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]** _____.

LIVEWORKSHEETS