

a) Compose

# SHREE VASISHTHA VIDHYALAYA



	WEE VISISHINA VIDAMILAND
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Roll No.: Worksheet No: Term1- 02		Date:				
Ch.	5: Internet- Electronic Mail (	E-Mail)				
_	Tick the correct option. The first e-mail application dev	eloped for				
;	a) <b>ARPANET</b>	b) SNDMSG	c) READMAIL			
2)	What is the main purpose of em	nail?				
;	a) To play games	b) To send and receive messages	c) To watch videos			
3)	Which part of an email tells you	u who the email is from?				
;	a) Subject Line	abject Line b) Body				
4)	What does the 'Subject' line in an email describe?					
;	a) The date the email was sent	b) The main topic of the email	c) The name of the email service			
5)	The user name and domain nam	ne are separated by thes	ymbol.			
;	a) &	b) (.)	c) @			
6)	CC stands for	·				
;	a) Carbon copy	b) Copy carbon	c) Cut copy			
7)	BCC stands for	·				
;	a) Blind carbon copy	b) Blank carbon copy	c) Blind cut copy			
8)	What should you do if you rece	ive an email from someone you don't	know?			
;	a) Reply to the email immediate	ely b) Open all attachments c) Del	ete the email and inform an adul			
9)	Which of these is NOT a comm	non email provider?				
8	a) Gmail	b) Yahoo Mail	c) Instagram			
10)	What is an attachment in an em	nail?				
8	a) A file or document sent with	h the email b) The email address of	the sender c) The subject of the			
6	email					
11)	would be deli	ivered mail in seconds or in minutes.				
;	a) Letter	b) Postal mail	c) <b>E-mail</b>			
12)	stores outgoin	ng messages that you have not send ye	t.			
;	a) Outbox	b) Inbox	c) Send			
13)	Full form of IP is					
;	a) Integrated Protocol	b) Integrated Port	c) Internet Protocol			
14)	Which of the following should	be included in a polite email?				
â	a) A greeting and closing	b) A list of your favorite mov	vies c) A random quote			
15)	Which of the following button a	allow you to write a new e-mail?				

b) Inbox

c) Send

# Q-2 Write True or False.

1) First e-mail application was developed by Sabeer Bhatia. <u>False</u>

2) The first e-mail application was developed in 1971.

3) An e-mail address is a combination of a user name and a domain name. <u>True</u>

4) Drafts stores messages that you saved but have not yet finished composing. <u>True</u>

5) An e-mail address can use commas, spaces or brackets. <u>False</u>

6) Sent Mail stores outgoing messages that you have sent. <u>True</u>

7) The message written in capital letters is called Bounced. False

8) Outbox stores your incoming messages. <u>False</u>

# Q-3 Fill in the blanks.

1) **Ray Tomlinson** developed the first e-mail application.

An e-mail address is a combination of a **User name** and **Domain Name**.

- 2) Domain name is separated into two parts by a (.)
- 3) A message that returns to us because it cannot reach its destination is called a **Bounced message.**
- 4) A message written in capital letters is called **shouting**.
- 5) E-mail is extremely **fast**.
- 6) **Delete** button allows you to delete the selected messages.
- 7) <u>Drafts</u> stores messages that you saved but have not finished composing.
- 8) All deleted e-mail messages are stored in **Trash** folder.
- 9) All unsolicited messages are stored in **Spam/junk** folder.

# Q-4 Answer the following questions.

1) Which box stores your incoming messages? Inbox

2) Which button allows you to write a new e-mail message? <u>Compose/New</u>

3) Which button will allow you to send a reply to someone who has sent you mail? Reply

4) Which button will help you forward a message? Forward

5) Which button allows you to take a printout of your mail? Print

# Q-5 Write down the one line description for given term.

1.	Inbox	To store incoming messages		
2.	Outbox	To store outgoing messages		
3.	New	To write new e-mail message		
4.	Delete	To delete the selected message		
5.	Print	To take a printout		
6.	Attachment	To send a file prepared with any other program		
7.	Send	To send the message that you have typed		
8.	Spam	It store all unsolicited e-mails.		