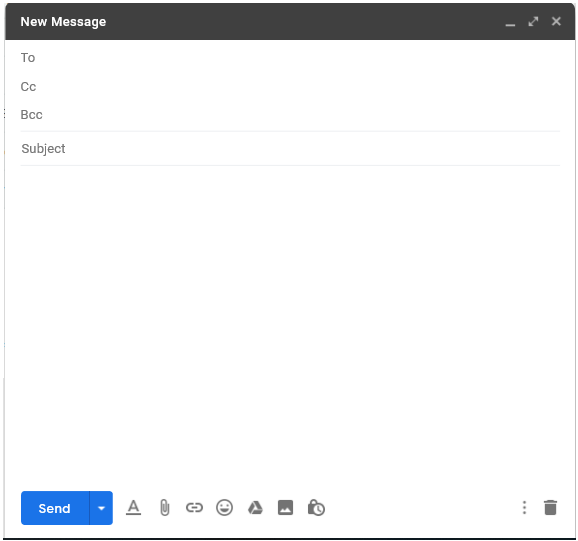
**FORMATIVE ASSESMENT SO 2 MEMORANDUM**

**Question 1 - Gmail**

 [10]

Dear Reader

Just a reminder of an urgent meeting in the staffroom on Tuesday at 14:00.

Regards

*Memorandum*

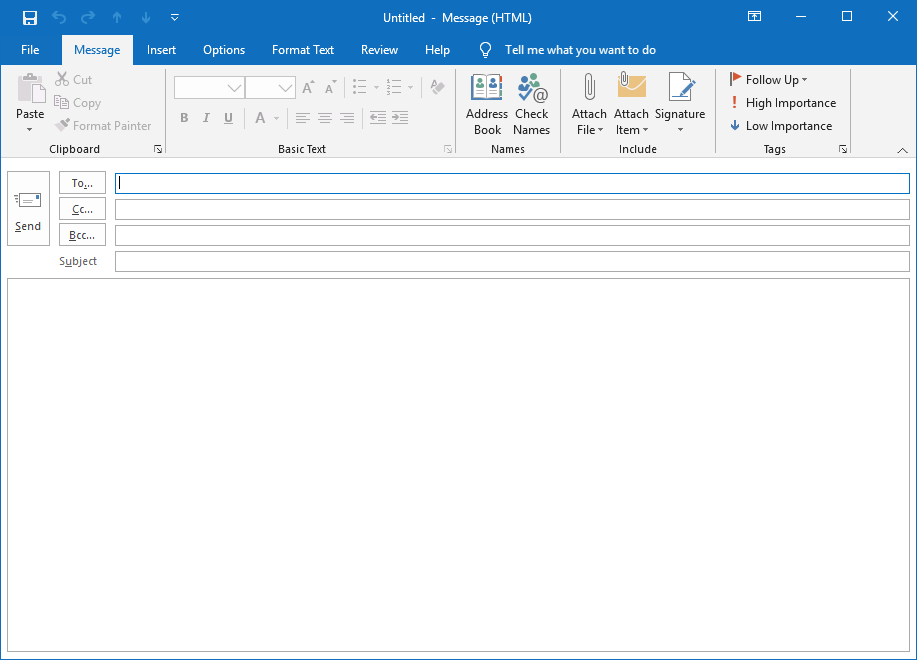
**Urgent meeting**

**abrown@gmail.com**

**jzuma@telkomsa.net**

**pbotha@mweb.co.za;tmbeki@gmail.com**

**Question 1 - Outlook**









✓

✓







Dear Reader

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**pbotha@mweb.co.za;tmbeki@gmail.com**

[10]

**Question 2**

1. Explain the following terms regarding Email:

✓

1.1 Recipient: The person(s) who will receive your email message.

✓

1.2 Bcc: Blind Carbon Copy – other recipients will not be able to see the email addresses of the Bcc- recipients.

1.3 Subject: A short description (summary) of the content of the email message or a title for the message.

✓

✓

1.4 Attachment: Any file sent together with the email message.

✓

1.5 Reply: To respond on an email message by sending an answer back to the person from whom you received the original message.

[10]

2. Identify the following parts of the email address: [peterb@mweb.co.za](mailto:peterb@mweb.co.za).



2.1 Username: peterb

✓

2.2 Domain: mweb

2.3 Country: South Africa (co.za)



[4]

3. What do the following abbreviations stand for?

✓

3.1 Email: Electronic Mail

✓

3.2 ISP: Internet Service Provider

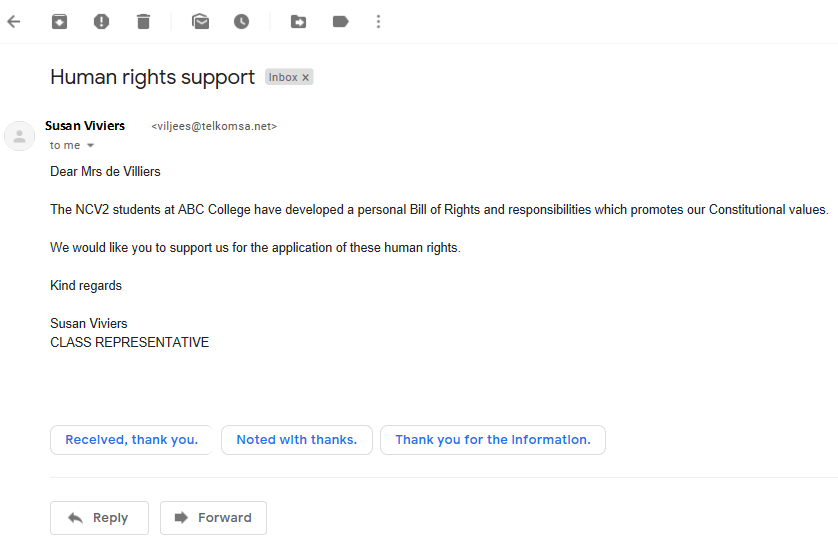
3.3 Cc: Carbon Copy

✓

✓

3.4 Bcc: Blind Carbon Copy [8]

4. **Gmail**

****

✓

4.1 Reply

✓

4.2 Forward

✓

4.3 Delete

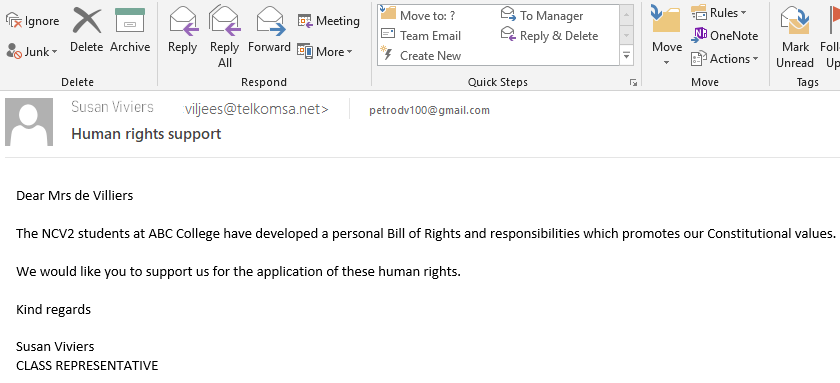
✓

4.4 Susan Viviers

4.5 Human rights support

✓

4. **Outlook**

****

4.1 Reply

4.2 Forward

4.3 Delete

4.4 Susan Viviers

4.5 Human rights support [8]

**TOTAL: 40**