

PART VIII Progress Check



What did you learn in this unit?

Check A Write as many new words that you have learned in this unit as possible.

Check B What do we call a document or file can also be sent with an e-mail message? Circle *a*, *b*, *c* or *d*.

- a attachment
- b forward
- c photo
- d text

Check C What is the difference between **Spam** folder and **Trash** folder?

Check D Complete the sentence with the words in the box.

delete **folder** **forward** **inbox**

You can reply all, delete or _____
an email message in the _____.

Check E Underline the words that are in formal style and circle the words that are in informal styles.

- ▶ Hi Jack
- ▶ Yours faithfully
- ▶ Good wishes
- ▶ Lots of love
- ▶ Dear Mr. Sriratak
- ▶ Dear Sir or Madam
- ▶ Hi all
- ▶ Yours sincerely

Check F Write at least one rule of netiquette you have learned.

Check G Write some examples of internet acronyms and draw some emoticons that you have learned.

Acronyms :

Emoticons :

Check H Why is it important not to write in all capital letters?

