

# UNIT 9

## CHECK YOUR E-MAIL!

### Activity 19.21

Look at the emoticons in the above table. They all are common. Discuss with your friends which ones you or your friends have used or seen before.

### Activity 19.22

Do some research from the Internet or books and find the faces that are formed by the following keyboard symbols. Draw the faces in the boxes.



## PART VII Culture Note



### Don't shout at people in an e-mail message.

When you write an e-mail, make sure that you do not write any text in all capital letters.

Writing in all  
CAPITAL LETTERS



What will your reader feel when you write e-mails in block capitals?

- Ⓐ You are raising your voice to your reader.
- Ⓑ Your email message may be referred to as "shouting".
- Ⓒ Your reader will likely feel that he or she is being shouted at.
- Ⓓ Your reader may feel that he or she is being threatened.

### Activity 19.23

What's wrong with this e-mail?  
Discuss with your friends.



Send Cancel