

Word bank

typing indicator (n) delayed response (n)
communicate (v) multiple messages (n)
capital letter (n) message (v/n)
emoji (n) reply (v/n)

In today's world, people use phones and computers to send messages quickly.

A **(1) [n]** _____ can be a short sentence or even just one word. Many people also add an **(2) [n]** _____ like 😊 or 😞 to show how they feel.

When we send a message, we often expect the other person to **(3) [v]** _____ quickly. Sometimes, we even see the **(4) [n]** _____, which tells us that the other person is writing. But if we wait too long and get no answer, we call this a **(5) [n]** _____.

Using messages is easy, but we still need to think about how we **(6) [v]** _____. For example, sending **(7) [n]** _____ at one time can be annoying. Also, if you write in a **(8) [n]** _____, people may think you are shouting.

Word bank

misunderstand (v) express emotions (v phr)
tone of the message (n phr) effectively (adv)
appropriate (adj) type (v) instantly (adv)

It is not always simple to understand how someone feels in a message. You can easily **(9) [v]** _____ what your friend means. That's why it's a good idea to use emojis to **(10) [v phr]** _____. They help show your true feelings.

The **(11) [n phr]** _____ is also important. A message can sound friendly, angry, or sad—depending on the words you use. So, you need to learn how to write **(12) [adv]** _____ in a kind and clear way.

In school or work groups, it's important to choose the **(13) [adj]** _____ way to send a message. Think carefully before you **(14) [v]** _____, so your message is clear and kind. If you answer too fast, you may make a mistake, so don't always reply **(15) [adv]** _____.