

Electronic communication – e-mail

Email

An email is an electronic message sent from one computer to another that can also include a _____: documents, pictures, sounds and even computer programs. Although it is much f_____ and easier to use than the post (snail mail) the two have many things in common: you send an email to a mail s_____ (an electronic post office) where it is stored in a mail box, which holds incoming mail until the recipient d_____ it. Users are given an email a_____ and a password by an internet service provider (ISP) or choose them by themselves.

A typical email address has three parts:

u_____ name, the @ (____) sign and d_____ name. Emails usually have two main parts:

1. the header (TO, CC, BCC, subject),
2. the b_____ – the message itself.



Some email programs also include a s_____, with added information about the sender, at the end of the message. You can make your message more expressive or attractive by using smileys (also called e_____) – little pictures either made with characters from the keyboard such as :-) for happy, :-o for surprised, :-(for sad, or download images and

animations.



Spam or junk mail is the name given to u_____ messages mainly commercial advertising. Some companies, spammers, use it extensively, because it's cheaper than other types of advertising – you or your internet service provider pay for it.