

74 Email, letters and the internet

A Email and letters

Have you **checked** your **messages** today?

No, I haven't got **wifi** or **the internet** where I'm staying.

What's your **email address**?

It's **lucy@gmail.com**

Can you **email** the documents to me, please?

Oh, but I've already **sent** them **by post**.

Oh no! The post is very slow here, and **letters** often **get lost**.

Have you **received** Donna's email?

Yes, I have. I'll **reply** this evening.

GLOSSARY

email	= electronic mail a message that is written on one computer and sent to another email v
check	look to see if sth is there
message	words that one person sends to another
the internet	the international computer system: I saw it on the internet .
send	make a letter or email go somewhere
post [U]	the system for sending and receiving letters, parcels, etc: send sth by post ; post v
letter	a piece of writing on paper sb sends to another person
get lost	If sth gets lost , you don't know where it is.
receive formal	get sth that sb has sent to you
get	
reply (to sb)	say or write sth as an answer to sb reply n

SPOTLIGHT saying email addresses

@ = at . = dot
We say **jo.xi@gmail.com** like this:
'jo dot xi at gmail dot com'.

1 One word is not correct. Cross it out.

- ▶ send a **letter** / ~~post~~ / **message**
- 1 **get** / **send** / **reply** a message
- 2 reply to **the internet** / **a letter** / **an email**
- 3 send something **by post** / **email** / **document**
- 4 check **your emails** / **a reply** / **your messages**
- 5 get **a letter** / **the internet** / **a message**

2 One word is missing. What is it, and where does it go?

- ▶ I got an / from Luisa this morning. email
- 1 Did you the email I sent you yesterday?
- 2 The letter lost in the post – it never arrived.
- 3 Have you to Juan's letter yet?
- 4 I can't email you because I'm not the internet here.
- 5 My email address is 'jamie gmail dot com'.
- 6 Could you me the information, please?
- 7 I need to my emails before I go out.
- 8 Did you give Zach the letter, or send it by?
- 9 Email me at 'sue 1 at gmail com'.

3 Complete the dialogues.

- A Hi, Arun. Have you **checked** your messages this morning?
- B Yes, I have. Malu (1) me an email with some documents from our lawyer.
- A Oh? I thought the lawyer sent you a (2) with the documents, not an email.
- B I didn't get them. I think they got (3) in the post.
- B A Did you (4) the email I sent you last night?
- B Yes, I'm sorry I haven't had time to (5) yet.
- C A I emailed the information to Jesse, but I haven't had a (6) yet.
- B He's camping this week, so he probably isn't (7) the (8).

TEST YOURSELF

B The internet

STAY SAFE online

- When you **shop online**, only use **websites** which you know or **recognize**.
- If you get an email with a **link**¹ in it, don't **click on**² it if you don't know the person who sent it. It could **contain** a **virus**.
- Make sure your children are safe online. Only let them go online and **search** for information and look at **blogs** and **videos** when you are at home with them.
- Never tell anybody your **passwords**.



GLOSSARY

online	using a computer or the internet shop online buy things on the internet
website	a place on the internet that you can look at to get information about sth ALSO site
recognize	know sb or sth because you have seen them or heard of them before
contain	have sth inside: <i>The website contains the information you need.</i>
virus	a program that enters your computer and stops it working correctly
search (for sth)	use a computer to look for information
blog	a personal record that sb puts on their website saying what they do or what they think about things
video	a short film made digitally that you can watch on the internet
password	a secret word that allows you to start using a computer

- 4 Circle the words which contain the same vowel sound as in *buy, right, wine*. Use the **APP** to help you. Practise saying the words.

link like website contain video virus recognize click online

- 5 Is the meaning the same or different? Write **S** or **D**.

▶ click on something / search for something **D**

1 a website / a site

2 search for something / look for something

3 a video / a blog

4 recognize somebody / meet somebody

5 contain something / click on something

6 password / passport

7 a link / a virus

8 online / on the internet

- 6 Complete the questions with words from the box.

websites passwords blog virus click
recognize online ✓ videos search contains

▶ What kinds of things do you buy online?

1 Do you watch many _____ on YouTube?

2 Do you ever tell people your _____?

3 Have you ever written a _____?

4 Which _____ do you use a lot?

5 Has your computer or tablet ever had a _____?

6 Do you use Google to _____ for information on the internet?

7 Do you _____ on a link if you don't know the person who sent you the email?

8 What do you do if you think an email _____ a virus?

ABOUT YOU

Mostly books and things for the house.

- 7 **ABOUT YOU** Write your answers to the questions in Exercise 6, or ask another student.



TEST YOURSELF