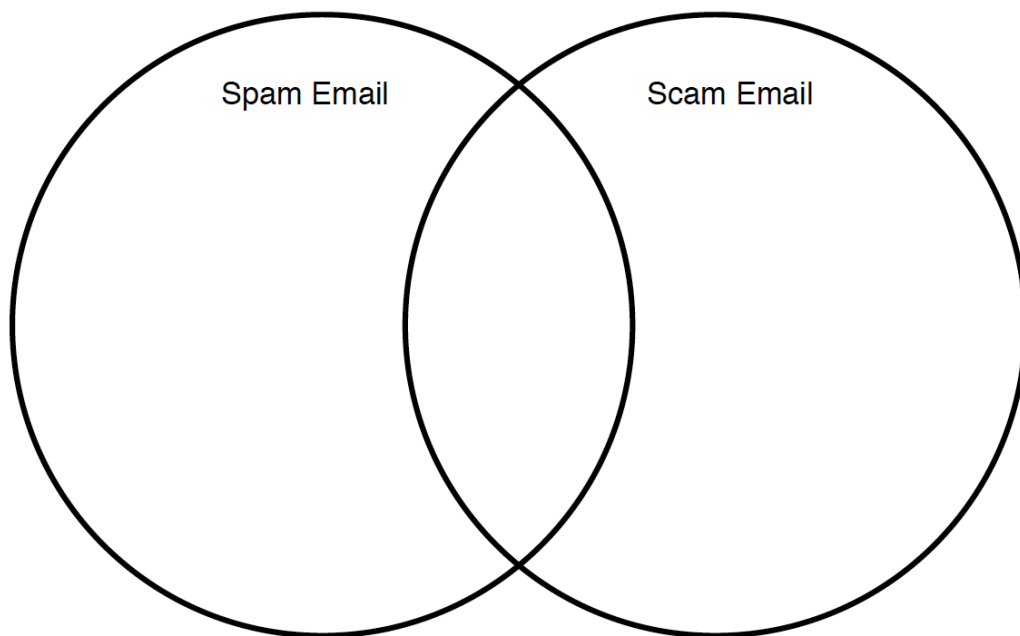




BEFORE YOU WATCH 1

**What is the difference between these two types of email? How are they similar?
How are they different?**





BEFORE YOU WATCH 3

You've received an email from someone you don't know. Can you identify five clues that tell you it is a fake?

From: Jason (Jason@jason.com)

To: Sarah (sarah@sarahkenney.com)

Subject: Nice meeting you!

REQUEST FOR AN URGENT BUSINESS RELATIONSHIP

Jason, I must request your strictest confidence in this transaction.

I have been chosen as a matter of trust by my colleagues to look for an overseas partner into whose account we would transfer the sum of us\$21,320,000.00. For this reason we are writing you this letter. We have agreed to share the money as follows; 1. 20% for the account owner 2. 70% for us (the officials) 3. 10% to be used in settling taxation and all local and foreign expenses.

We are looking forward to doing this business with you and solicit your confidentiality in this transaction.

Yours faithfully,

Dr clement okon



BEFORE YOU WATCH 4

What should you do with spam and scam email?

Look for clues to tell you if the email can be trusted.
Create a spam folder and check it occasionally.
Assume the person sending the message knows you.
Protect your personal information, such as bank account numbers, passwords, and birthdate.
Open the attachments.
Click on the links and follow the instructions.

DON'T	DO



COMPREHENSION 1

Choose the correct answer for each question.

1. Who is described as being sick, when in fact he or she has already died?

- a. James Veitch
- b. Winnie Mandela
- c. Nelson Mandela
- d. None of the above

2. Who includes attachments in their emails?

- a. James Veitch
- b. Winnie Mandela
- c. Both
- d. Neither

3. Who is quoted in the emails?

- a. Solomon Odonkoh
- b. Bob Marley
- c. Nelson Mandela
- d. James Veitch

4. Who uses a code in their correspondence?

- a. Nelson Mandela
- b. Winnie Mandela
- c. Bob Marley
- d. Not given

James Veitch: This is what happens when you reply to spam email (Upper Intermediate)

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5. Who is honest in the all of the emails they send?

- a. James Veitch
- b. Solomon Odonkoh
- c. Winnie Mandela
- d. No one



COMPREHENSION 2

The emails James receives have some errors in them. Are these sentences correct? If not, what is the problem?

1. We shall be shipping Gold to you.
 - a. The word *shipping* is misspelled.
 - b. There is incorrect capitalization.
 - c. Both of the above
 - d. The sentence is correct.

2. You will earn 10% of any gold you distributes.
 - a. The word *gold* should be capitalized (*Gold*).
 - b. There is a subject/verb agreement error.
 - c. Both of the above
 - d. The sentence is correct.

3. It is not a matter of how much gold I have, what matters is your capability of handling.
 - a. The word *handling* needs an object (*handling it*).
 - b. The comma is not the correct punctuation.
 - c. Both of the above
 - d. The sentence is correct.

4. It will not be easy to convince my company to do larger quantity shipment.
 - a. The verb *convince* should be *convincing*.
 - b. An article is missing.
 - c. Both of the above
 - d. The sentence is correct.



5. I'm going to get a very good commission as well.

- a. The word *commission* should be plural.
- b. The phrase *as well* is in the wrong position.
- c. Both of the above
- d. The sentence is correct.

6. KINDLY COMPLY WITH MY BANKERS INSTRUCTIONS.

- a. The sentence is not correctly capitalized.
- b. The word *banker* is missing an apostrophe.
- c. Both of the above
- d. The sentence is correct.



VOCABULARY 1

Which item is NOT an example of the term?

1. correspondence

- a. an email
- b. a text message
- c. a letter
- d. a test

2. hysterical

- a. a joke
- b. a philosopher
- c. a comedian
- d. a parody or spoof

3. knocking something on the head

- a. adding someone to your contacts
- b. marking a sender as spam and never seeing their emails again
- c. blocking a phone number from a telemarketer
- d. hanging up on an automated phone call

4. something that matters

- a. paying bills
- b. being on time
- c. staying healthy
- d. liking sports

James Veitch: This is what happens when you reply to spam email (Upper Intermediate)

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- 5. a situation that is out of hand
 - a. being late for class three days in a row
 - b. missing the train once in a month
 - c. a traffic accident that causes major delays
 - d. missing a plane and losing your luggage

- 6. something turning up
 - a. getting a response to an email you just sent
 - b. finding a shirt you thought you lost two months ago
 - c. reaching in your pocket and finding \$5
 - d. getting an email you weren't expecting



VOCABULARY 3

James uses the word *get* a lot. Match the phrases using the word *get* to their meaning.

receive	And it managed to <i>get through</i> my spam filter.
penetrate	A few years ago, I <i>got</i> one of those spam emails.
become out of control	<i>Get yourself</i> a pseudonymous (false name) email address.
obtain	And that was so much fun, right, that it <i>got me thinking</i> .
move to action	It was <i>getting a bit out of hand</i> .



GRAMMAR 4

James uses a lot of examples of continuous tenses in his talk. Match the quote from the talk with its grammatical description.

1. Now, my hand was kind of hovering on the delete button, right? I was looking at my phone. I thought, *I could just delete this*.

- a. Use a continuous tense to describe background actions or events going on when another event takes place.
- b. *Be* is not the only verb that we can use in continuous tenses. Other examples include *continue*, *try*, and *stop*.
- c. The verb in this sentence can be used instead of *will* to form the future continuous.
- d. This is not actually an example of a continuous tense; *-ing* forms can also be used as nouns.

2. "Dear James Veitch, We shall be shipping Gold to you."

- a. Use a continuous tense to describe background actions or events going on when another event takes place.
- b. *Be* is not the only verb that we can use in continuous tenses. Other examples include *continue*, *try*, and *stop*.
- c. The verb in this sentence can be used instead of *will* to form the future continuous.
- d. This is not actually an example of a continuous tense; *-ing* forms can also be used as nouns.



3. "We're ready for shipping as much gold as possible."

- a. Use a continuous tense to describe background actions or events going on when another event takes place.
- b. *Be* is not the only verb that we can use in continuous tenses. Other examples include *continue*, *try*, and *stop*.
- c. The verb in this sentence can be used instead of *will* to form the future continuous.
- d. This is not actually an example of a continuous tense; *-ing* forms can also be used as nouns.

4. I said, "Solomon, I spent all night coming up with this code we need to use in all further correspondence."

- a. Use a continuous tense to describe background actions or events going on when another event takes place.
- b. *Be* is not the only verb that we can use in continuous tenses. Other examples include *continue*, *try*, and *stop*.
- c. The verb in this sentence can be used instead of *will* to form the future continuous.
- d. This is not actually an example of a continuous tense; *-ing* forms can also be used as nouns.



PROJECT

Research and write an essay of 200–250 words on the topic below.

How much of what you read online do you believe? Go online and find out everything you can about the North American Tree Octopus. Remember, people can say anything online: be critical of what you read.

What is the issue?

What is the problem?

What is the solution?
