

Name: _____ Grade: _____ Div: _____ Date: ____/____/____

Subject: _____ Topic: _____

1) Here is an email ID. Identify the domain name. tejas.surya@yahoo.com

- a. tejas.surya
- b. @yahoo.com
- c. yahoo.com

2) What should a subject line of an email look like?

- a. Long and explanatory
- b. Full of acronyms
- c. Short and attention getting
- d. Familiar and friendly

3) You receive emails with the following subject lines. Tick (✓) the ones you think are probable spam mails?

- a. Earn more money
- b. Class report card
- c. Free gifts, click this link
- d. You have been selected for a free trip to USA
- e. Annual day dance practice plan
- f. Share your Bank password
- g. Cheap deals for you

- 4) Steve is writing the precautions to be taken while sending and receiving emails. He is not sure about some points. Help him by circling the correct points.
- a. Do not send mails to strangers.
 - b. You can share your password with your best friend.
 - c. Check with elders whom you trust before believing information mailed to you.
 - d. You can open mails received from a stranger.

- 5) Circle the keywords that do not belong to an email application interface

Compose	Send	Compile	Inbox	Launch
Sent	mail	Forward	Delete	Onward
Erase	Attachment	Addition		

- 6) State True or False

- a. You cannot send audio/video files through email _____
- b. To forward a mail click Reply. _____
- c. In an email ID, the username is followed by * sign _____
- d. .gov is used for government agencies _____
- e. URL stands for Unlimited Resource Location _____

7) Choose the correct option

a. You type brief information about the email

Subject To From Bcc

b. This is a file sent with an email

Download Upload Artwork Attachment

c. A button that is used to send an email

Send Forward Delete Go

d. This is an email address that is saved in an email account.

Drafts Contacts Sent Mail List

e. This option is used to respond to an email to multiple users.

Reply Forward Reply All Forward All