

in company Intermediate

■ Unit 11

headword	pronunciation	translation/notes	example sentence
attachment (n) e-mail attachment	/ə'tætʃmənt/	Sending an e-mail attachment is the same as enclosing something with a letter.
cheers (interjection)	/tʃiəz/	" Cheers " is a common way of ending an e-mail and means the same as "best wishes".
downside (n) (opposite = upside) the downside to	/daʊnsaɪd/	The downside to e-mail is that you can't stop people sending you endless messages.
e-mail (n)	/i:meɪl/	How many e-mails do you send and receive each day?
e-mail (v)	/i:meɪl/	Do you prefer e-mailing to picking up the phone?
inbox (n) (opposite = outbox)	/ɪnbɒks/	I try to check my inbox for new e-mail messages at least twice a day.
instantaneous (adj)	/ɪnstənt'eɪniəs/	The main advantage of e-mail is that it's instantaneous – the message arrives almost immediately at its destination.
key in (phr v)	/ki: 'ɪn/	All you do to send an e-mail is key in your message and click send.
scroll down (phr v)	/skrɔʊl 'daʊn/	If you put your signature at the end of an e-mail, it saves people scrolling down to see if there's more text.
spell check (n)	/speɪl ,tʃek/	You can't always trust spell check ; it can't tell the difference between words such as <i>there</i> and <i>their</i> .
subject line (n)	/sʌbdʒekt ,laɪn/	If you want people to read your e-mails, remember to key in an interesting subject line .