Skills Time!

Reading

1 Look at the email. What is it about?   **2** Listen and read. 🔘 85

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.

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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!
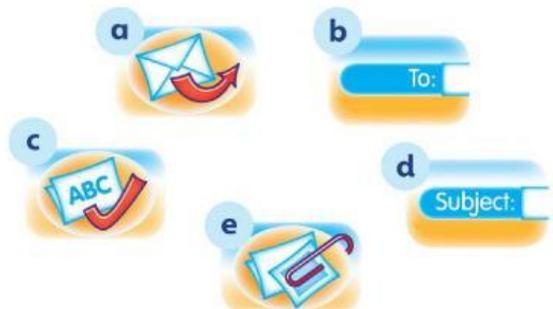
Kate

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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
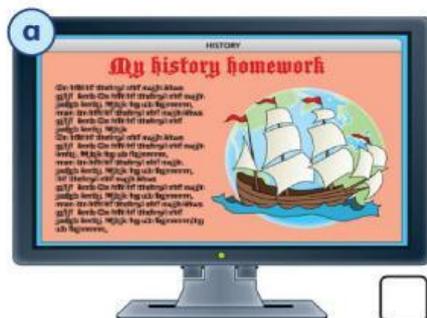> attach a photo   website   send a message**

4 Read again and match.

1 You write the person's email address here.   `b`

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.   ☐

a
b   To:
c   ABC
d   Subject:
e

LIVEWORKSHEETS

Listening

1 Listen and number. 🔊 86

a
HISTORY
My history homework

b
SCORE: 204   18   18   LEVEL:

c
My Gallery

2 Listen again and write *R* (Rita), *D* (Dan) or *B* (Beth).

1 [ ] can type very well.

2 [ ] makes photo albums and sends emails.

3 [ ] plays computer games on the Internet.

4 [ ] uses the Internet to help do homework.

5 [R] has a computer in the dining room.

6 [ ] cannot play computer games every day.

Speaking

▶ Watch the DVD!

3 Ask and answer. How often do you … on the computer?

1 do homework

2 listen to music

3 send emails

4 play games

5 watch DVDs

6 search the Internet

How often do you do your homework on the computer?

Once a week.

Writing preparation

Different words (**parts of speech**) in a sentence do different things. The **verb** shows the action in the sentence.
The **subject** does this action.
The **object** receives the action.
The object is usually *after* the verb.

She sends emails.
S   V   O

4 Look at the sentences. Write *S* (subject), *V* (verb) and *O* (object).

1 Beth types her homework.
[S] [ ] [ ]

2 Rita makes photo albums.
[ ] [ ] [ ]

3 Dan is playing computer games.
[ ] [ ] [ ]

Complete the writing tasks on pages 78–79 of the Workbook.

pages
78–79