

Questions 7 – 10

## SPEAKING

Complete the form below.

Task: NO MORE THAN THREE WORDS

The candidate is to find out as much information as possible about electronic mail.

Candidate's cue card:

### ELECTRONIC MAIL

You are studying at a language school and have heard that students may obtain an electronic mail (e-mail) address so that they can send and receive messages by computer. The Examiner is the Student Services advisor.

Ask the Examiner about:

- what e-mail is
- cost
- how to obtain an e-mail address
- location of e-mail at school
- equipment needed at home
- courses on e-mail

#### Information for the Examiner:

what e-mail is ..... means by which to send messages from one computer to another over the telephone lines

cost ..... free for students at this language school

how to obtain an e-mail address ..... complete an application form and return to Student Services

location of a e-mail at school ..... in the independent learning centre or computer laboratory

equipment needed at home ..... a modem and a telephone line

courses on e-mail ..... Friday afternoon classes throughout the year