



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. Sripratak
- ☐ 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?

