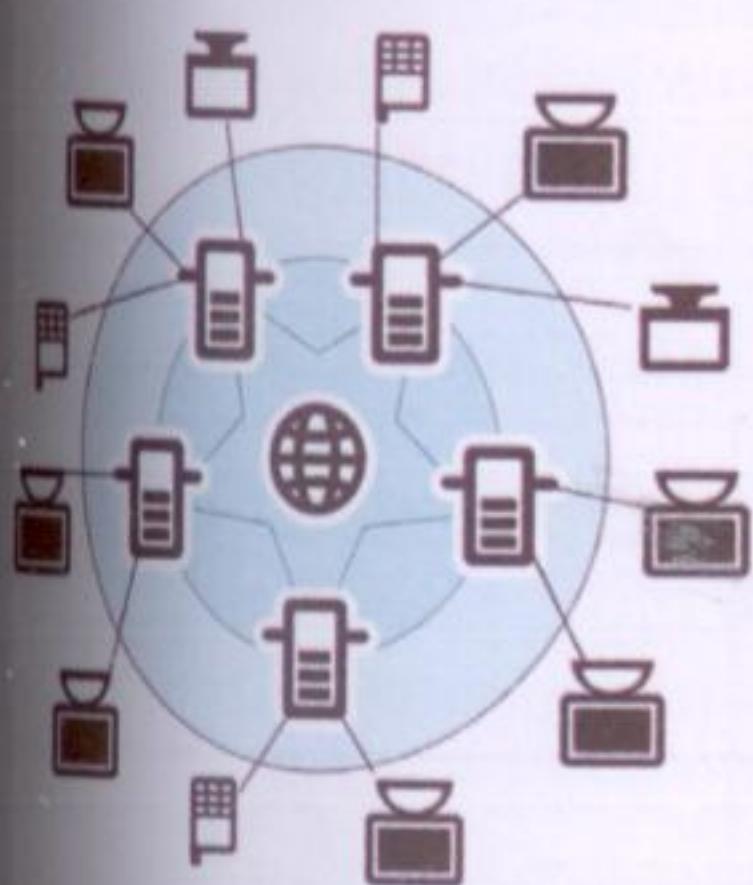


► **Activity 4:** What steps do you usually follow in order to send or reply to an email you have received? The passage below answers the question but the sentences are jumbled up. Put them in their correct order. Start with sentence 5 and finish with sentence 8.

(1) You can also send an attachment, for example, a file or photo(s) with your message. (2) You can type the subject in the subject bar, but this is not always necessary. (3) Then, type your message and press 'send'. (4) To open an email, click twice on it, for example, in the subject line. (5) To send a new email, click the 'new' button and type the email address in the address bar. (6) As you are replying to the email, the address will already be completed. (7) The subject line (starting with 'Re') will also be completed. (8) Type your message in the main body of the page and send it by clicking on the 'send' button. (9) This will open a new email. (10) You can reply to it by clicking on the 'reply' button.

B. Internet basics

- The internet is a giant platform through which you can find information, promote your business, keep in touch with your friends/colleagues, read the news, do your shopping, pay bills, contact customer service offices with complaints or queries, and many other things. What about you? What are the things you usually do online?
- How do you usually access the Internet? What devices do you use?



- Information on the internet is contained on webpages and in websites. What is the difference between the two? And what is the difference between a web browser and a search engine? Discuss. Then, read on to check your answers:

► **Activity 5:** In the passage below, the verbs in bold are misplaced. Put them in their correct place:

Getting connected...

You can (1) **offer** the internet, this giant network of computers that are connected to each other by telephone lines, cables, and satellites, from many devices. To (2) **go**, you need an 'Internet Service Provider' (ISP). Your mobile company, home phone provider, or cable television provider can (3) **view** you an internet connection.

Using a web browser: A web browser (also called an *Internet browser* or simply a *browser*) is application software that (4) **scans** you to (5) **connect** web pages. You can normally open your web browser from a computer or mobile device. There is usually a shortcut on your desktop that (6) **enables** Google Chrome or Mozilla Firefox, two of the most popular web browsers.

Searching for information: To (7) **access** to a website, type its name in the address bar which is found at the top of the web browser. If you have already typed an address in the address bar, click to (8) **appear** it and start to type. The new address will start to (9) **highlight**. Every website has its own unique address. Most addresses have 'www' at the beginning. This (10) **organizes** for *World Wide Web*. Different parts of the addresses are usually separated by slashes and dots.

Searching the internet: To search the internet effectively you need a search engine, such as Google, Yahoo, etc. A search engine (11) **opens** in a systematic way thousands of websites and webpages, collects, and (12) **stands** the information it considers to be most relevant to you and presents the results in the form of webpages, images, videos, articles, research papers or other online data that match with the search query. The results are generally referred to as *search engine results pages* (SERPs).