s	s	a	g	e
d	y	y	l	h	t	m	b
r	r	b	k	l	t	b	s
e	o	o	d	s	a	s	i
s	s	a	g	k	c	x	t
s	b	r	l	j	h	s	e
a	m	<u>d</u>	i	o	w	p	s

2 Write, using the words above.

- 1 Before you send your email, it is good to check the spelling by using a spell checker.
- 2 When you send an email, you click on *To* and type the person's email _____.
- 3 This is what you write in the email. _____
- 4 When you go on the Internet, you can look at lots of different _____.
- 5 You can _____ a photo to your email.
- 6 We type our documents using a _____.
- 7 The _____ tells you what the email is about.

3 Read the Class Book. Circle the wrong word. Write the correct word.

- 1 An email is a message from one TV to another. _____ computer
- 2 Use your printer to click on *To*. _____
- 3 Type your message using the mouse. _____
- 4 Kate is going to have a swimming party. _____
- 5 The party starts at five o'clock. _____
- 6 Use the spellchecker to check your maths. _____