

## Email for Beginners: A quick lesson

Let's begin with **email addresses**. These are made up of three parts:

- The person's name, nickname, etc. (for example: bill, bill.williams, bwilliams)
- The @ **symbol** (this means "at")
- The web address where the account is located (for example: SupplyStore.com, cyberlink.net)

So a complete address might look like this: bwilliams@cyberlink.net.

On your email program, you'll see places to enter the address your **message** is going to, the address it is from and the **subject** of the message. Above, or sometimes below, this on the page, you will see a button that allows you to include an **attachment**.

When you receive a message, you have several options:

- Save or **delete** it
- Reply to the sender or **reply to all**
- **Forward** it to someone else

A note on **formal vs. informal style**:

Emails are generally informal. Still, good business etiquette dictates that business **correspondence** should be more formal.

### Get ready!

- 1 Before you read the passage, talk about these questions.

- How can email be useful in business?
- What problems can be caused by email?

### Reading

- 2 Listen and read the tutorial on email. Then, use the completed table to present emails to the class. Complete the table using information from the tutorial.

|                                   |  |
|-----------------------------------|--|
| Parts of an email address         |  |
|                                   |  |
|                                   |  |
|                                   |  |
| Options after receiving a message |  |
|                                   |  |
|                                   |  |
|                                   |  |

### Vocabulary

- 3 Match the words (1-5) with the definitions (A-E).

- |                |              |
|----------------|--------------|
| 1 — message    | 4 — formal   |
| 2 — attachment | 5 — informal |
| 3 — subject    |              |

- A being serious and official  
 B the main part of an email  
 C being relaxed and casual  
 D a file that is sent along with an email  
 E the title of an email