30000-1205

English Learning Through Digital Media

Unit 7 E-mail

LIVEWORKSHEETS

Getting Started

Email (electronic mail) is a way to send and receive messages across the Internet. It's similar to traditional mail, but it also has some key differences.

To receive emails, you will need an email account and an email address. Also, if you want to send emails to other people, you will need to obtain their email addresses. It's important to learn how to write email addresses correctly because if you do not enter them exactly right, your emails will not be delivered or might be delivered to the wrong person.

Let's take a look at the example of the email address here:

Email addresses are always written in a standard format that includes a user name, the @ (at) symbol, and the email provider's domain.

Today, there are top three webmail providers. They are Yahoo!, Microsoft's Outlook.com (previously Hotmail), and Google's Gmail. These providers are popular because they allow you to access your email account from anywhere with an Internet connection. You can also access webmail on your mobile device.

Exercise 1: Complete the sentences with appropriate words. You may look for the words from the box below.

email account	email addresses	email provider
domain name	user name	

1. The _____ is the name you choose to identify yourself.
2. We call words or letters used to identify companies and addresses as a _____
3. The _____ is the website that hosts your email account.
4. The first step in writing or receiving an email is to create an _____.
5. You'll need to get other people's _____ if you wish to send them emails.

LIVEWORKSHEETS

Language focus

We commonly use prepositions to show a relationship in space or time or a logical relationship between two or more people, places or things. Prepositions are most commonly followed by a noun phrase or pronoun.

Two common different types of prepositions and how they are used are explained below.

Prepositions of Time

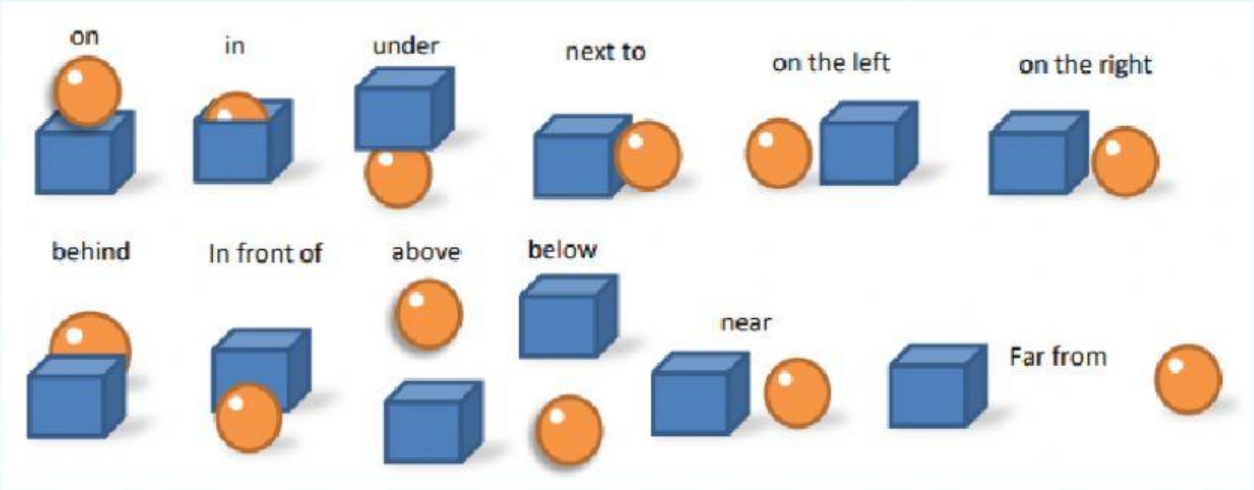
We commonly use in, at, on and no preposition with time words

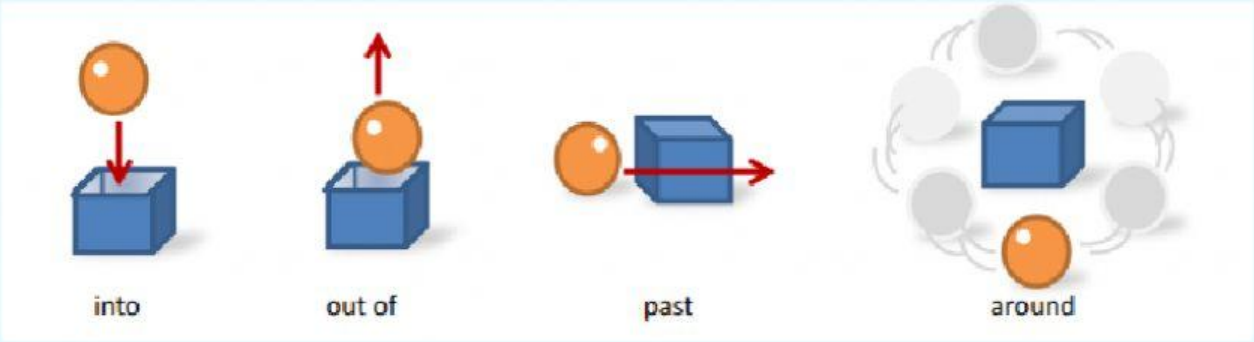
In	**years:**	in 1992, in 2006
	months:	in December, in June
	decades:	in the sixties, in the 1790s
	centuries:	in the 19th century
	seasons:	in winter, in summer
	part of the day:	in the morning, in the afternoon, in the evening
	***no prepositions of time (in/on/at)**	next week, year, month, etc. last night, year etc. this morning, month etc. every day, night, years etc. today, tomorrow, yesterday
On	**days in a week:**	on Monday, on my birthday, on Christmas Day
	days + part of the day: dates:	on Tuesday morning afternoon/evening/night on the 20th of June
At	**times:**	at 8 pm, at midnight, at 6:30
	holiday periods:	at Christmas, at Easter
	meal time:	at lunchtime, at dinnertime, at breakfast time
	***specific use**	*at night *at the weekend

LIVEWORKSHEETS

Prepositions of Place

Prepositions of place describe the position of a person or thing in relation to another person or thing. The images in the next page show how the prepositions are used:





Exercise 2: Complete the sentences with appropriate prepositions.

1. Let's meet ..... midday ..... Saturday.
2. The manager isn't here ..... present, but she'll be back ..... half an hour.
3. You won't be working ..... Saturday nights ..... the future, will you?
4. I'm busy ..... the moment, but I'll be free ..... the evening.
5. Jane is arriving ..... January 26 ..... 2 o'clock ..... the afternoon.
6. The printer is ..... the table the computer.
7. Shawn and Noel were standing ..... a tree waiting for the rain to stop. When they looked up, they saw dark clouds ..... them.
8. Every time I eat dinner, the dog sits ..... the dinner table ..... my leg, begging for food.
9. My car keys were ..... the desk, but I couldn't see them because they were ..... a magazine.
10. I was ..... the kitchen when you called, so I didn't hear my phone ringing because I had left it lying ..... my bag.

LIVEWORKSHEETS

Looking closely

Understanding the email interface

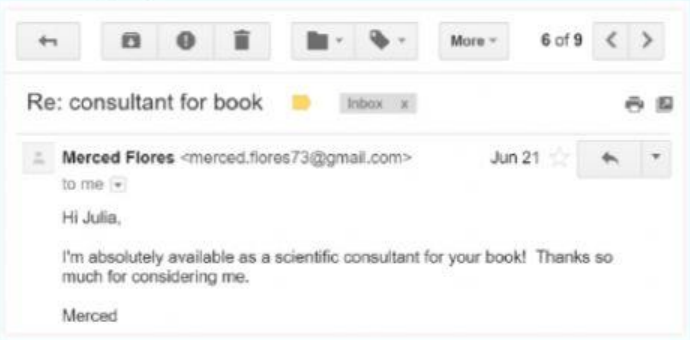
Below are some examples of different email interfaces from Gmail. Review the images below to become familiar with various email interfaces.

Keep in mind that these examples will only provide a general overview. You can visit our Gmail tutorial to learn how to use an email application in detail.

Inbox

The inbox is where you'll view and manage emails you receive. Emails are listed with the name of the sender, the subject of the message, and the date received.

Message pane

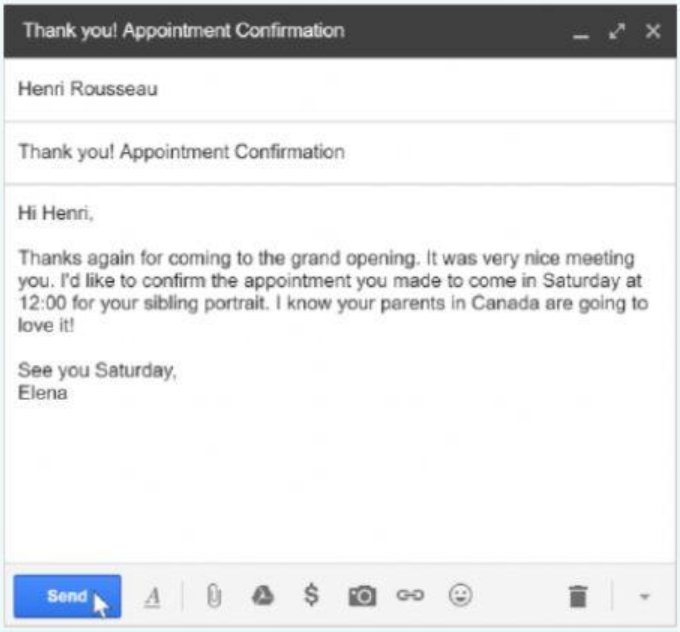


When you select an email in the inbox, it will open in the Message pane. From here, you can read the message and choose how to respond with a variety of commands.

Compose pane

You can click the Compose or New button from your inbox to open the Compose pane to create your own email message. From here, you'll need to enter the recipient's email address and a subject. You'll also have the option to upload files (photos, documents, etc.) as attachments and add formatting to the message.

A Compose pane will also appear when you select Reply or Forward. The text from the original message will be copied into the Compose pane.



LIVEWORKSHEETS

Exercise3: Read the e-mail below and answer the questions·

From stantheman92@funmail.org
To alekscicek@lswcorp.ca
Subject: Hello from Edinburgh!

Hi Aleks

This is my second week in Edinburgh – can you believe it? I love it here. I'm so happy I decided to go to university in Scotland.

Life is very different here. I share a flat with two other students from my course. Each day I get up around 7.30 and walk to the university. On the way I buy breakfast at my local café. Everyone here eats sausages – they're nice, but not very healthy! At university I have classes all morning. My classmates come from all over the world – there are lots of Chinese and Nigerian people. We all eat lunch together in the canteen – usually sandwiches. In the afternoon I study or go for a walk around town – there's so much to see. In the evenings I go out with my classmates, except on Fridays and Saturdays, when I wash dishes at an Italian restaurant. I'm even learning some Italian!

I miss living at home, especially mom's cooking and your stupid jokes 😊 Living in my own flat is great, but I don't like cleaning and doing the dishes. Edinburgh is very small compared with Toronto, and it's cold, even in summer!

I miss you, little brother – write soon!

Take it easy ...

Stan

1· What is this E-mail about? .....·

2· Who is an email recipient? .....·

3· Who is an E-mail writer? .....·

4· What relationship between the writer and the reader? .....·

5· What country is the email from? .....·

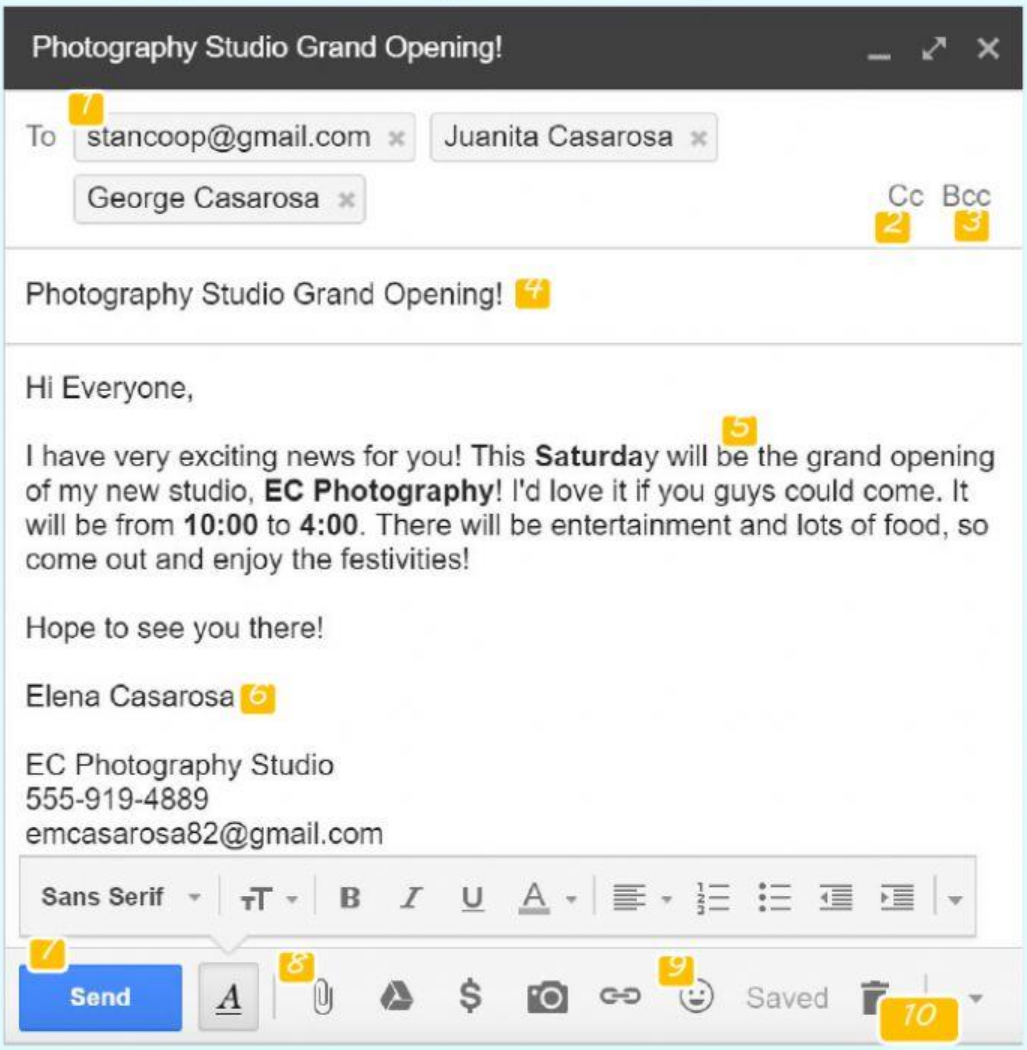
Exercise 4: Read the E-mail again then complete the table below·

	E-mail writer's activities
Morning	
Afternoon	
Evening	
Sat/Fri evening	

LIVEWORKSHEETS

Exercise 5: Look at the picture below then identify compose pane parts with the names given below.

attachment	Blind Carbon Copy	body
Carbon Copy	delete	emoji	recipients
send	signature	subject



1. .....
2. .....
3. .....
4. .....
5. .....
6. .....
7. .....
8. .....
9. .....
10. .....

LIVEWORKSHEETS