**Email comprehension 1**

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: April week 4

**Przeczytaj zadania, a następnie odpowiedz na pytania udzielając odpowiedzi czerwonym kolorem. Gotową kartę wyślij na adres** **lukaszprochor@gmail.com****. Pamiętaj o podpisaniu karty. Twoja praca zostanie oceniona. Jeśli chcesz uzyskać informację o ocenie napisz do mnie w prywatnej wiadomości poprzez Messengera. Na odpowiedzi czekam do 02.05.2020r.**

**Ex. 1 Przeczytaj e-mail, a następnie odpowiedz, czy poniższe zdania są prawdziwe (TRUE), czy fałszywe (FALSE). Odpowiedzi udziel obok każdego zdania za pomocą liter T lub F.**

Hi Tony

Thanks for sending through that a/w so quickly. Just one problem – I couldn't open the

attachment. I'm not sure why. My inbox is virtually empty, so there's plenty of room, and the

attachment limit is 20MB, so there's no problem there. Perhaps there was a glitch somewhere.

Anyway, rather than trying to figure out what went wrong, could you just send it again?

Did we discuss file format? I don't know much about TIFFs, JPEGs etc, but I meant to tell you that if

you have any queries on this, you could get in touch with Steve, our designer. His email address is

steve@stevegreendesign.co.uk.

One other thing. When you resend me the a/w, could you cc it to Angela? I've asked her to have a

quick look at it before we put it in the brochure.

I'm looking forward very much to seeing those pics – fingers crossed that they'll come through OK

this time. However, if I still can't download them, I'll ask you to put them on a disk and mail them.

All the best

Jenny

1. Jenny didn't receive the a/w because her inbox is too small.

2. The attached files came to less than 20MB in total.

3. Jenny has resolved a technical problem, and the attachment will come through without any

problems next time.

4. Tony will have to resend the a/w.

5. Jenny is a graphic design expert

6. Tony is also going to put the files onto a disk and mail them.

7. Angela has already seen the a/w.

8. The style is too informal – business emails should always be more formal than this.

**Ex.2 Znajdź w e-mailu wyrażenia, które oznaczają to samo, co wyrazy poniżej i zapisz je obok:**

1. artwork \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. a small technical problem \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. type of file \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. questions about this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. send again \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. email a copy to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. communicate with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. with luck…\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_