TEKNOLOGI INFORMASI DAN KOMUNIKASI

ELECTRONIC MAIL (EMAIL)
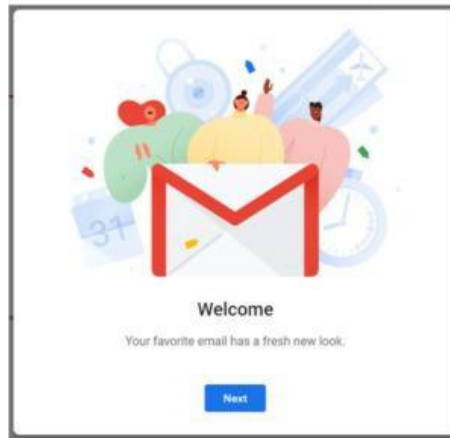
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2115051002
**PROFESSIONAL ENGLISH A**

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XI

• Email Overview

Electronic mail or commonly abbreviated as e-mail, e-mail or eMail is a method for relaying letters, starting from writing, sending, receiving and storing letters through an electronic communication system. The term "email" (as a noun or verb) is usually intended for e-mail systems on the Internet that are sent using Simple Mail Transfer Protocol (SMTP).

By using email we can send letters quickly to all corners of the world in just a few seconds. What's more interesting, we can gather with many friends on the Internet to discuss using email via a mailing list.

Picture 1.1 shows how an email system works in simple terms. In the picture, an e-mail will be sent from Ani's computer with the email address ani@a.id to Beno's computer with the email address beno@b.id.
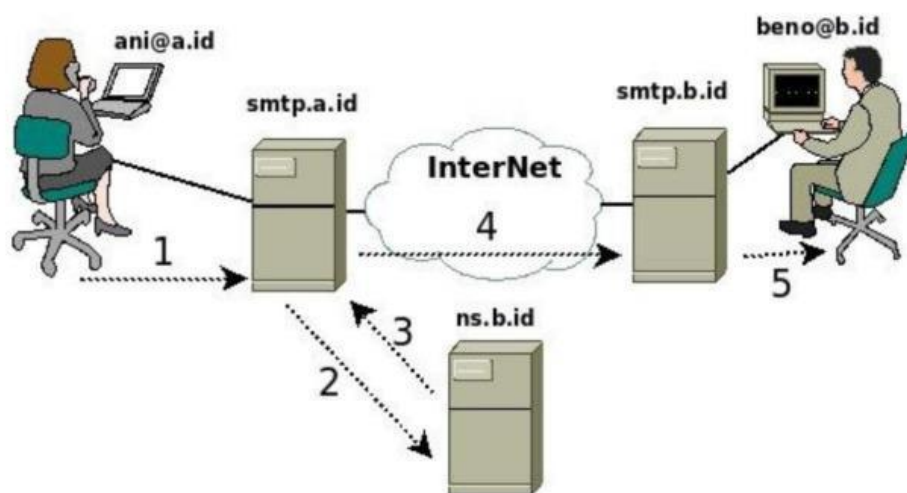
Picture 1.1 How Email Works in Simple Ways

Read the following email message. After that, answer the questions below.

Subject: Digital Security Webinar Invitation
Dear Chancellor of Ganesha University of Education,

We hope this email reaches you well. We would like to invite you to our webinar on Digital Security, scheduled for December 1, 2023. As cyberspace continues to evolve, it is important to stay up to date on the latest trends and best practices to protect your digital assets.

During the webinar, our guest speaker, Edward Snowden, a renowned cybersecurity expert, will discuss cybersecurity challenges and provide practical tips for safeguarding your digital assets. We look forward to your participation in this informative session.

Regards,
Ayu Tresna
Chairman of the committee

1. What is the webinar theme?
2. When will the webinar be held?
3. Why is it important to attend this webinar?
4. Who is the guest speaker?
5. Who is the email recipient?

LISTENING 2 Listen and complete this dialogue.

Ani : Hi, I'm Ani from the IT (1)_____. Have you received the (2)_____about the Digital Security webinar?

Beno : Yes, I (3)_____. When does the event take (4)_____?

Ani : On December 1, 2023. I think it's (5)_____ for all of us to attend. Current digital (6)_____ trigger a lot of cybercrime.
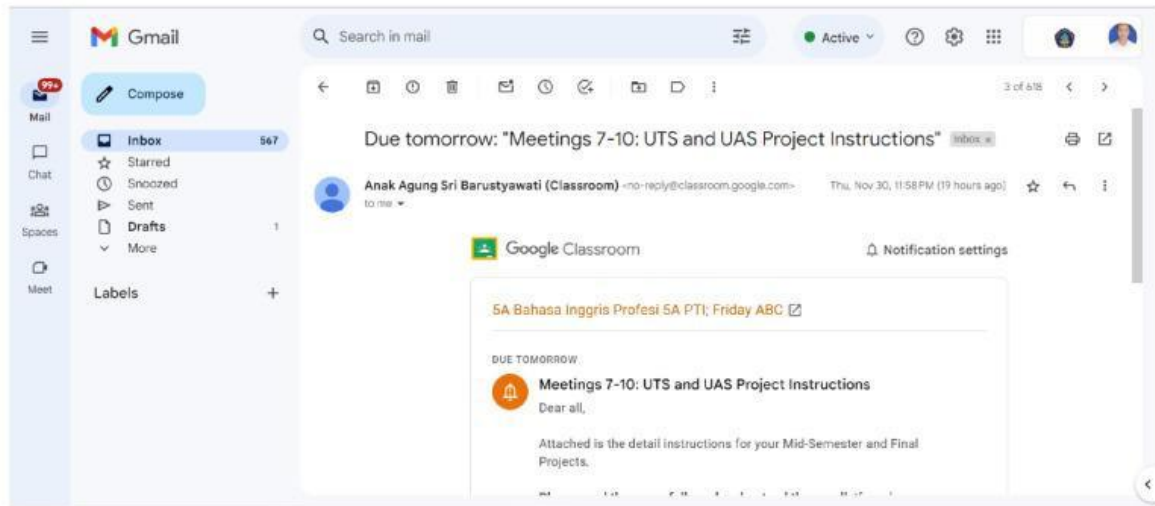
Beno : Of course. I'll be sure to (7)_____today. By the way, do you know who the guest speaker?

Ani : Yes, of course. Our guest speaker is the (8)_____expert, Edward Snowden.

Beno : Wow, interesting. Come on, (9)_____ immediately.

Ani : (10)_____ on.

LIVEWORKSHEETS

VOCABULARY 3   **Find the word corresponding to the given question in the provided letter sequence**

1. Indicates a message or electronic mail..
2. To delete or move emails to the trash folder.
3. The presence of an attachment or file associated with the message.
4. Allows the user to reply or reply all to the selected email.
5. Highlights or marks an email as important or requiring special attention.

J	Y	U	E	T	R	S	J	O	L	M	I
T	R	A	S	H	Q	D	C	X	Z	R	U
S	K	L	M	N	E	O	E	G	F	E	J
J	L	K	O	P	G	P	Q	R	B	P	U
T	F	V	O	T	O	Y	S	Z	X	L	B
X	G	L	G	L	T	Y	T	G	S	Y	L
H	E	G	E	E	K	J	A	U	I	K	J
V	Y	V	Z	X	E	T	R	Y	H	G	U
G	N	W	D	F	Z	X	T	B	I	T	X
E	L	P	A	P	E	R	C	L	I	P	Y
Z	J	K	L	M	N	O	P	E	T	U	U

LANGUAGE

Simple Past Tenses

Simple Past Tenses	Positive	Negative	Interrogative
Simple Past Tense is a tense that is used to express an action or event that occurred in the past.	Subject + Verb 2 • Ayu s**ang**. • Budi **ate** breakfast this morning.	Subject + did + not + Verb 1 • Tasya did not **sing**. • My mom **did not go to** the market today.	Did + Subject +Verb 1 + ? • **Did** Ayu **sing**? • **Did** you **do** your homework?

LISTENING 4

Listen and repeat these words.

1. I sent you an email a month ago.
2. She didn't receive the email until this morning.
3. Did you check your email for the latest updates?
4. Didn't they respond to your email inquiry about the project?
5. Last night, I received an email from my friend.

• Write an email

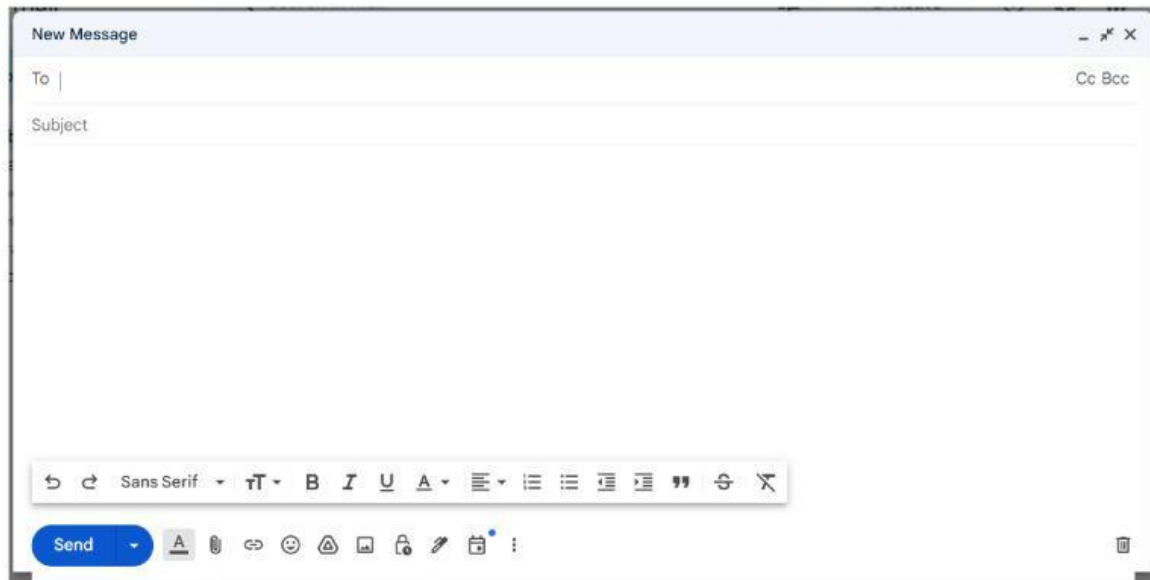**Click the link below to display a video explaining how to write an email.**

Link : https://youtu.be/fSHQ-oi3pDc?si=w-wx2-4m3JrfjPu2

How to Format an Email

✓ Parts of an Email
✓ Capitalization
✓ Spacing and Empty Lines
✓ Signature Block (Optional)

WRITING 5 — Have you had any interesting experiences in the past? Tell your friend about this experience via email. Write it in the column below!

New Message — ⤢ ×

To | Cc Bcc

Subject

↩ ↪ Sans Serif ▾ ⊤T ▾ B I U A ▾ ≡ ▾ ⊟ ☰ ⊒ ⊒ ❞ ✄ ✗

Send ▾   A 📎 🔗 ☺ △ 🖼 🔒 ✏ 📅 ⋮   🗑

SPEAKING 6 — Present your email to the group, then answer the questions on Quizizz.

Link: https://quizizz.com/admin/quiz/65691fb58e52ca5049f6feff?source =quiz_share

1. What does "CC" stand for in email communication?
    a. Courtesy Call
    b. Creative Content
    c. Computer Code
    d. Copy Cat
    e. Carbon Copy

2. Which of the following is NOT considered good email etiquette?
    a. Adding personal anecdotes
    b. Including relevant information
    c. Using clear and concise language
    d. Checking grammar and spelling
    e. Responding promptly

3. Please _____ the attached document for your review.
    a. Send
    b. Copy

    c. Forward
    d. Check
    e. Open

4. What is the purpose of the "BCC" (Blind Carbon Copy) field in an email?
    a. To hide the email addresses of additional recipients
    b. To send a copy of the email to additional recipients
    c. To mark an email as urgent
    d. To format the text of the email
    e. To add attachments to the email

5. Which element of an email is responsible for summarizing the email's content?
    a. Signature
    b. Attachment
    c. Salutation
    d. Body
    e. Subject Line

6. What should be included in the opening part of a formal email?
    a. Closing remarks
    b. Personal anecdotes
    c. Salutation
    d. Attachment
    e. Subject Line

7. What does "BCC" stand for in email communication?
    a. Best Communication Code
    b. Blind Carbon Copy
    c. Bold Communication Content
    d. Basic Copying Criteria
    e. Busy Communication Channel

8. What is the purpose of an "Attachment" in an email?
    a. To greet the recipient
    b. To add additional recipients
    c. To store drafts of emails
    d. To attach files or documents
    e. To mark an email as important

9. What does the term "Inbox" refer to in email communication?
    a. A folder for deleted emails
    b. A folder for important and unread emails
    c. An email attachment
    d. A formal salutation
    e. A type of email font

10. Which image shows the sent icon?

a.   b.   c.

d.   e.