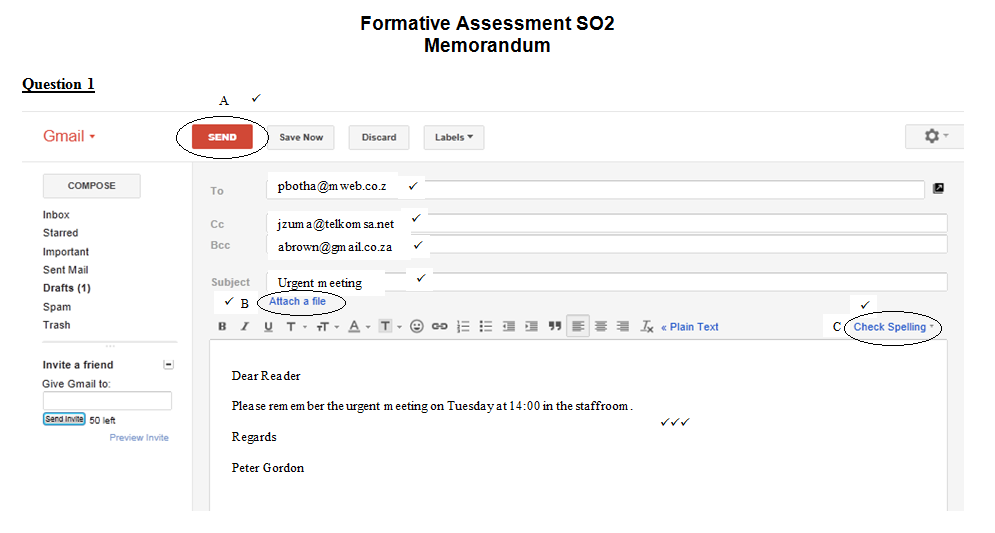
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[10]

**Question 2**

1. Explain the following terms regarding E-mail:



a) Recipient: The person(s) who will receive your e-mail message.

b) Bcc: Blind Carbon Copy – other recipients will not be able to see the e-mail addresses of the Bcc- recipients.



c) Subject: A short description (summary) of the content of the e-mail message or a title for the message.





d) Attachment: Any file sent together with the e-mail message.



e) Reply: To respond on an e-mail message by sending an answer back to the person from whom you received the original message.

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



a) Username: peterb



b) Domain: mweb

c) Country: South Africa (co.za)



3. What do the following abbreviations stand for?



a) E-mail: Electronic Mail



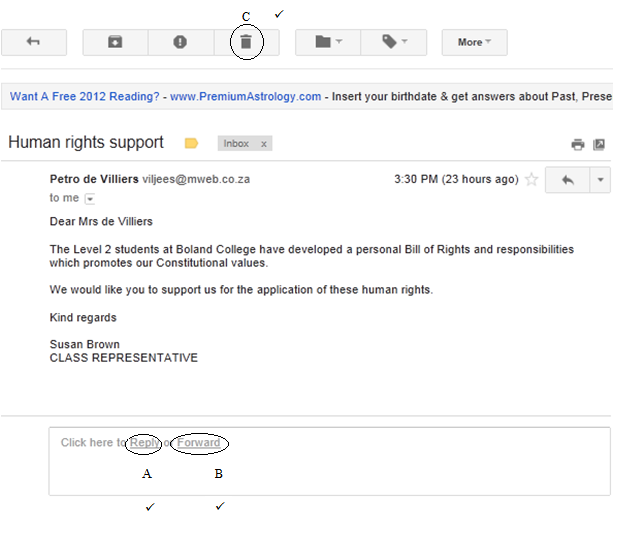
b) ISP: Internet Service Provider

c) Cc: Carbon Copy





d) Bcc: Blind Carbon Copy



4.

a) Reply

b) Forward

c) Delete





B

A

[15]