**Email comprehension 2**

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

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

Date: May week 1

**Przeczytaj zadania, a następnie odpowiedz na pytania udzielając odpowiedzi czerwonym kolorem. Gotową kartę wyślij na adres** [**lukaszprochor@gmail.com**](mailto: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 09.05.2020r.**

**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.**

Dear Jenny

As requested, I'm attaching the a/w files again.

The technical problems you've been experiencing may be due to your email provider. I have to say,

I've never heard of Whoopydudu.com. You might be better off switching to one of the big names,

such as Gmail or Yahoo.

Regarding file formats, TIFFs should be OK. If necessary, your designer will be able to reformat

them very easily, but in my experience most designers have no problem working with TIFFs.

As the file sizes are quite large, and I understand that Angela only has a dial-up connection, I've

sent her low-res versions to look at. I hope that will be OK. They should be clear enough.

I'm just about to go on holiday, so if you need me to send these files on disk, please let me know

by Friday afternoon. I probably won't get the opportunity to check my email while I'm away, but if

anything arises that won't keep, my assistant Trevor may be able to deal with it.

Best regards

Tony

1. Tony thinks Jenny should change her email provider.

2. The designer will need to reformat the files.

3. Angela doesn't have broadband.

4. Tony is sending resized versions of the a/w files to Angela.

5. These versions will look the same as the original versions.

6. Tony is going on holiday on Friday morning.

7. Trevor may be able to help with any problems that come up while Tony is away.

8. The style is neutral – neither formal nor informal.

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

1. as you asked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. famous companies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. change the type of file \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. I think, but I may be wrong… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Low image resolution (see 1.6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. on Friday afternoon or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. comes up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. that's urgent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_