

Activity

6.3

E-mail System



Entering e-mail system

Sign in

E-mail

Password

Sign in

☐ Stay signed in

Please enter your username and password, then click on the **Sign in** button.



เวลาคุณเช็คอีเมล
โฟลเดอร์อะไรบ้าง
ที่มักเห็นอยู่ทาง
ด้านซ้ายมือ

Exercise A Discuss with your classmates the difference between username and password.



E-mail System Folders



This is where new email messages arrive.



This is where a copy of each message you sent is saved.



This is where the messages that you have composed but have not yet sent are saved.



This is where junk-emails arrive. The **Spam** folder is sometimes called the **Junk** folder.



This is where deleted messages stay before they are emptied from the folder. The **Trash** folder is sometimes called the **Deleted** folder.

Exercise B Read the following sentences and choose the right e-mail system folder for each space.

- 1 New email messages arrive in the Inbox folder.
- 2 When you delete messages, the mail system moves them to the _____ folder.
- 3 A copy of each message you have sent is saved in the _____ folder.
- 4 You have started writing a message but cannot finish and send it, that message can be saved in the _____ folder.
- 5 Advertising material sent to large numbers of people including you, who have not asked for it, will arrive in the _____ folder.

6.5

Reading

A

Read an email which Suwit is writing to Bundit and answer the following questions.

- ❶ What was Bundit asked to do?
- ❷ Who is Mr. Salil?
- ❸ What time should Bundit get to Suvarnabhumi airport?
- ❹ What company does Mr. Salil work for?
- ❺ What if Bundit has some problems at the airport?

B

From Exercise A, what should be the name of Suwit's secretary? Discuss this with your classmates. Give a reason for your answer.