

To: (Name and e-mail address of recipient)
 From: (Name and e-mail address of sender)
 Subject: (Identification of main point of message)

Here is an example of an e-mail address:

smith@cup.ac.uk

Note that the symbol @ in e-mail address is read at that the full stops are read as dot. Thus the example address would be read as Smith at C - U - P dot A - C dot U - K.

The ac.uk in the example address tells you that the address is based at a university in the United Kingdom.

Do you know anyone with an e-mail address? If so, dictate it to other students in the class. If not, then your teacher will give you some addresses for dictation.

Exercise 22. E-mailers make use of symbols called smileys (or emoticons) which can be written using standard letters and signs.

(-) Your basic smiley. This is used to mean I'm happy.

;-) Winking smiley. I'm flirting or being ironic.

:(Frowning smiley. I did not like something.

! I'm indifferent.

8-) I wear glasses.

:-{ I have a moustache.

:-) I have a cold.

C=:) Head cook, chef-de-cuisine.

Q:) Soldier, man with beret, boy scout.

*:O) Clown face; I'm feeling like a buffoon.

:9 Licking the lips; very tasty or delicious.

VVVVVV O: > Snake (or to rake someone over the coals)

9 %-) 5 :-| 8 :-Q 6 @: 4 :-D 2 >:-| 1 (:) [:-)

1. I'm a dunce.
 2. I'm an egghead.

Exercise 23. Match these smileys to their meanings listed below:

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one smiley and some abbreviations.

Exercise 25. Write an e-mail message to your friend (on paper). Use an appropriate format and a chaty style. Try to use at least

1. Do faxes, electronic mail and papers offer an escape from human interaction?
2. Could all these topography symbols such as e-smiles supplant the more emotive ingredients of two-way communication?
3. How can we balance the use of technology and real-life conversation?

Exercise 24. Discuss:

3. I'm asleep.
4. I'm laughing.
5. I'm left-handed.
6. I'm screaming.
7. I'm wearing a Walkman.
8. I'm sticking my tongue out at you.
9. I've been staring at this screen for too long.

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