

## Vocabulary

### A. Complete the sentences with the following words.

*nicknames   attachment   information   attach   e-mail address*

- 1 Yesterday I forgot to ..... the document in the mail.
- 2 Some people use ..... for the e-mail addresses.
- 3 Important ..... can be passed to staff immediately using e-mail.
- 4 Sometimes I have difficulty in opening the .....
- 5 Most people have more than one .....

## Grammar

### B. Circle the correct answer.

- 1 E-mail addresses are made **up** / **with** of three parts.
- 2 Business correspondence should be **more** / **much** formal.
- 3 E-mail **is allowed** / **allows** a business to communicate things more quickly.
- 4 E-mail can improve the **efficient** / **efficiency** of teams in a company.
- 5 People **keep** / **are kept** up to date about the business.

### C. Complete the sentences with the following words.

*subject line   important mails   junk box   informal style   e-mail address*

- 1 Saving ..... can help you in the future.
- 2 Sometimes you may have important mails in your .....
- 3 I mostly write my e-mails in an .....
- 4 The ..... reflects the message.
- 5 Nowadays, everybody has at least one .....

## Content

### D. Put the dialogue into correct order.

.....Fine. Did you get the e-mail I sent you?  
.....info@jane.com  
.....Fine, thanks. And you?  
.....Oh, sorry. That's my old address. Please send it to info@manager.com  
.....Good morning Jane. How are you?  
.....No, I'm sorry, I didn't get it. Which address did you send it?  
.....No, I didn't. What was it about?  
.....About the replacement of a stereo.  
.....Thanks. See you.  
.....Ok. I'll send it right now.

### E. Answer the questions.

- 1 How often do you send and receive e-mails?
- 2 Do you write short or long e-mails?
- 3 Do you receive a lot of e-mails daily?
- 4 Do you prefer e-mail or telephone for serious subjects?
- 5 Do you receive a lot of e-mails in your junk box?