

My name is: \_\_\_\_\_

**WORKSHEET**Date: .....  
FFs4

Teacher's feedbacks

**Task 1: Read and write**

**Space      type      look forward to      button      messenger**  
**Attach      message      spellchecker**

1. a written or spoken piece of information, etc. that you send to somebody or leave for somebody when you cannot speak to them yourself: .....

2. the part of a line, page or document that is empty: .....

3. a small part of a machine that you press to make it work: .....

4. a person who gives a message to somebody or who delivers messages to people as a job: .....

5. To type something using a computer keyboard or typewriter: .....

6. to send an electronic document with an email: .....

7. a computer program that checks your writing to see if your spelling is correct: .....

8. to be thinking with pleasure about something that is going to happen (because you expect to enjoy it): .....

**Task 2:****What is an email?**

An email is a message sent from one computer to another. The message goes through the Internet.

**How to send an email**

- 1 First, use your mouse and click on *To*. Type the person's email address in the space.
- 2 Now click on *Subject* and write what the email is about.
- 3 Type your email message, using the keyboard.
- 4 When you have finished, you can check your spelling. Click on this button. It's a spellchecker.
- 5 You can also attach pictures from websites or your own photos to the email. Click on this button.
- 6 Finally, click on *Send* to send your message to your friend.



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1 To: Kate@cyberspace.com

From: Lucy

2 Subject: Re: My birthday

3 Hi Kate,

Thanks for the invitation to your bowling party. Yes, I'd love to come. You know I really like bowling! I'm really looking forward to seeing everyone on your birthday. It will be great fun. I can't wait! Did you have a good holiday?

See you on Saturday.  
From Lucy

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Hi Lucy,

It's my birthday next week and I'm having a bowling party on May 12th at the Bowlplex. The bowling starts at 3 o'clock and there will be drinks and birthday cake afterwards. I hope you can come!

Kate

**Read again and match.**

- 1 You write the person's email address here.
- 2 You write what the email is about here.
- 3 You send your message by clicking on this.
- 4 You correct your spelling by clicking here.
- 5 You add pictures with this.

b

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**Task 3: Listen and write****George's holiday to London**

- |                         |                                |
|-------------------------|--------------------------------|
| 1 Transport:            | by ✓ train                     |
| 2 Hotel name:           | The [REDACTED]                 |
| 3 Where the hotel is:   | next to the British [REDACTED] |
| 4 Phone number:         | [REDACTED]                     |
| 5 Where George visited: | The [REDACTED] Theatre         |
| 6 Time of the play:     | Sunday at [REDACTED]           |