

ACTIVITY 1:

Match the email vocabulary with the correct meaning.

- 1)  The place where your incoming emails are stored →
- 2)  A file sent with an email →
- 3)  The topic or title of your email →
- 4)  Send the same email to another person →
- 5)  Send a copy of the email to someone who is not the main recipient →



ACTIVITY 2:

Complete the sentences with the correct word: **SUBJECT, ATTACHMENT, CC, INBOX, FORWARD**

- 1) I can't open the file you sent in the _____.
- 2) The _____ line tells the reader what the email is about.
- 3) Please _____ this email to the whole team.
- 4) If you want another person to get a copy, put them in _____.
- 5) All your new messages are in your _____.

