

D. Differentiate between the following.

1. **E-mail:** It enables us to electronically exchange message with other Internet users, whenever they may be. It gets delivered in seconds or in minutes.
Postal mail: It enable us to post letter through post office. It could take three-four days or more to get delivered.
2. **To :** E-mail address of a person , who will receive the e-mail message, should be written in 'to' section.
From : 'From' refers to a person sends the e-mail message; his or her e-mail address should be written in this section.
3. **Reply :** Reply button will allow you to send a reply to someone who has send you an e-mail.
Forward : Forward button will help you forward a message that you have received, to someone else.

E. Answer the following questions.

1. What are advantages of an -email?

Ans. E-mail is extremely fast and convenient, we can send a message to a group of people free of cost quickly and easily.

2. Define the different parts of an e-mail address.

Ans. An e-mail address is a combination of a user name and domain name. User name is a unique combination of characters that identifies you, and it must differ from other user names located on the same server. Domain name represents name of the service provider and type of website.

3. What is the purpose of 'attachment' in an email?

Ans. Attachment can be a picture, or any other file that is used to send a file along with an e-mail message. It is a simple method to share document and images.

4. Describe some etiquettes of writing a good e-mail.

Ans. Our message should have a subject line that conveys its content clearly. The e-mail message should not be in capital letters. This is equivalent to SHOUTING!

Extra Questions

1. The internet was originally a project of which agency?

Ans. ARPA

2. What is the full form of www.

Ans. World wide web

3. Write the name of process of transferring files from a computer on the Internet to your computer.

Ans. Downloading

4. What is the meaning of IP in internet terminology?

Ans. Internet Protocol

5. Write the name of any two search engine.

Ans. Google, Yahoo

6. Write the full form of POP3.

Ans. Post office protocol version 3

7. How we can move from one website to another website?

Ans. By Browsing

8. Write the name of any two mail service providers.

Ans. Gmail, Hotmail

9. In which year Gmail was launched.

Ans. 2004

10. On which button we have to click to write a new mail message.

Ans. 'Compose' Button