



English as a Second Language Podcast



ESL Podcast 3 - Using Email

Tags: Business , Daily Life

One of the first things I do **each** morning is to **check** my email. I **open** the email **program** on my computer and I **check for** new **messages**. It usually takes only a few seconds for my new messages to **download** from the **server** into my **inbox** unless there's a large **attachment**. I can then **click onto** each new message to read it.

I **reply** to messages or **forward** them to someone else. The important messages I save by putting them into one of my **mailboxes**. The unimportant ones I just **delete**.

I really hate getting **spam**. Luckily, my email program allows me to set up **filters** so that spam messages are put into a separate mailbox automatically. I usually **scan** the messages to make sure real messages weren't put into the mailbox by mistake and then I put them in the **trash**.

I don't know **what I would do without** email, but I'm **constantly** checking it for new messages. I'm not sure if it's a **blessing** or a **curse**. I **suppose** it's both.

Script by Dr. Lucy Tse