



Cream Cake English

Using Emails, in English



Communicating with 'emails'



Email addresses are used to communicate with friends, family and co-workers.

Emails are essential in business – do you know how to say them correctly?

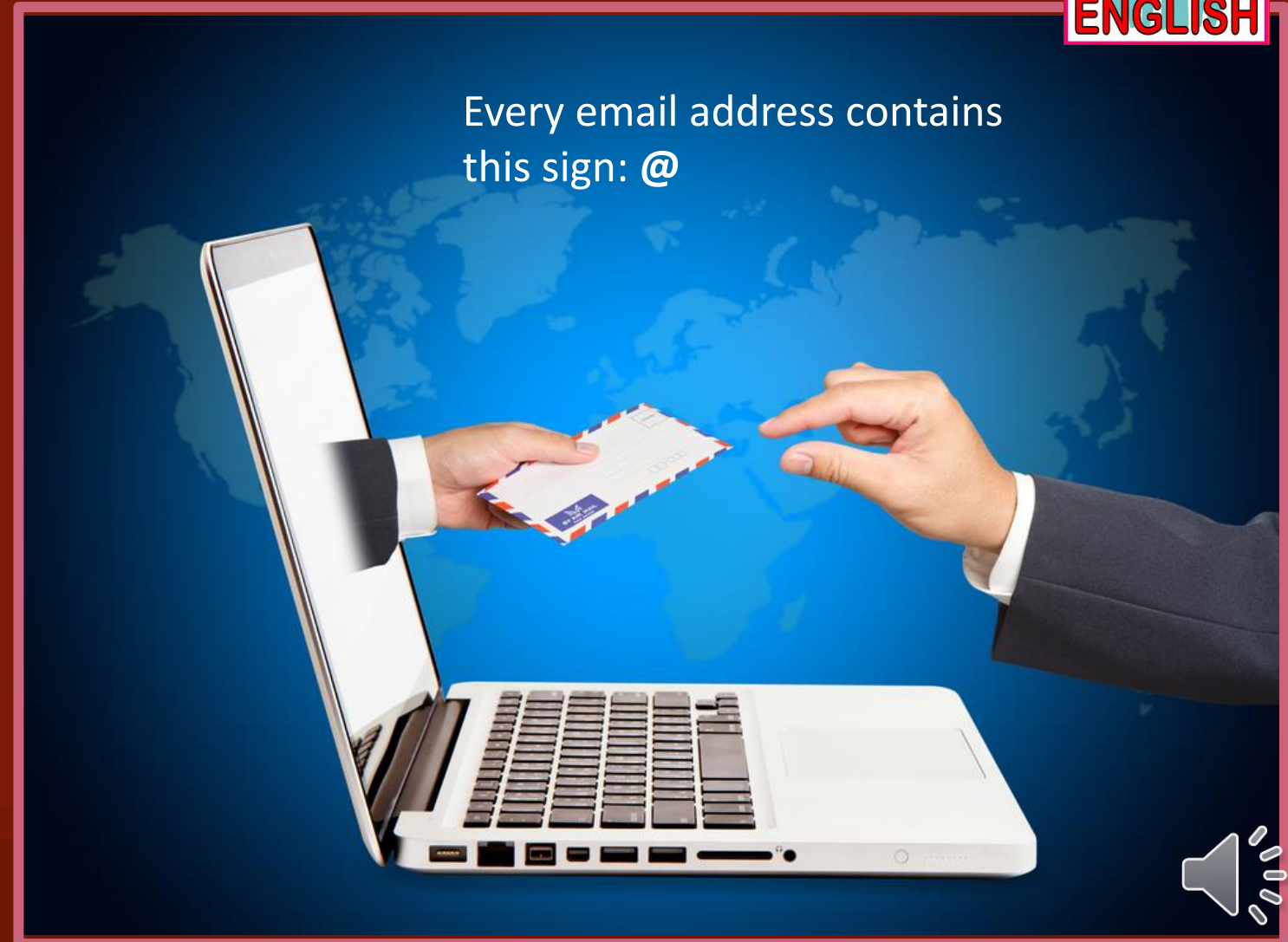
Here are some email addresses:

pong@poppymail.com

kru-eddie@creamcakeenglish.com

patongbeach@see2sea.com

rajabhat@npru.ac.th



Every email address contains this sign: @

Starting with emails, with Peter?

Hi, I'm Peter Griffin
and I know all there is
to know about
emailing.

You can trust me!



What is the missing word or character?

manager / beachhotel / com / . / @

1. admin@_____.com beachhotel

2. staff____beachhotel.com @

3. hr@beachhotel.____ com

4. vacancies@beachhotel____com .

5. ____@beachhotel.com manager



About emails, with Peter?

'CC' means carbon copy
'tough' means difficult
'huge' means big

Tip Number 1:

Answer the tough emails first.

Trust me you will gain a huge benefit!



Task: Complete the sentences with the right word.
delete / send / attachment / open / CC / link

1. You can send an email to one or more people.
2. When you get an email, you must open it before you can read it.
3. With your email, you can include an attachment (like a photo or document).
4. If you don't want to keep an old email, you can delete it.
5. You can include a link to a website in your email.
6. If you are sending someone an email, and you want your manager to see it as well, you can CC your manager.



Now, you try, give the missing word?

Are you ready?
Now, you try it.



...

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Emails give freedom!

Tip Number 2:
**Use this email. Change
it to suit your own
wishes.**



Which word goes in the email, below?
delete - send - attachment - open - CC - link

Hello Paul,

Could you please send the schedule to Mrs. Button at Bisco Ltd when it is ready? Please _____ me, so that I have the document as well.

With thanks,

Peter Griffin

Managing Director



Emails give freedom!

Tip Number 3:
**Use this email. Change
it to suit your own
wishes.**



Which word goes in the email, below?
delete - send - attachment - open – CC - link

Dear Mr. Pinkie,

As we agreed, I'm sending the contract as an _____.
It's a PDF file.

Please let me know if you have any queries.

Best wishes,

Peter Griffin



Emails with Bart Simpson!

Tip Number 4:

Hello, I'm Bart.

**Use this email. Change
it to suit your own
wishes.**



Which word goes in the email, below?

delete - send - attachment - open – CC - link

Hi Jason,

Here's a _____ to something I saw today:

<https://reallifeglobal.com/funny-youtube-videos/>

Watch it if you can – it's really funny!!

Enjoy!

Bart



Tip Number 5:
Hello, I'm Will Smith.
Use this email but
change it to suit what
you want.



Emails with Will Smith!

Which word is the best to use, here?

share a milk shake – take a coffee – enjoy a lemon tea

Hi Rosemary,

I saw you in the canteen today.

I'm wondering if we can _____, when
you finish your classes at 4pm, today?

Please email me back, at will79@filmbiz.biz.

Will

