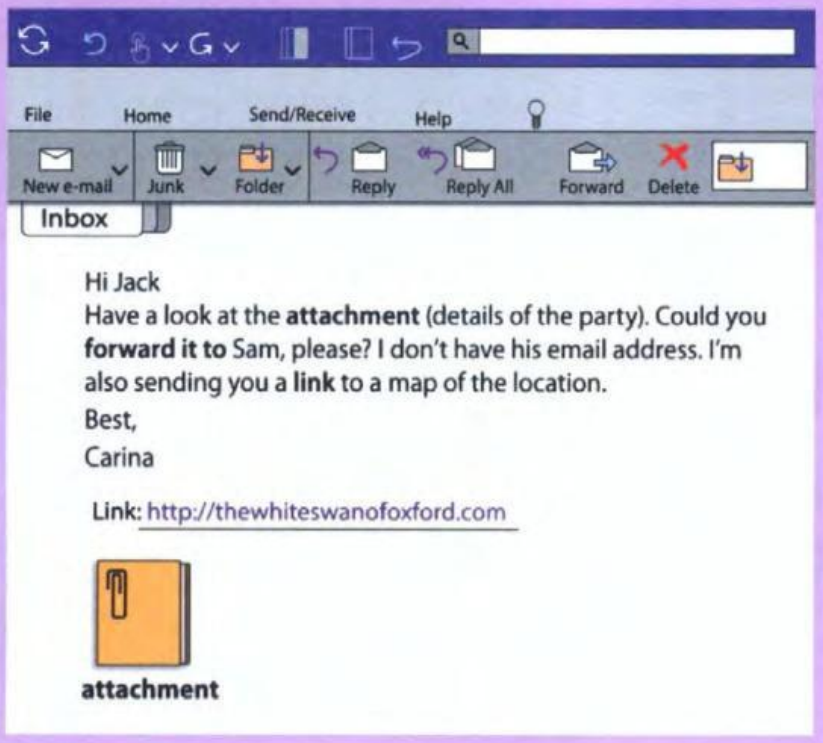
70 Email and social media

A Email



GLOSSARY

junk (mail)	advertising that is sent to people who have not asked for it
delete	remove sth that is written or stored on a computer: ***delete** a word/sentence/file*
reply	send an answer by email to an email you have been sent
reply all	send an answer by email to all the names included in the first message
inbox	the place on a computer, etc. where new email messages are shown
forward sth (to sb)	send a message, letter, etc. that you have received from one person to another person

1 Are the underlined sounds the same or different? Write *S* or *D*. Use the app to help you. Practise saying the words.

▶ sent / reply D

1 forward / attachment .....
2 delete / message .....
3 folder / forward .....
4 junk / message .....
5 inbox / links .....
6 forward / reply .....

2 Complete the sentences.

▶ Emails I've written to someone else go into sent mail folder.
1 Emails that have just arrived go into my ..... .
2 A document I include with an email message is an ..... .
3 If you want to see our room prices, click on this ..... .
4 I forgot to click on 'reply ..... ' so only one person in the group got my message.
5 Juno emailed me yesterday. I'll ..... her message to you.
6 Advertisements usually go into my ..... mail, and then I ..... them.
7 I got an email telling me I'd got the job. I ..... immediately to say how pleased I was.
8 I put messages I want to keep into different ..... .

3 ABOUT YOU Write your answers, or ask another student.

▶ Do you always reply to emails immediately? I do if they're important or interesting.
1 Do you often attach documents or photos to your messages? If so, what kind of thing? .....
2 Do you delete messages when you've replied to them? .....
3 Is your junk folder completely full, or do you empty it regularly? .....
4 How many messages are there usually in your inbox? .....
5 Do you ever forward messages to other people? Why? / Why not? .....

TEST YOURSELF

LIVEWORKSHEETS

B Social media

In the **digital** age, people have new ways of **networking** with each other. Here are some popular **social media** sites:

Facebook To join, you create a **profile.** Then you can upload photos, **selfies**, videos, etc. It's a good way of **keeping in contact with** your friends and family. You can also sell goods on Facebook.

WhatsApp allows **individuals** and groups to **share instantly** and make free calls.

Twitter Join Twitter and then you can **tweet** or **post** a **tweet**, which is like a short **blog.** You can also use Twitter to **promote** your business.

SPOTLIGHT *social media*

Social media means websites and software programs such as Facebook and Twitter. These are used for **social networking** (= communicating with people you know or who have similar interests to you). **network** *v*

GLOSSARY

digital	using an electronic system that uses numbers 1 and 0 to record sound or store information	**share**	tell other people online about your experiences, feelings and ideas; ALSO **share sth (with sb)**
profile	a description of yourself on a social networking site	**instantly**	without delay SYN **immediately; instant/ immediate** *adj*
selfie	a photo that you take of yourself, usually for use on social media	**tweet**	send a message using Twitter **tweet** *n*
		post	put information or pictures on a website
keep in contact (with sb)	see, speak to or write to sb, often regularly	**blog**	a personal record that sb puts on their website saying what they have done, or what they think about sth
individual	a person considered separately from other people in the same group **individual** *adj*	**promote**	help sell a product or service by advertising it

4 **Is the stress in these pairs of words the same or different? Write *S* or *D*. Use the APP to help you. Practise saying the words.**

- ▶ popular / upload D
- 1 digital / media .....
- 2 individual / immediate .....
- 3 profile / social .....
- 4 Twitter / business .....
- 5 contact / network .....
- 6 promote / selfie .....
- 7 digital / instantly .....

5 **Complete the texts.**

BILLY-JO

I've never been good with ▶ digital technology, but my cousins asked me to join some **(1)** s..... media sites as they live abroad and wanted to be able to keep in **(2)** c..... with me more easily. As I'm new to social **(3)** n....., I asked a friend to help me, and she suggested I start with Facebook. She told me to take a **(4)** s..... and create a **(5)** p..... of myself and then **(6)** p..... it. My cousins in Australia contacted me **(7)** i....., and we had an online chat. I'm able to **(8)** s..... pictures and videos with them, which is great.

GARDEN DIARIES

I've been writing a **(9)** b..... about my gardening business for several months now, and it's going well. My wife encouraged me to sign up to Twitter, and I now **(10)** t..... most days. I find it's a great way to **(11)** p..... my business and hear from potential customers.

6 ABOUT YOU **Which of these activities do you do regularly, and why? Write your answers, or tell another student.**

use social media
connect with family on social media
promote your business on social media
write a blog
take selfies
share photos and information online
create a profile

TEST YOURSELF

LIVEWORKSHEETS