

Part 3

How to structure your email:

(la présentation de ton email)

Learn these words

Vocabulary helpbox

- Switch on/ Turn on= mettre en marche/ allumer
- Select= sélectionner
- Copy= copier
- Type= taper
- Save= sauvegarder
- Send= envoyer
- Create= créer
- Insert= insérer
- Download= télécharger
- Print= imprimer

1. Here is an example of a professional email. Look and pay attention to the structure.

The diagram shows an email interface with the following fields and content:

- From:** Samuel Allison <samuel.allison@xyz-inc.com>
- To:** Karen Jones <karen.jones@lmno-inc.com>
- Subject:** Marks report

The email body is annotated with labels on the left:

- Salutation:** Dear Karen:
- Message Content:** Have you completed a revision of the Marks report, and if so, may I have a copy of it? I would like to take it to my meeting with Rachel tomorrow.
I will be in my office until noon if you have any questions.
- Closing:** Regards,
Sam
- Signature File:** --
Samuel Allison
Director, Marketing
XYZ, Inc.
123 Anywhere Street
New York, NY 10024
Tel: (212) 555-1234
Fax: (212) 555-3456
samuel.allison@xyz-inc.com
www.xyz-inc.com

The word **Body** is written in the bottom right corner of the email content area.

3. Match the content of your email with the appropriate expressions. There are more than one possibilities:

- | | | |
|-----------------------|---|--|
| 1 reason for writing | • | • a. I have worked with... |
| 2 school | • | • b. I am a pupil at.... |
| 3 team/ project work | • | • c. I have worked in a shop. |
| 4 computer experience | • | • d. I like video games. |
| 5 work experience | • | • e. I am familiar with software like excel. |
| 6 hobbies | • | • f. I have picked fruit for farmer. |
| | | • g. I am a member of the football team |
| | | • h. I have done a lot of babysitting. |
| | | • i. I am a chess champion. |
| | | • j. I go to.... |
| | | • k. I don't know how to programme a computer. |
| | | • l. I am writing to+verb. |

4. Do the following quiz about what you can do with a computer.

• How computer literate are you?

1. Do the computer literacy quiz below, then calculate the number of points (count 1 point for each "yes") and read your profile.

Do you know how to...	Yes	No
1. switch on a computer?		
2. type a text?		
3. copy and paste text?		
4. insert photos into a document?		
5. print a document?		
6. save a file?		
7. copy a file?		
8. download a text file?		
9. download an mp3 file?		
10. copy a CD?		
11. copy a DVD?		
12. create a webpage		
13. create a blog		
14. create a website		
15. programme in html		
16. send an email		
Total number of points		

Your profile

- 0-2 points: you're hopeless at using computers. You need to do more.
- 3-5 points: you're not very good at using computers but practice makes perfect!
- 6-9 points: you're pretty good at computing, but you should be more adventurous.
- 10-13 points: you're very good at computing, there are few things you don't know yet.
- 14-16 points: you're an ace at computing, you could teach Bill Gates a thing or two!

Comptabilise ton score pour savoir quel est ton niveau de connaissance en informatique :

0-2 points: c'est désespérant, tu dois faire plus.

3-5 points: tu n'es pas très fort dans l'utilisation d'un ordinateur, mais avec la pratique tu peux t'améliorer.

6-9 points: tu es plutôt bon en informatique, mais il faut prendre plus de risque.

10-13 points: Tu es très bon, il te reste peu de choses à maîtriser.

14-16 points: Tu es un as en informatique, tu devrais enseigner à Bill Gates ou trois petites choses.