

- 
1. Can you send him the report and \_\_\_\_\_ me? From now on, I want both of you to keep me informed of how the project is going.
- a) carbon copy
  - b) copy by
  - c) Bcc
  - d) Cc
2. '...Let's meet for lunch next week. \_\_\_\_\_ and we'll sort something out...'
- a) Drop me a line
  - b) Send email
  - c) Please reply at your earliest convenience
  - d) Communicate with me via an electronic mail system
3. I used to get lots of \_\_\_\_\_ but since I started using that new filter I haven't had one of those get-rich-quick promises.
- a) spam
  - b) ham
  - c) steak
  - d) fish
4. I'm not sure if this email is exactly right yet. I want to be friendly but still make her understand how serious this issue is. I'll \_\_\_\_\_ and decide tomorrow whether to send it or not.
- a) save it as a practice
  - b) delete it
  - c) send it to her
  - d) save it as a draft
5. At work we're not allowed to send photos or \_\_\_\_\_ that are bigger than five megabytes.
- a) clip-ons
  - b) paper clips
  - c) attachments
  - d) additions
6. The assistant in the computer shop said 'Don't open an email if you don't know who it's from. It might be a \_\_\_\_\_ which could infect your new computer.'
- a) disease
  - b) virus
  - c) illness
  - d) germ

## ANSWERS:

1. Can you send him the report and \_\_\_\_\_ me? From now on, I want both of you to keep me informed of how the project is going.

a) This is what the correct answer means but we usually just use the initials when we talk about it, rather than the full form.

b) This answer isn't correct. Try again.

c) This is short for 'blind carbon copy'. If you don't want someone to know that you've copied another person into an email you 'bcc' it.

**d) This is the right answer. It's short for 'carbon copy', an old-fashioned term that means to have more than one copy of something (here, your email is copied to more than one person).**

2. '...Let's meet for lunch next week. \_\_\_\_\_ and we'll sort something out...'

**a) This is the correct answer. It's short and informal and just right for a friendly email.**

b) This is too brisk. Try again..

c) and d) This is too formal for an informal email. Try again.

3. I used to get lots of \_\_\_\_\_ but since I started using that new filter I haven't had one of those get-rich-quick promises.

**a) This is the right choice. Well done!**

b), c) and d) You need a different food word here which also means unsolicited emails. Try again.

4. I'm not sure if this email is exactly right yet. I want to be friendly but still make her understand how serious this issue is. I'll \_\_\_\_\_ and decide tomorrow whether to send it or not.

a) This is almost correct but the final word is wrong. Try again.

b) This means to remove it. The correct answer means to save it but not send it yet.

c) The correct answer means to save it but not send it yet.

**d) This is correct, well done!**

5. At work we're not allowed to send photos or \_\_\_\_\_ that are bigger than five megabytes.

a), b) and d) This isn't correct. Try again.

**c) This is the right answer.**

6. The assistant in the computer shop said 'Don't open an email if you don't know who it's from. It might be a \_\_\_\_\_ which could infect your new computer.'

a), c) and d) You need a different word that means 'sickness' and also means a computer programme which stops your computer working properly. Try again.

**b) This is the right answer. Well done!**

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