

7.3 PRONUNCIATION EMAIL ADDRESSES

There are set conventions for how to pronounce email address symbols such as "@" and "." in English.

at hyphen underscore dot
sue@super-cleaning_team.com

This is pronounced as one word, but domains like **.co.jp** and **.co.uk** are pronounced with initials: "dot co dot you kay"



7.4 LISTEN TO THE AUDIO, THEN NUMBER THE EMAIL ADDRESSES IN THE ORDER YOU HEAR THEM



Six people are giving their contact details to someone they have met.

- A c.j.jones@global-exec.com
- B joe@worldmail.co.jp
- C c.jones@global-exec.com
- D jay.jones@globalmail.com
- E globalmail@jonesbrothers.com
- F c.j.jones@global-exec.co.fr



7.5 CROSS OUT THE INCORRECT WORD IN EACH SENTENCE

Just **make** / **give** me a call when you're ready.

- 1 Do you **do** / **have** a website I can look up?
- 2 Your job **title** / **name** isn't listed here.
- 3 Just **fall** / **drop** me a line for more details.
- 4 How can I **reach** / **touch** you to follow up?
- 5 Is this your phone **number** / **address**?
- 6 Here's my **contact** / **business** card.
- 7 **Say** / **Call** me to arrange a meeting.
- 8 Drop me a **line** / **word** to follow up next week.



7.6 LOOK AT THE BUSINESS CARDS AND ANSWER THE QUESTIONS

McKay & Sons is a travel agent. True False

- 1 McKay and Sons has a website. True False
- 2 Steven McKay is a Web Designer. True False
- 3 Nancy Li has a website. True False
- 4 City Zoo is on Madison Avenue. True False
- 5 Nancy works in Human Resources. True False
- 6 Nancy has an email address. True False



7.7 KEY LANGUAGE SHORT ANSWERS

You will often hear short answers such as "Yes, I am" in English-speaking workplaces. It is more polite to use a short answer than to just answer "Yes" or "No."

TIP

You can use long answers in more formal conversations, or when you want to add more information in your response.

Is this your current email address?

Yes, it is. Email me any time.



Are you on JobConnect?

No, I'm not. I have a blog, though.



Answer uses "be" to match question.

Does your company have a website?

No, it doesn't. It does have a mailing list.



Do you have a business card?

Yes, I do. All my details are on here.



Answer uses "do" to match question.



7.8 MATCH THE QUESTIONS TO THE CORRECT SHORT ANSWERS

Do you have a portfolio?

1 Is this your office number?

2 Are these your work details?

3 Do they have a website?

4 Does your company have a website?

5 Do all of you work for Y9B & Co?

Yes, they are.

No, we don't.

Yes, they do.

No, I don't.

Yes, it does.

Yes, it is.

