Informal and formal emails

1. Name parts of an email using the words below.
   1. Sender
   2. Recipient
   3. Carbon copy
   4. Subject line
   5. Greeting
   6. Closing
   7. Attachment
2. There is a list of email greetings and closings. Put them in correct columns.

|  |  |  |  |
| --- | --- | --- | --- |
| Greetings | | Closings | |
| Formal | Informal | Formal | Informal |
| Dear Sir or Madam | Hi ... | Kind regards | Love |
| Dear Mr ... | Hey | Yours sincerely | Regards |
| To the Financial Director | Hello | Yours faithfully | Best |
|  |  |  | Cheers |
|  |  |  | All the best |
|  |  |  | XOXO |

1. Discuss questions below.
   1. How many emails do you get every day? Are they all important?

I get a lot of emails every day. Most of the time those emails are not important.

* 1. Do you feel that people overuse emails?

I think the people are not overuse the emails.

* 1. Do you set up an autoresponder when you’re out of the office?

I never use autoresponder before, but I do not really get emails that I have to respond to.

* 1. Do you prefer sending emails or talking face-to-face?

I prefer sending emails.

* 1. In which situations are emails necessary means of communication?

For example if that 2 people are so far away.

* 1. Are you annoyed when people add you to CC and you get lots of useless emails?

Yes I very annoyed about that.

1. Match words a) – f) to their meanings 1 – 6.
   1. 3
   2. 5
   3. 6
   4. 2
   5. 1
   6. 4
2. Watch a video [https://youtu.be/amJZXjxnhTI] and put the rules below in the order you hear them.
   1. b
   2. c
   3. e
   4. a
   5. d
   6. f
3. Discuss questions below.
   1. What do you think about the rules presented in the video?

It is useful if you do not know how to write an email.

* 1. Have you ever had an email writing course? Do you think every company should offer such a course to its employees?

No I have not. If somebody never send an email or use email, then of course the company should teach them.

* 1. Do you always try to write a brief subject line?

Yes I always do.

* 1. Do you think that people have a problem with writing concise emails? Why? Why not?

Sometimes maybe yes. Because they do not think about what to write, they just write what they are thinking of.

* 1. What aspect of writing emails do you find most problematic?

The greetings.

1. Match verbs from Box A with their more formal equivalents from Box B.
   1. Need – require
   2. Buy – purchase
   3. Help – assist
   4. Choose – select
   5. Answer – reply
   6. Tell – inform
   7. Be sorry – apologize
   8. Check – verify
   9. Ask for – request
   10. Get – receive
2. Rewrite the sentences using words from ex. 7.
   1. Could you inform us when you expect to send these products to clients?
   2. I would like to purchase your new software, but I don’t know where I should place an order.
   3. If you cannot log in to our website, contact us and we will assist you with the process.
   4. Unfortunately, I haven’t got my order yet. Can you verify what has happened with it?
   5. Mr. Smith requires to see you on Tuesday at 9 a.m. Are you available at that time?
   6. Our company rules say that employees have to answer to all emails the day they get them.
3. Read two emails (A = informal, B = formal) below, and find and fix 4 errors in each of them.
   1. I hope you get my email before leaving for vacation.

Our manager told us that we have to arrange a meeting immediately when you come back. Which date is suitable you?

We’re thinking about having the meeting on 12 Feb at 9 a.m.

* 1. I am writing to you to complain about my order.

Last month I purchased a table lamp in your e-shop.

However, it’s already been a month and I still do not receive my lamp.

Kind regards,

1. Reply to EMAIL B from the previous exercise. In your email, include the following aspects:

Dear writer,

We apologize for the inconvenience. Our system had a breakdown 1 week ago so all the purchase informations we received from our website could not been forwarded to our storehouse.

The next step will be to fix our system and as soon as possible we will deliver your product. Until that time we would like to give you a 50% discount code from our website for your next purchase.

Yours faithfully,

Customer Service Team

How apps work

1. Look at the apps and discuss the questions.
   1. What do you think the apps do?

The first app is a sport app, that monitors your activites.

The second app is a timetable app where you can check when your bus is arriving.

The third app is a store’s app where you can buy things.

The fourth app is a map app where you can search where is the place you want to go.

* 1. How often do you use apps like these?

Except the first one I use those every day.

* 1. What other apps do you often use? How do they help you?

Social media apps. It helps my boredom.

1. Add the missing letters to explain what the icons mean.
   1. Menu
   2. Receipt
   3. Notification
   4. Password
   5. Payment method
   6. Settings
2. Complete the gaps with the words/phrases in the box. One of the gaps has two possible options.
   1. Download
   2. Log into, enter
   3. Double-check
   4. select
   5. Get
   6. Click, edit
   7. Change
3. Look at ex. 2 and 3 and tick the words that are new or difficult for you. Then, say which three new words you will probably use most in the future.
   1. Click, change, double-check
4. Aswer the questions.
   1. Choose an app on your phone.
      1. How can you change the language of the app to English? Can you do it in settings?

In the app’s settings.

* + 1. What payment methods can you use in the app?

Only with card.

* + 1. Imagine you don’t want to get notifications from the app. What can you do?

In the app’s settings you turn off the notifications.

* + 1. Click the menu button. Can you update your email address there?

Yes I can.

* 1. When are app notifications useful and when are they annoying?

It depends on what app we are talking about.

* 1. Do you sometimes download apps and then never use them?

Sometimes yes.

* 1. How often do you rate apps (e.g. give them five stars)?

I almost never rate apps.

* 1. What do you know about an app called Uber? How often do you use it?

I never use that app so I do not about it nothing.

1. You are going to watch video about the Uber app. Decide whether the statements are true or false. Then, watch the video [https://youtu.be/aYhEUYW6E-Q] and check your answers.
   1. F
   2. F
   3. T
   4. T
   5. T
2. Guess what words are missing. Then, watch the video again and complete the gaps with one word each.
   1. Entering
   2. Edit
   3. Update
   4. Moving
   5. Clicking
   6. Rate
3. Look at the information below and explain how to use food apps. Add any necessary details or make changes if the app you use works differently.

First, log in. Double-check your password if you can’t log in. Find a restaurant you like by clicking the menu. In the menu, select ‘choose restaurant’. Select what you want to eat and add to order. If you ready add your address. Select how you want to pay. You will get a notification about the payment. Food delivery will give you the receipt. Enjoy your meal and don’t forget to rate us.

1. Choose one of the topics below and make notes on how to use an app for it. Look up any necessary words (in a dictionary or an app).

Log in the app, select what you want to buy (bus ticket), add your card information, than if your bus is arrived just use the qr code in the app.

Beaming the internet from space

1. Choose the correct words in the groups below.
   1. COVERAGE
   2. LATENCY
   3. OPTICS
   4. TRANSMIT
   5. VACUUM
   6. ALTITUDE
   7. TERRESTRIAL
   8. WRECK
   9. BROADBAND
   10. CONSTELLATION
2. Read the text on the next page and choose which answer (A-D) best fits each gap (1-6).
   1. A
   2. D
   3. C
   4. D
   5. B
   6. A
3. Answer the questions below.
   1. Approximately 60% of the global population is connected to the World Wide Web.
   2. The internet travels across oceans through undersea fiber optic cables.
   3. Predicting the exact timeline for global internet coverage is challenging, but efforts are ongoing to increase connectivity worldwide.
   4. The internet is expected to evolve in the next few years with advancements in technology, increased connectivity, and developments in areas like artificial intelligence and virtual reality.
4. Watch the first part of the video [https://youtu.be/KENaDXdm1sg ] (to 1:31) and complete the notes below.
   1. Company

Tesla, SpaceX

* 1. Objective

To all people in the earth have internet access

* 1. Satelites number

42000

1. Watch the second part of the video (from 1:31) and choose the bestanswers.
   1. C
   2. B
   3. C
   4. A
   5. C
2. Read the sentences from the video and come up with the definitions of the words in bold.
   1. Audacious means bold, daring, or adventurous.
   2. Commendable means deserving praise or approval.
   3. Proposition means a suggested plan or proposal.
   4. Dissenter means someone who disagrees with an established system, belief, or opinion.
   5. Bottleneck means a point of congestion or restriction in a process.
3. Discuss the questions.
   1. No personal opinion. Starlink has supporters for global connectivity and skeptics for concerns like astronomy and space debris.
   2. Faster Starlink internet benefits businesses and provides improved connectivity for ordinary people, especially in remote areas.
   3. Starlink aims for profit and global internet coverage.
   4. Elon Musk's audacious plans include Mars missions, the Hyperloop, and Neuralink.
   5. Elon Musk is considered a visionary for pushing boundaries with innovative ideas.

Blockchain: there’s more to it than crypto

1. Discuss the questions.
   1. a) BTC - Bitcoin
   2. b) ETH - Ethereum
   3. c) DOGE - Dogecoin
   4. d) USDT - Tether (a stablecoin pegged to the US Dollar)
   5. I don't have personal experiences or the ability to use wallets, as I am a computer program and do not engage in transactions or activities outside of providing information and answering questions.
2. Look at the possible collocations and find the odd word out.
   1. 2
   2. 3
   3. 1
   4. 2
   5. 3
   6. 1
   7. 1
   8. 2
3. Look at the statements and discuss whether you agree with them or not.
   1. Yeah, I think so. Flexibility and diverse perspectives often outweigh the challenges of remote work.
   2. Not really. There's a lot of legit free stuff online, like open-source software and free trials.
   3. It's a fine line between freedom and stopping online harassment.
   4. Honestly, it sounds risky. Online voting needs some serious security measures to avoid messing with elections.
   5. Cryptos might shake things up; it's all about decentralization and challenging the traditional financial system.
4. You’re going to watch a video about blockchain applications. Before watching, discuss the questions.
   1. No I did not hear about that.
   2. No I do not.
5. Watch the first part of the video [https://youtu.be/aQWflNQuP\_o] (to 00:37) and explain what ‘blockchain’ is using the following words and phrases.
   1. Distributed
   2. Transparent
6. Work in groups. Watch the next part of the video (to 05:15) and complete the table. Group A should complete the information about CARS and DIGITAL VOTING and Group B about LEGISLATION and FOOD & LOGISTICS.

|  |  |  |  |
| --- | --- | --- | --- |
| AREA | POTENTIAL USE | WHAT’S CURRENTLY  BEING DONE | CHALLENGES  (IF MENTIONED) |
| CARS | Odometer that connects the internet | Tempering with the odometer |  |
| LEGISLATION | Stampd.io | Notary | Questioning legality |
| DIGITAL  VOTING |  | Paper, special computer | Identify voters, malvare, service attacks |
| FOOD &  LOGISTICS  INDUSTRIES | Digital certificate | Isolate the bad food |  |

1. Discuss the questions.
   1. Not surprised; blockchain's versatility is impressive.
   2. Decentralized finance (DeFi) could be most disruptive.
   3. blockchain might innovate identity verification and energy trading.
   4. Decentralized systems enhance security and eliminate central control.
   5. No personal influence; I'm a tool for information.
   6. Revolutionary; transforming various industries, not just a passing hype.
2. Look at the following industries and brainstorm some possible applications of blockchain there. The questions below can help you in your discussion.
   1. Blockchain uses cryptography and decentralization to secure data, making it nearly impossible to alter without consensus.
   2. The unchangeable record in blockchain ensures trust and transparency, vital for various applications like legal contracts and financial transactions.
   3. Blockchain's transparent and tamper-proof ledger helps verify the authenticity of digital assets, preventing forgery and fraud.
   4. Blockchain enables secure and transparent financial transactions, providing unbanked individuals with access to financial services and a verifiable financial history.
   5. Yes, blockchain can use digital certificates to establish and verify ownership, protecting intellectual property and proprietary rights.

Have you met the new Dalí?

1. Discuss the questions.
   1. I don't take or share photos.
   2. Many people use photo editors for enhancements or creative changes.
   3. some argue societal emphasis on visual content may contribute to increased focus on images.
2. Look at the images and match them with the descriptions below.
   1. 4
   2. 1
   3. 2
   4. 3
3. Look at the descriptions in ex. 2 again and match the words in bold with their meanings below.
   1. slightly modified: added
   2. clear, sharp: vivid
   3. cut out: slightly modified
   4. not clear (x3): not clear
   5. mix, combine: put in a straight line
4. Look at the images and discuss the questions.
   1. Blended, cropped, low-resolution, high-resolution
   2. I like the first one because it is crisp.
   3. For exercises like this.
5. Watch a video [https://youtu.be/qTgPSKKjfVg] and make notes on the statements below.
   1. DALL-E can create images and retouch photos.

Robot like Picasso, polar bear bass

* 1. DALL-E understands objects.

Not just individual objects, koala, motorcycles, relationships between objects

* 1. DALL-E has some limitations.

Incorrectly labelled pictures, same objects different names

1. Discuss the questions.
   1. No personal thoughts; DALL-E is an AI image generator, and whether it's considered art is subjective.
   2. Applications include art creation, design assistance, and generating visuals for various industries.
   3. Yes, AI systems like DALL-E offer new ways for people to visually express themselves through generated or modified images.
   4. Possible future impact on professions like photography and design, but the extent and timeline are uncertain.
   5. Create an image of a futuristic cityscape at sunset with flying cars and vibrant neon lights.
2. Look at the images generated by DALL-E in ex. 4 and think what text descriptions might have been used as prompts for the AI. Your teacher will then tell you what they actually were.
   1. Bear picnic on the moon.
   2. Attila the hun in the future.
   3. Fox in the meadow with brush dots
3. Watch a short video [https://youtu.be/RnHeRf4KC78] about an art contest. Then, look at the comments people left below the video and say whether you agree with them.
   1. Agree
   2. Agree
   3. Disagree
   4. Disagree
   5. Agree