

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?