The media: internet and email

VOCABULARY PRACTICE

PRE-INTERMEDIATE | A2-B1

Name: _____ **Date:** _____

1 Match each internet or email word with its meaning.

1 inbox	____	a unwanted messages
2 attachment	____	b secret word used to enter an account
3 link	____	c file sent with an email
4 website	____	d answer to a message
5 password	____	e place where received messages appear
6 download	____	f copy a file from the internet to your device
7 reply	____	g set of connected pages online
8 spam	____	h text or image that opens another page

2 Complete the digital expressions.

attachment | download | inbox | link | password | reply | spam | website

1 check your _____

2 open an email _____

3 click a _____

4 visit a _____

5 enter your _____

6 _____ a file

7 send a _____

8 delete _____

3 Choose the correct word.

1 The new message is in my *inbox / website*.

2 The photo is an email *attachment / password*.

3 Click the *link / spam* to open the page.

4 Never share your *password / reply*.

5 I need to *download / inbox* the document.

6 Please send a *reply / website* today.

7 Unwanted advertising email is *spam / attachment*.

8 The school has a new *website / password*.

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VOCABULARY PRACTICE

PRE-INTERMEDIATE | A2-B1

4 Complete the email advice with words from the box.

attachment | download | inbox | link | password | reply | spam | website

First, check your **1** _____ for the teacher's message. Open the **2** _____ only if you recognise the sender. Before you click a **3** _____, check where it leads. Never type your **4** _____ into an unknown **5** _____. If the file is safe, you can **6** _____ it. Send a short **7** _____ to confirm receipt, and move suspicious advertising to **8** _____.

5 Read the text. Write T (true) or F (false).

Pause before you click

Email makes communication fast, but not every message is safe. Check the sender's address and read the subject line carefully. Unexpected attachments may contain harmful software, and a link may lead to a false login page. A strong password should be difficult to guess and different for important accounts. If a message creates panic or asks for secret information, stop and verify it another way.

1 Every email is safe. T / F

2 The sender's address should be checked. T / F

3 Unexpected attachments may be harmful. T / F

4 Every link leads to a real login page. T / F

5 Strong passwords should be easy to guess. T / F

6 Urgent requests for secrets should be verified. T / F

6 Rewrite using the word in capitals.

1 The file came with the email. **ATTACHMENT** _____

2 Answer the message today. **REPLY** _____

3 Open the page by clicking this text. **LINK** _____

4 These unwanted emails should be deleted. **SPAM** ____

OVER TO YOU

Write a **70-90 word** email to a classmate. Include a clear subject, a file or link, instructions and a polite ending.

[ ] Use at least six target words. [ ] Explain the attachment or link. [ ] Keep the email safe and polite.

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ANSWER KEY

1 Internet and email words

1 **e** 2 **c** 3 **h** 4 **g** 5 **b** 6 **f** 7 **d** 8 **a**

2 Digital expressions

1 **inbox** 2 **attachment** 3 **link** 4 **website** 5 **password** 6 **download** 7 **reply** 8 **spam**

3 Correct choices

1 **inbox** 2 **attachment** 3 **link** 4 **password**
5 **download** 6 **reply** 7 **spam** 8 **website**

4 Email advice

1 **inbox** 2 **attachment** 3 **link** 4 **password** 5 **website** 6 **download** 7 **reply** 8 **spam**

5 Reading - suggested answers

1 **F** 2 **T** 3 **T** 4 **F** 5 **F** 6 **T**

6 Rewriting - possible answers

1 It was an email **attachment**. 2 **Reply** today. 3 Click this **link**. 4 Delete this **spam**.

Over to you: Answers will vary. Check clarity, safety and appropriate email tone.