

# 74 Email, letters and the internet

## A Email and letters

Have you **checked** your **messages** today?

No, I haven't got **wifi** or **the internet** where I'm staying.

What's your **email address**?

It's **lucy@gmail.com**

Can you **email** the documents to me, please?

Oh, but I've already **sent** them **by post**.

Oh no! The post is very slow here, and **letters** often **get lost**.

Have you **received** Donna's email?

Yes, I have. I'll **reply** this evening.

### GLOSSARY

<b>email</b>	= <b>electronic mail</b> a message that is written on one computer and sent to another <b>email</b> v
<b>check</b>	look to see if sth is there
<b>message</b>	words that one person sends to another
<b>the internet</b>	the international computer system: I saw it <b>on the internet</b> .
<b>send</b>	make a letter or email go somewhere
<b>post</b> [U]	the system for sending and receiving letters, parcels, etc: send sth <b>by post</b> ; <b>post</b> v
<b>letter</b>	a piece of writing on paper sb sends to another person
<b>get lost</b>	If sth <b>gets lost</b> , you don't know where it is.
<b>receive formal</b>	get sth that sb has sent to you
<b>get</b>	
<b>reply (to sb)</b>	say or write sth as an answer to sb <b>reply</b> n

### SPOTLIGHT saying email addresses

@ = at . = dot  
We say **jo.xi@gmail.com** like this:  
'jo dot xi at gmail dot com'.

### 1 One word is not correct. Cross it out.

- ▶ send a **letter** / ~~post~~ / **message**
- 1 **get** / **send** / **reply** a message
- 2 **reply** to **the internet** / **a letter** / **an email**
- 3 send something **by post** / **email** / **document**
- 4 **check** **your emails** / **a reply** / **your messages**
- 5 **get** **a letter** / **the internet** / **a message**

### 2 One word is missing. What is it, and where does it go?

- ▶ I got an / from Luisa this morning. email
- 1 Did you the email I sent you yesterday? .....
- 2 The letter lost in the post – it never arrived. ....
- 3 Have you to Juan's letter yet? .....
- 4 I can't email you because I'm not the internet here. ....
- 5 My email address is 'jamie gmail dot com'. ....
- 6 Could you me the information, please? .....
- 7 I need to my emails before I go out. ....
- 8 Did you give Zach the letter, or send it by? .....
- 9 Email me at 'sue 1 at gmail com'. ....

### 3 Complete the dialogues.

- A Hi, Arun. Have you **checked** your messages this morning?
- B Yes, I have. Malu (1) me an email with some documents from our lawyer.
- A Oh? I thought the lawyer sent you a (2) with the documents, not an email.
- B I didn't get them. I think they got (3) in the post.
- B A Did you (4) the email I sent you last night?
- B Yes, I'm sorry I haven't had time to (5) yet.
- C A I emailed the information to Jesse, but I haven't had a (6) yet.
- B He's camping this week, so he probably isn't (7) the (8).

### TEST YOURSELF



## B The internet

### STAY SAFE online

- When you **shop online**, only use **websites** which you know or **recognize**.
- If you get an email with a **link**<sup>1</sup> in it, don't **click on**<sup>2</sup> it if you don't know the person who sent it. It could **contain** a **virus**.
- Make sure your children are safe online. Only let them go online and **search** for information and look at **blogs** and **videos** when you are at home with them.
- Never tell anybody your **passwords**.



#### GLOSSARY

<b>online</b>	using a computer or the internet <b>shop online</b> buy things on the internet
<b>website</b>	a place on the internet that you can look at to get information about sth ALSO <b>site</b>
<b>recognize</b>	know sb or sth because you have seen them or heard of them before
<b>contain</b>	have sth inside: <i>The website <b>contains</b> the information you need.</i>
<b>virus</b>	a program that enters your computer and stops it working correctly
<b>search (for sth)</b>	use a computer to look for information
<b>blog</b>	a personal record that sb puts on their website saying what they do or what they think about things
<b>video</b>	a short film made digitally that you can watch on the internet
<b>password</b>	a secret word that allows you to start using a computer

- 4 Circle the words which contain the same vowel sound as in *buy, right, wine*. Use the **APP** to help you. Practise saying the words.

link   like   website   contain   video   virus   recognize   click   online

- 5 Is the meaning the same or different? Write **S** or **D**.

▶ click on something / search for something **D**

1 a website / a site

2 search for something / look for something

3 a video / a blog

4 recognize somebody / meet somebody

5 contain something / click on something

6 password / passport

7 a link / a virus

8 online / on the internet

- 6 Complete the questions with words from the box.

websites   passwords   blog   virus   click  
recognize   online ✓   videos   search   contains

▶ What kinds of things do you buy online?

1 Do you watch many \_\_\_\_\_ on YouTube?

2 Do you ever tell people your \_\_\_\_\_?

3 Have you ever written a \_\_\_\_\_?

4 Which \_\_\_\_\_ do you use a lot?

5 Has your computer or tablet ever had a \_\_\_\_\_?

6 Do you use Google to \_\_\_\_\_ for information on the internet?

7 Do you \_\_\_\_\_ on a link if you don't know the person who sent you the email?

8 What do you do if you think an email \_\_\_\_\_ a virus?

#### ABOUT YOU

Mostly books and things for the house.

- 7 **ABOUT YOU** Write your answers to the questions in Exercise 6, or ask another student.



#### TEST YOURSELF