

UNIT 6: The Internet and email

A. Look at the email and answer the questions TRUE or FALSE. Correct the false ones.

From:	anna@goodmail.com
To:	bernard@ciaociao.it
Cc:	carol@freemail.co.uk
Bcc:	dave@norsemail.no
Subject:	arriving in Rome

Hi Bernard

I'll be arriving in Rome just after midday tomorrow (Friday). You don't need to pick me up at the airport – I can get a taxi to the city centre.

See you soon!

Anna

1. The recipient is Anna.
2. The sender is Anna.
3. Bernard knows that Carol knows when Anna will be arriving in Rome.
4. Bernard knows that Dave knows when Anna will be arriving in Rome.
5. You can say that Anna Cc-ed her email to Carol.
6. You can say that Anna Bcc-ed her email to Dave.
7. The subject line is empty.
8. The style of the email is formal.
9. Cc stands for carbon copy and Bcc stands for blind carbon copy, but the full terms are almost never used.
10. Carbon copies were a method of making copies of documents typed on typewriters.

B. Put the words in the spaces.

attach
open

browse
send

field
size

inboxes

You can send almost any file as an attachment. 1_____ through the folders on your computer until you find the file you want to attach. Click on "2_____". The file will appear in the attachments 3_____. Then click "4_____", and wait while the file uploads. Add more files if you wish. When you have finished adding files, click "5_____".

Some email 6_____ will only receive attachments up to a certain 7_____ with one email, for example 10MB. If you need to send a lot of very big attachments, it's sometimes necessary to spread them over a number of separate emails.