| email using Communication about Worksheet الملف |
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| Almanahj Website → American curriculum → 5th Grade → Information and comm → Term 1 → The file |

| More files for 5th Grade , Subject Information and comm , Term 1 | |
|---|---|
| Worksheet about Technology | 1 |
| Technology vocabulary Worksheet | 2 |
| Worksheet about Types of communciation | 3 |
| Worksheet about Vocabulary technology | 4 |
| Worksheet about technology | 5 |
| Communication Worksheet | 6 |
| Communication Worksheet | 7 |

Name: _____  Grade: _____  Div: _____  Date: ___/___/_____

Subject: _____  Topic: _____

1) Here is an email ID. Identify the domain name. tejas.surya@yahoo.com

   a. tejas.surya

   b. @yahoo.com

   c. yahoo.com

2) What should a subject line of an email look like?

   a. Long and explanatory

   b. Full of acronyms

   c .Short and attention getting

   d. Familiar and friendly

3) You receive emails with the following subject lines. Tick ( ✓ ) the ones you think are probable spam mails?

   a. Earn more money

   b. Class report card

   c. Free gifts, click this link

   d. You have been selected for a free trip to USA

   e. Annual day dance practice plan

   f. Share your Bank password

   g. Cheap deals for you

4) Steve is writing the precautions to be taken while sending and receiving emails. He is not sure about some points. Help him by circling the correct points.

   a. Do not send mails to strangers.

   b. You can share your password with your best friend.

   c. Check with elders whom you trust before believing information mailed to you.

   d. You can open mails received from a stranger.

5) Circle the keywords that do not belong to an email application interface

| | | | | |
|---|---|---|---|---|
| Compose | Send | Compile | Inbox | Launch |
| Sent | mail | Forward | Delete | Onward |
| Erase | Attachment | Addition | | |

6) State True or False

   a. You cannot send audio/video files through email _____

   b. To forward a mail click Reply. _____

   c. In an email ID, the username is followed by * sign _____

   d. .gov is used for government agencies _____

   e. URL stands for Unlimited Resource Location _____

7) Choose the correct option

   a. You type brief information about the email

   Subject          To          From          Bcc

   b. This is a file sent with an email

   Download          Upload          Artwork          Attachment

   c. A button that is used to send an email

   Send          Forward          Delete          Go

   d. This is an email address that is saved in an email account.

   Drafts          Contacts          Sent Mail          List

   e. This option is used to respond to an email to multiple users.

   Reply          Forward          Reply All          Forward All