

## English for Emails

### Unit 1: Email addresses

#### Task 1

Complete the email addresses by putting the words, letters or symbols in the correct place.

manager / beachhotelbern / com / . / @

- gym@\_\_\_\_\_ .com
- conferencecentre\_\_\_\_\_beachhotelbern .com
- hr@beachhotelbern.\_\_\_\_\_
- vacancies@beachhotelbern\_\_\_\_\_com
- \_\_\_\_\_@beachhotelbern.com

#### Task 2

Look at the email addresses and put the words in the right order. The complete email address should go first.

- at / manager@beachhotelbern.com / beach hotel bern / com / dot / manager  
\_\_\_\_\_
- beach hotel bern / com / hr@beachhotelbern.com / H / dot / R / at  
\_\_\_\_\_
- dot / A / at / S / majid@uniriyadh.sa / majid / uniriyadh  
\_\_\_\_\_
- munir / khan / munir.khan@gomail.ly / at / L / Y / gomail / dot / dot  
\_\_\_\_\_

- tom / cargo / dot / seventy-four / tom74@cargo.bj.cn / dot / J / N / B / C / at  
\_\_\_\_\_

- underscore / morioka / J / bizi / P / at / dot / yoshi / yoshi\_morioka@bizi.jp  
\_\_\_\_\_

#### Task 3

Which address do you use if you want to...:

- ... organise a conference at the Beach Hotel in Bern?
  - vacancies@beachhotelbern.com
  - conferencecentre@beachhotelbern.com
  - hr@beachhotelbern.com
- ... reserve a room at the Beach Hotel?
  - restaurant@beachhotelbern.com
  - bookings@beachhotelbern.com
  - IT@beachhotelbern.com
- ... apply for a job at the Beach Hotel?
  - IT@beachhotelbern.com
  - conferencecentre@beachhotelbern.com
  - vacancies@beachhotelbern.com
- ... reserve a table for 12 people to have lunch at the Beach Hotel?
  - manager@beachhotelbern.com
  - restaurant@beachhotelbern.com
  - gym@beachhotelbern.com
- ... contact the Human Resources department at the Beach Hotel?
  - hr@beachhotelbern.com
  - gym@beachhotelbern.com
  - IT@beachhotelbern.com

## Task 4

Put the email addresses in alphabetical order from top to bottom.

- A. Tariq (tariq@senen.kw)
- B. Nikolai (nikolai@smartsat.ru)
- C. Nawaf  
(nawaf.sharif@aeconstruction.iq)
- D. Jeremy (jeremy.smith@hanson.kz)
- E. Bruno (b.leclerc@sbbb.fr)
- F. Majid (majid@uniriyadh.sa)
- G. Munir (munir.khan@gomail.ly)
- H. Idris (i.bata@bata.ye)
- I. Tom (tom74@cargo.bj.cn)

7. b.leclerc@sbbb.fr

\_\_\_\_\_

8. tom74@cargo.bj.cn

\_\_\_\_\_

9. nawaf.sharif@aeconstruction.iq

\_\_\_\_\_

10. jeremy.smith@hanson.kz

\_\_\_\_\_

## Task 5

Match the email addresses with the countries associated with their domain names.

Saudi Arabia / China / Yemen / Kuwait /  
France / Japan / Kazakhstan / Russia / Libya  
/ Iraq

1. nikolai@smartsat.ru

\_\_\_\_\_

2. munir.khan@gomail.ly

\_\_\_\_\_

3. i.bata@bata.ye

\_\_\_\_\_

4. tariq@senen.kw

\_\_\_\_\_

5. majid@uniriyadh.sa

\_\_\_\_\_

6. yoshi\_morioka@bizi.jp

\_\_\_\_\_

## Answers

### Task 1

1. gym@beachhotelbern.com
2. conferencecentre@beachhotelbern.com
3. hr@beachhotelbern.com
4. vacancies@beachhotelbern.com
5. manager@beachhotelbern.com

### Task 2

1. manager@beachhotelbern.com  
manager at beach hotel bern dot com
2. hr@beachhotelbern.com H R at  
beach hotel bern dot com
3. majid@uniriyadh.sa majid at  
uniriyadh dot S A
4. munir.khan@gomail.ly munir dot khan  
at gmail dot L Y
5. tom74@cargo.bj.cn tom seventy-four  
at cargo dot B J dot C N
6. yoshi\_morioka@bizi.jp yoshi  
underscore morioka at bizi dot J P

### Task 3

1. b) conferencecentre@beachhotelbern.com
2. b) bookings@beachhotelbern.com
3. c) vacancies@beachhotelbern.com
4. b) restaurant@beachhotelbern.com
5. a) hr@beachhotelbern.com

### Task 4

1. E. Bruno (b.leclerc@sbbb.fr)
2. H. Idris (i.bata@bata.ye)
3. D. Jeremy (jeremy.smith@hanson.kz)

4. F. Majid (majid@uniriyadh.sa)
5. G. Munir (munir.khan@gomail.ly)
6. C. Nawaf  
(nawaf.sharif@aeconconstruction.iq)
7. B. Nikolai (nikolai@smartsat.ru)
8. A. Tariq (tariq@senen.kw)
9. I. Tom (tom74@cargo.bj.cn)

### Task 5

1. nikolai@smartsat.ru Russia
2. munir.khan@gomail.ly Libya
3. i.bata@bata.ye Yemen
4. tariq@senen.kw Kuwait
5. majid@uniriyadh.sa Saudi Arabia
6. yoshi\_morioka@bizi.jp Japan
7. b.leclerc@sbbb.fr France
8. tom74@cargo.bj.cn China
9. nawaf.sharif@aeconconstruction.iq Iraq
10. jeremy.smith@hanson.kz Kazakhstan