Ch. 5: Internet- Electronic Mail (E-Mail)

Q- 1 Tick the correct option.

1) The first e-mail application developed for _____

   a) **ARPANET**   b) SNDMSG   c)   READMAIL

2) What is the main purpose of email?

   a) To play games   **b) To send and receive messages**   c) To watch videos

3) Which part of an email tells you who the email is from?

   a) Subject Line   b) Body   **c) Sender's Address**

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 name are separated by the _____ symbol.

   a) **&**   b)   (.)   **c) @**

6) What do you need to send an email?

   a) A pen and paper   **b) An internet connection and an email address**   c) A phone and a stamp

7) What is a good way to keep your email safe?

   a) Share your password with everyone   b) Use a simple password

   c) Use a strong password with a mix of letters, numbers, and symbols

8) What should you do if you receive an email from someone you don't know?

   a) Reply to the email immediately   b) Open all attachments   **c) Delete the email and inform an adult**

9) Which of these is NOT a common email provider?

   a) Gmail   b) Yahoo Mail   **c) Instagram**

10) What is an attachment in an email?

   a) A file or document sent with the email   b) The email address of the sender   c) The subject of the email

11) _____ would be delivered mail in seconds or in minutes.

   a) Letter   b) Postal mail   **c) E-mail**

12) _____ stores outgoing messages that you have not send yet.

   a) **Outbox**   b) Inbox   c) Send

13) What is netiquette?

   a) A type of email address   b) A way to send large files

   c) Rules for being polite and respectful when using the internet, including email

14) Which of the following should be included in a polite email?

   a) A greeting and closing   b) A list of your favorite movies   c) A random quote

15) Which of the following button allow you to write a new e-mail?

   a) **Compose**   b) Inbox   c) Send

Q-2 Write True or False.

1) First e-mail application was developed by Sabeer Bhatia.   **False**

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

3) An e-mail address is a combination of a user name and a domain name.   **True**

4) Drafts stores messages that you saved but have not yet finished composing.   **True**

5) An e-mail address can use commas, spaces or brackets.   **False**

6) Sent Mail stores outgoing messages that you have sent.   **True**

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

8) Outbox stores your incoming messages.   **False**

Q-3 Fill in the blanks.

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

2) An e-mail address is a combination of a **user name** and a **domain name**.

3) A domain name is separated into two parts by a **dot (.).**

4) A message that returns to us because it can't reach its destination is called a **bounced message**.

5) A message written in capital letters is called **shouting**.

6) E-mail is extremely **fast/efficient**.

7) The **Delete** button allows you to delete selected messages.

8) The **Drafts** folder stores messages that you've saved but haven't finished composing.

9) All deleted e-mail messages are stored in the **Trash** folder.

10) All unsolicited messages are stored in the **Spam or 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?   **Compose/new**

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**

6) Which option allows you to automatically add contact information?   **Signature**

7) The process of transferring files from the Internet to your computer.   **Downloading**

8) Write the name of any two mail service providers.   **Gmail, Outlook**

9) In which year Gmail was launched.   **April 1, 2004**

10) The small chunks of e-mail message which are broken by the internet are called.   **Packets**

Q-5 Write the full form for the following.

1.	IP	**Internet Protocol**
2.	E-MAIL	**Electronic Mail**
3.	CC	**Carbon Copy**
4.	BCC	**Blind Carbon Copy**
5.	GMAIL	**Google Mail**

Q-5 Write the e-mail abbreviations for the following.

1. As soon as Possible	**ASAP**	2. By the way	**BTW**
3. See you	**CU**	4. I Don't know	**IDK**