

Email Vocabulary – Lesson 1: Basic Email Words

Level: A1 | Business English | Student Worksheet

Vocabulary

An email is a message you send on a computer or phone. Learn these important email words.

NOUNS

subject (noun)	The title of the email. It tells the reader what the email is about.	<i>"The subject of the email is Meeting on Monday."</i>
attachment (noun)	A file you send with the email, for example a photo or document.	<i>"Please open the attachment. It is a PDF file."</i>
inbox (noun)	The place where you see emails that people send to you.	<i>"I have ten new emails in my inbox."</i>
reply (noun/verb)	A message you send back to someone. To reply is to write back.	<i>"I sent a reply to her email this morning."</i>
sender (noun)	The person who writes and sends the email.	<i>"The sender of this email is my manager, Ana."</i>
recipient (noun)	The person who receives the email.	<i>"The recipient is my colleague in Madrid."</i>
signature (noun)	Your name and contact information at the end of an email.	<i>"My signature includes my name, job title, and phone number."</i>
draft (noun/verb)	An email you write but do not send yet. To draft is to write a first version.	<i>"I saved the email as a draft. I will send it tomorrow."</i>
thread (noun)	A group of emails about the same topic. All the replies stay together.	<i>"There are five emails in this thread."</i>
forward (verb)	To send an email you received to another person.	<i>"I will forward this email to my manager."</i>
cc (verb/noun)	To send a copy of your email to another person.	<i>"Please cc my manager on this email."</i>
folder (noun)	A place where you organise and keep your emails.	<i>"I put all project emails in a folder called Project X."</i>

VERBS

send (verb)	To move an email from your computer to another person.	<i>"I will send the report by email today."</i>
--------------------	--	---

receive (verb)	To get an email from another person.	<i>"Did you receive my email about the meeting?"</i>
delete (verb)	To remove an email so it is gone.	<i>"I delete old emails every week."</i>
attach (verb)	To add a file to your email before you send it.	<i>"Please attach the document to your email."</i>
save (verb)	To keep an email or file so you can use it again later.	<i>"Save this email. You will need it next week."</i>
check (verb)	To look at your emails to see if you have new messages.	<i>"I check my inbox every morning at 9 o'clock."</i>

Exercise 1: True or False?

Read each sentence. Write True or False on the line.

1. The inbox is where you send emails to other people.

Answer: _____

2. An attachment is a file you send with an email.

Answer: _____

3. The subject tells the reader what the email is about.

Answer: _____

4. A draft is an email you have already sent.

Answer: _____

5. The sender is the person who receives the email.

Answer: _____

6. A thread is a group of emails about the same topic.

Answer: _____

7. When you cc someone, they receive a copy of the email.

Answer: _____

8. To delete an email means to save it in a folder.

Answer: _____

Exercise 2: Multiple Choice

Circle the correct answer.

1. I cannot find the email from John. I will look in my ____.

a) signature b) inbox c) thread d) draft

2. Please ____ the report to your email so I can read it.

a) delete b) save c) check d) attach

3. I wrote the email but I did not send it. I saved it as a ____.

a) folder b) draft c) thread d) subject

4. The ____ is the title of an email.

a) attachment b) recipient c) subject d) sender

5. Maria is the person who will receive the email. She is the ____.

a) sender b) signature c) recipient d) cc

6. I want to send this email to Carlos too. I will ____ him.

a) delete b) forward c) cc d) reply

7. I got a message from my manager. I will ____ to her now.

a) attach b) reply c) save d) check

8. All the emails about the project are in one _____. I can find them easily.

a) thread b) inbox c) signature d) folder

Exercise 3: Matching

Match each word or phrase (A) to its meaning (B). Write the correct letter on the line.

A – Words / Phrases	B – Meanings
1. subject ____	4. The person who writes and sends the email
2. inbox ____	5. An email you have written but not yet sent
3. attachment ____	7. A group of emails about the same topic, kept together
4. sender ____	8. A place where you organise and store your emails
5. draft ____	3. A file that you add to an email before sending it
6. signature ____	6. Your name and contact details at the bottom of an email
7. thread ____	1. The title of the email that tells the reader what it is about
8. folder ____	2. The place where you find emails that other people sent to you

Exercise 4: Gap Fill

Choose the correct word or phrase to complete each sentence. Write it on the line.

Word Bank: signature | receive | forward | delete | check | recipient | save | send

1. I write my name and phone number in my email ____ so people know who I am.

2. Did you ____ my email about the meeting?

3. I need to ____ this email to my colleague in Paris.

4. Please ____ all the old emails. We do not need them.

5. I ____ my inbox every morning before I start work.

6. The ____ of this email is the manager of the sales team.
7. I will ____ this email in the project folder.
8. Can you ____ me the report before 5 o'clock today?

Exercise 5: Word Sort

Put each word or phrase into the correct group.

Words: draft | thread | send | signature | delete | attach | inbox | forward | attachment | subject | folder | recipient

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exercise 6: Complete the Email

Choose the correct word from the box to complete the email.

Word Bank: attachment | send | reply | cc | Project Manager | Project Update

To: ana.garcia@brightoffice.com

From: james.hall@brightoffice.com

Subject: 1. _____

Dear Ana,

Please find the 2. _____. It is the report you asked for.

I will 3. _____ the final version on Friday.

Could you please 4. _____ and let me know if it is correct?

Please also 5. _____ our manager, Mr Chen, so he can see the update.

Thank you,

James Hall

6. _____ | Bright Office Ltd | james.hall@brightoffice.com

TEACHER ANSWER KEY

Do Not Distribute to Students

Email Vocabulary – Lesson 1: Basic Email Words | A1

Exercise 1: True or False?

1. The inbox is where you send emails to other people.

Answer: FALSE – The inbox is where you receive emails from other people.

2. An attachment is a file you send with an email.

Answer: TRUE

3. The subject tells the reader what the email is about.

Answer: TRUE

4. A draft is an email you have already sent.

Answer: FALSE – A draft is an email you write but do not send yet.

5. The sender is the person who receives the email.

Answer: FALSE – The sender writes and sends the email. The recipient receives it.

6. A thread is a group of emails about the same topic.

Answer: TRUE

7. When you cc someone, they receive a copy of the email.

Answer: TRUE

8. To delete an email means to save it in a folder.

Answer: FALSE – To delete means to remove the email so it is gone.

Exercise 2: Multiple Choice

1. I cannot find the email from John. I will look in my ____.

Answer: inbox

2. Please ____ the report to your email so I can read it.

Answer: attach

3. I wrote the email but I did not send it. I saved it as a ____.

Answer: draft

4. The ____ is the title of an email.

Answer: subject

5. Maria is the person who will receive the email. She is the ____.

Answer: recipient

6. I want to send this email to Carlos too. I will ____ him.

Answer: cc

7. I got a message from my manager. I will ____ to her now.

Answer: reply

8. All the emails about the project are in one _____. I can find them easily.

Answer: folder

Exercise 3: Matching

1. subject → 1

Meaning: The title of the email that tells the reader what it is about

2. inbox → 2

Meaning: The place where you find emails that other people sent to you

3. attachment → 3

Meaning: A file that you add to an email before sending it

4. sender → 4

Meaning: The person who writes and sends the email

5. draft → 5

Meaning: An email you have written but not yet sent

6. signature → 6

Meaning: Your name and contact details at the bottom of an email

7. thread → 7

Meaning: A group of emails about the same topic, kept together

8. folder → 8

Meaning: A place where you organise and store your emails

Exercise 4: Gap Fill

1. I write my name and phone number in my email ____ so people know who I am.

Answer: signature

2. Did you ____ my email about the meeting?

Answer: receive

3. I need to ____ this email to my colleague in Paris.

Answer: forward

4. Please ____ all the old emails. We do not need them.

Answer: delete

5. I ____ my inbox every morning before I start work.

Answer: check

6. The ____ of this email is the manager of the sales team.

Answer: recipient

7. I will ____ this email in the project folder.

Answer: save

8. Can you ____ me the report before 5 o'clock today?

Answer: send

Exercise 5: Word Sort

Things you can see in an email program:

inbox, folder, thread, draft

Actions you do with an email:

send, delete, forward, attach

Parts of an email:

subject, signature, attachment, recipient

Exercise 6: Complete the Email

1. Subject:

Answer: Project Update

2. Gap 1 (Please find the ____)

Answer: attachment

3. Gap 2 (I will ____ the final version)

Answer: send

4. Gap 3 (Could you please ____)

Answer: reply

5. Gap 4 (Please also ____ our manager)

Answer: cc

6. Gap 5 (signature line)

Answer: Project Manager