

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.



To
all_students2014@uow.edu.au

Cc
magda.wong@uow.edu.au

Subject
Book launch

MESSAGE
Dear Staff and Students

JUST A REMINDER THAT YOU ARE INVITED TO ATTEND A BOOK LAUNCH TOMORROW INVOLVING 3 BOOKS BY STAFF CURRENTLY TEACHING AT OUR SCHOOL.

Professor Mark Bray
A/Professor Julia Connell and John Lewer

Send

Cancel