Sai Gon Language Center Class:

My name is: _____

WORKSHEET

Date: FFs4	Teacher's feedbacks

Task 1: Read and write

Space type look forward to button messenger Attach message spellchecker

1. a written or spoken piece of information, etc. that you send to somebody or leave for somebody when you cannot speak to them yourself: .....
2. the part of a line, page or document that is empty: .....
3. a small part of a machine that you press to make it work: .....
4. a person who gives a message to somebody or who delivers messages to people as a job: .....
5. To type something using a computer keyboard or typewriter: .....
6. to send an electronic document with an email: .....
7. a computer program that checks your writing to see if your spelling is correct: .....
8. to be thinking with pleasure about something that is going to happen (because you expect to enjoy it): .....

LIVEWORKSHEETS

Task 2:

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 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

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. [ ]

LIVEWORKSHEETS

Task 3: Listen and write

George's holiday to London

1 Transport: by ✔ train

2 Hotel name: The _____

3 Where the hotel is: next to the British _____

4 Phone number: _____

5 Where George visited: The _____ Theatre

6 Time of the play: Sunday at _____

LIVEWORKSHEETS