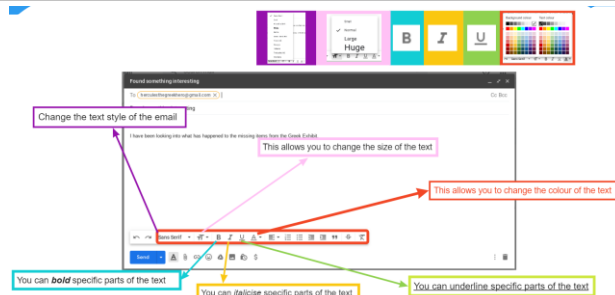
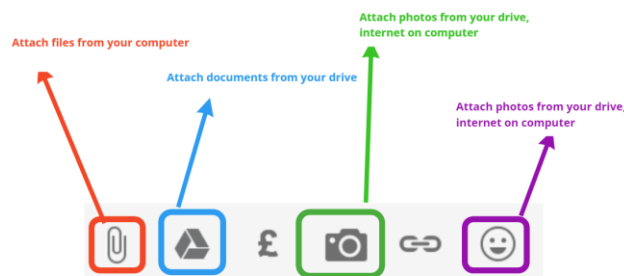


Vocabulary	Meaning
compose	to arrange words and sentences
subject	the thing that is being written about
recipient	a person who receives something
account	a way for a computer system to keep your things private
folder	a place where computers store related things
inbox	a folder containing emails that have been sent to you
open	view the contents of
forward	send (a letter or email) on to another destination
image	a representation of something or someone, such as a drawing, painting or photograph
document	a piece of written, printed or electronic matter that provides record, information or evidence
file	a document, image or other resource stored in a computer
attachment	a file included with an email
bold	a style of a typeface with thicker lines
italic	a style of a typeface with slanted letters and digits
reply	say something in response to something someone has said
reply all	don't just reply to the sender, but to all the other recipients as well
multiple	having or involving several members

Key knowledge – adapting an email, changing (a text) to make it suitable.



Key knowledge – attachment, a file include with an email



Key knowledge – sending an email to more than one recipient

