



หน้าตาของกรอบในขั้นตอนการเขียน e-mail message อาจแตกต่างกันไปตามระบบของ e-mail ที่เลือกใช้ ตัวอย่างหน้าตาลักษณะอื่นๆ ได้แก่

Send Cancel Save Draft Add Attachment Spell Check Options

To: _____

Cc: _____

Subject: _____

Tip: drag and drop files from your desktop to add attachments to this message.

Font: 3 (12pt) Bold Italic Underline Text Color Background Color

Sign out

After checking or sending an e-mail, do not forget to click on the **Sign Out** button.

PART II Listening & Speaking



Verb groups

Activity 19.8



Listen and repeat the following groups of verbs.



A

B

C

D

E

receive an e-mail / get an e-mail / open an e-mail

write an e-mail / send an e-mail / answer an e-mail / forward an e-mail / delete an e-mail

check my e-mail / read my e-mail / access my e-mail

open your inbox / check your inbox

open an attachment / send an attachment / contain an attachment

Activity 19.9

Write these sentences in Thai language.

1 I will check my email tonight.

2 Did you open your inbox this morning?

3 That email contains an attachment.

4 The first thing to do in the morning is reading email.

5 My sister received more than two hundred e-mails in one week.

Activity 19.10

Complete the following blanks with these verbs below.

~~forwarded~~ got checks deleted read

1 I forwarded an email to Peter.

2 I _____ an e-mail from Danielle last week

3 I _____ an e-mail from Tony this morning.

4 She _____ her e-mail first thing every morning.

5 I _____ a lot of junk e-mails in the Spam folder.