Organising your emails



Task 1

Complete the sentences with the right word.

Deleted items / Junk email / Sent items / Contacts / Inbox / Folders or tags with names you decide / Drafts

1. Places to keep your emails so that you can easily find them _____

2. Emails you do not want to keep _____

3. Adverts and emails from addresses you do not know _____

4. Email addresses of the people you know _____

5. Usually the first place emails arrive_____

6. The emails you have sent to people _____

7. Emails you have started writing but not sent _____

Task 2

Read the article below and choose the best word in brackets.

Most emails that you get go straight to your **(Drafts / Inbox / Contacts)**. This is where you decide which emails to read and which to delete. But if your server doesn't recognise the address of a sender, it will probably put the email in the **(Deleted / Sent / Junk email)** mail folder. This is where all those annoying adverts usually go. But sometimes good emails go there too, so remember to check from time to time.
Do you ever worry because you just deleted an email by mistake? Don't worry – just look in the **(Deleted / Drafts / Contacts)** folder. It's probably still there.
Sometimes it can be difficult to find an old email. So why not put them into **(Folders / Junk email / Sent)** to make them easy to find? You can do this for any emails you wrote too – you can find them in **(Inbox / Sent / Deleted)**.
Some people keep hundreds of business cards with people's email address and phone number. You don't need to do this – use your **(Folders / Contacts / Drafts)** as an address book, and it can store all these details for you.
Have you ever found it difficult to finish writing an email? Don't worry – just save it under **(Deleted / Junk email / Drafts)** and finish it later!

LIVEWORKSHEETS

Task 3

Look at the inbox below and then choose the correct answers.

		From	Subject	Received
✉	📎	**Samir**	**RE: Meeting next week**	**Today 9:21 AM**
✉	📎	**Tomoko Nakahata**	**Training course**	**Today 9:03 AM**
✉	📎	**Hashim Saleh**	**Are you free for luch tomorrow?**	**Wenesday 4:12 PM**
		Patricia Bartlett	RE: Meeting next week	Wednesday 4:18 PM
		Ali Al-Habsi	FW: payment received	Wednesday 11:45 AM
	📎	Hatem Trabelsi	Meeting next week	Wednesday 9:03 AM
		Youssef Zouaoui	air conditioning in meeting room 32A	Tuesday 4:23 PM
		IT Helpdesk	RE: Computer problem	Tuesday 2:05 PM
	📎	Tomoko Nakahata	Minutes from last week's meeting	Tuesday 11:02 AM
	📎	Ali Al-Habsi	Sorry – here's the attachment	Monday 6:49 PM

1. How many of the emails have you not read yet?

a) 3 b) 7 c) 10

2. What was Hatem Trabelsi's email on Wednesday about?

a) a meeting b) a payment c) a computer problem

3. Who replied to Hatem Trabelsi's email?

a) nobody b) Tomoko Nakahata c) Patricia Bartlett and Samir

4. How many of the emails have an attachment?

a) 0 b) 6 c) 10

5. Who has sent you an invitation?

a) Hashim Saleh b) Ali Al-Habsi c) Youssef Zouaoui

6. When did Ali Al-Habsi send you emails?

a) Monday and Tuesday b) Tuesday and Wednesday c) Monday and Wednesday

LIVEWORKSHEETS