

### Question 1

[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

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Human rights support Inbox x

**Petro de Villiers** viljees@mweb.co.za 3:30 PM (23 hours ago) ☆

to me

Dear Mrs de Villiers

The Level 2 students at Boland College have developed a personal Bill of Rights and responsibilities which promotes our Constitutional values.

We would like you to support us for the application of these human rights.

Kind regards

Susan Brown  
CLASS REPRESENTATIVE

Click here to Reply or Forward

A	B
✓	✓

[15]