Lesson 1. Welcome on Board

Email: The Basics

- **Email addresses:**

  Email addresses have two parts: your *email name* (also called *user name* or *email ID*) and your *email domain*, separated by an @: *emailname@emaildomain*.

  My email address is smithsgj@gmail.com. My email is smithsgj and gmail.com is my domain. The @ symbol is pronounced “at” and all the periods are pronounced “dot”.

- **To: Cc: Bcc:**

  The **To: line** is where you write the email address of the main person you are writing to.

  The **Cc: line**. ‘Cc’ stands for “carbon copy”. In the **Cc: line** you type the email address of someone you want to receive a copy of the email you sent to in the ‘To: line’. When you use the **Cc: line** everyone whose email address is in the ‘To: line’ and ‘Cc: line’ can see the other email addresses that got the same email.

  The **Bcc: line**: ‘Bcc’ means ‘blind carbon copy’. When you type a person’s email address here this person can see all the other email addresses to which you have sent the same email but nobody can see the Bcc email address.

  To:  simon.smiths@gmail.com

  Cc:  scott_sommers@yahoo.com; joe.lavalllee@gmail.com

  Bcc: mike@mcu.edu.tw

Which email address(es) can joe.lavalllee@gmail.com see?

______________________________________________________________________________

Which email address(es) can mike@mcu.edu.tw see?

______________________________________________________________________________
**Content**

Keep it short and to the point.

- **Subject line:**
  The most important thing about the subject line is that it must directly relate to the content of the email. The subject line should be brief and does not need to be a full sentence. For example:

  To: simon.smiths@gmail.com  
  Cc: scott_sommers@yahoo.com; joe.lavalllee@gmail.com  
  Bcc: mike@mcu.edu.tw  
  Subject: Book required for PE1

Students need to have the book East Meets West in English 1. We will be using this book during the Fall semester and students need to bring this book to every scheduled PE1 class.

*The subject line summarizes the most important details of the message.*

- **Greetings**
  Greetings are often different for women and men and you may not be able to tell which you are addressing. In email writing “Dear”, followed by a person’s first name, is commonly used, so you can begin your email like this:

  Dear Simon  
  I would like to buy the PE1 book. Please would you tell me…

But maybe this is too informal for some people and it would be better to use their title:

  Dear Professor Smith  
  I would like to buy the PE1 book. Please would you tell me…
Do not use ‘Good morning’ or ‘Good afternoon’ as the sun may have moved by the time the person gets your email!

- **Body**

  Use short paragraphs and proofread your email before you send it to make sure your message is understandable.

  Make sure that you limit your email to 3 points or less. If you have to make more than 3 points then write them in another email.

  Do not assume that other people have the same sense of humor as you.

- **Signatures**

  Email programs allow you to set up a default signature that is automatically included at the end of every email. When writing in English it should contain your full Romanized/English name and contact details.

  In order to communicate with your Practical English teacher, you need to create a signature that includes the following:

  1. Your Romanized/English name
  2. Your 8 digit student number
  3. Your 5 digit class number

  For example:

  To: simon.smiths@gmail.com
  Cc: 
  Bcc: 
  Subject: Book required for PE1

  Dear Simon
  Please would you tell me where I can buy the book, East Meets West in English 1, that we need for the Fall semester?
  Regards
  Yi-An
  --
  Huang, Yi-An
  95083871
  08101
**Email Task 1:**

Send an email to your teacher that tells them who you are, where you come from, and what Department you are in. Remember that you must include a subject line that is relevant to the email message you are sending. You must also create a signature that gives your Romanized/English name, student number and class number. This signature you will use in all your email communication with your teacher. Remember to proofread your email to make sure there are no grammar mistakes and that it can be understood.