# Selvam College of Technology

**An Autonomous Institution**

Accredited by NAAC with "A" Grade, UGC Recognized 2(f) Status,
An ISO 9001:2015 Certified Institution, Approved by AICTE New Delhi, Affiliated to Anna University-Chennai
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| Name of the Bundle | IT Fundamentals Bundle | Subject | Fundamentals of Computer & MS Office V1 |
|---|---|---|---|
| Topic | Understanding Email: Usage, Benefits, and Etiquette | Last updated on | 29 September 2025 |

1. What does Email stand for?

    a. Electronic mail

    b. Easy mail

    c. Emergency mail

    d. Emailing

**Answer: a. Electronic mail**

**Explanation:** Email means sending messages electronically over a network.

2. What can you send using email?

    a. Only text messages

    b. Text, files, images, and attachments

    c. Only pictures

    d. Only videos

**Answer: b. Text, files, images, and attachments**

**Explanation:** Emails can include various types of content, not just text.

3. How do emails travel?

    a. Through postal mail

    b. Over a computer network

    c. By phone calls

    d. By hand delivery

**Answer: b. Over a computer network**

**Explanation:** Emails are sent electronically through the internet or network connections.

4. **What do you need to send or receive an email?**

   a.  A mailbox

   b.  A phone number

   c.  An email address and internet access

   d.  A fax machine

**Ans: c. An email address and internet access**

**Explanation:** You need an email address and the internet to use email services.

5. **How is email different from postal mail?**

   a.  Email is faster and electronic

   b.  Email takes weeks to arrive

   c.  An email is written on paper

   d.  Email requires a stamp

**Ans: a. Email is faster and electronic**

**Explanation:** Emails are sent instantly over the internet.

6. **What do you call the person who sends an email?**

   a.  Receiver

   b.  Sender

   c.  Mailman

   d.  Receiver

**Ans: b. Sender**

**Explanation:** The sender is the person who writes and sends the email.

7. **What do you call the person who receives an email?**

   a. Receiver

   b. Sender

   c. Mailman

   d. Intermediater

**Ans: a. Receiver**

**Explanation:** The receiver is the person who gets or reads the email.

8. **What is a spam email?**

   a. Important email

   b. Unwanted or junk email

   c. Email from friends

   d. Email with pictures

**Ans: b. Unwanted or junk email**

**Explanation:** Spam emails are usually unwanted advertisements or scams.

9. **What type of email is usually written to friends or family?**

   a. Formal

   b. Semi-formal

   c. Informal

   d. Official

**Ans: c. Informal**

**Explanation:** Informal emails are casual and friendly, used with people you know well.

10. Which email type is polite but not too strict, often used for teachers or colleagues?

    a. Informal

    b. Semi-formal

    c. Formal

    d. Personal

**Ans: b. Semi-formal**

**Explanation:** Semi-formal emails strike a balance between professional and friendly tone.

11. Which email type uses professional language and is used for job applications or business?

    a. Formal

    b. Informal

    c. Semi-formal

    d. Casual

**Ans: a. Formal**

**Explanation:** Formal emails follow strict etiquette and polite language.

12. What is an email address?

    a. A phone number

    b. A unique identifier to send and receive emails

    c. A website URL

    d. A postal address

**Ans: b. A unique identifier to send and receive emails**

**Explanation:** An email address is used to identify a user for sending and receiving emails.

13. What is the "local part" of an email address?

    a. The part after the "@" symbol

    b. The username before the "@" symbol

    c. The email provider's name

    d. The country code

**Ans: b. The username before the "@" symbol**

**Explanation:** The local part is the user's unique name in the email address.

14. What does the "domain name" in an email address represent?

    a. The username

    b. The email service provider

    c. The message content

    d. The password

**Ans: b. The email service provider**

**Explanation:** The domain name identifies the company or service hosting the email.

15. In the email "john@example.com", what is "john"?

    a. Domain name

    b. Local part

    c. Password

    d. Server name

**Ans: b. Local part**

**Explanation:** "john" is the username or local part of the email.

16. In the email "john@example.com", what is "example.com"?

    a. Username

    b. Password

    c. Folder name

    d. Domain name

**Ans: d. Domain name**

**Explanation:** "example.com" is the domain that hosts the email service.

17. What symbol separates the local part and the domain in an email address?

    a. #

    b. @

    c. .

    d. $

**Ans: b. @**

**Explanation:** The "@" symbol separates the username and domain.

18. Which is a valid email address?

    a. johnsmith@gmail.com

    b. johnsmith.com

    c. johnsmith@gmail

    d. @gmail.com

**Ans: a. johnsmith@gmail.com**

**Explanation:** Valid email addresses have a local part, an @ symbol, and a domain name.

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19. Which symbol must be included in every email address?

    a. @

    b. #

    c. $

    d. &

**Ans: a. @**

**Explanation:** The "@" symbol separates the username and the domain in an email address.

20. Where do you click to compose a new email in Gmail?

    a. Inbox

    b. Compose button

    c. Settings

    d. Sent Mail

**Ans: b. Compose button**

**Explanation:** The "Compose" button opens a new window to write an email.

21. Which field in the compose window is for the recipient's email address?

    a. Subject

    b. Cc

    c. Body

    d. To

**Ans: d. To**

**Explanation:** The "To" field is where you type the recipient's email address.

22. What does the "Cc" field stand for?

   a. Close copy

   b. Carbon copy

   c. Carbon check

   d. Copy content

**Ans: b. Carbon copy**

**Explanation:** "Cc" lets you send a copy of the email to other recipients.

23. Where do you type the main message in an email?

   a. Subject line

   b. To field

   c. Body of the email

   d. Attachments

**Ans: c. Body of the email**

**Explanation:** The body is where you write the email content.

24. What is the purpose of the "Subject" field?

   a. To write the recipient's name

   b. To add attachments

   c. To write a summary of the email

   d. To sign the email

**Ans: c. To write a summary of the email**

**Explanation:** The subject tells the recipient what the email is about.

25. How do you add an attachment in Gmail?

    a. Click the paperclip icon

    b. Type in the message box

    c. Click "Send"

    d. Close the compose window

**Ans: a. Click the paperclip icon**

**Explanation:** The paperclip icon lets you attach files to your email.

26. What is the "Drafts" folder used for?

    a. Emails you have sent

    b. Emails you received

    c. Emails you started but haven't sent yet

    d. Spam emails

**Ans: c. Emails you started but haven't sent yet**

**Explanation:** Drafts save unfinished emails for later editing or sending.

27. What does BCC stand for in email?

    a. Blind Carbon Copy

    b. Basic Copy Control

    c. Bold Carbon Copy

    d. Binary Code Control

**Ans: a. Blind Carbon Copy**

**Explanation:** BCC allows you to send an email to multiple recipients without showing their email addresses to each other.

28. What is one of the main advantages of email?

   a. Slow communication

   b. Faster and easy communication

   c. Requires physical delivery

   d. Only used locally

Ans: b. Faster and easy communication

Explanation: Email allows messages to be sent quickly and easily anywhere.

29. Email is used globally in which of these places?

   a. Only schools

   b. Only companies

   c. Schools, colleges, companies, and industries

   d. Only personal communication

Ans: c. Schools, colleges, companies, and industries

Explanation: Email is widely used in education, business, and industry worldwide.

30. Why is email considered environmentally friendly?

   a. It uses a lot of paper

   b. No need for paper, saving trees

   c. Requires postal delivery

   d. Uses plastic packaging

Ans: b. No need for paper, saving trees

Explanation: Email reduces the need for printing on paper, helping the environment.

31. What is required to send an email?

    a. Telephone connection

    b. Internet connection

    c. Postal service

    d. Fax machine

**Ans: b. Internet connection**

**Explanation:** An active internet connection is needed to send and receive emails.

32. What do spam emails often contain?

    a. Useful information

    b. Personal greetings

    c. Viruses or scams

    d. Friendly notes

**Ans: c. Viruses or scams**

**Explanation:** Spam often tries to trick users or spread malware.

33. What are email ethics?

    a. Rules for creating email accounts

    b. Principles that guide how we behave in emails

    c. Email password tips

    d. Internet speed requirements

**Ans: b. Principles that guide how we behave in emails**

**Explanation:** Email ethics refer to polite, respectful, and professional behavior when using email.

34. Why are email ethics important?

    a. To confuse the reader

    b. To protect your inbox

    c. To communicate clearly and respectfully

    d. To send spam

**Ans: c. To communicate clearly and respectfully**

**Explanation:** Following email etiquette helps maintain good communication and professionalism.

35. What kind of tone should you use in professional emails?

    a. Angry

    b. Funny

    c. Polite

    d. Rude

**Ans: c. Polite**

**Explanation:** A professional tone is polite, respectful, and appropriate for work or formal communication.

36. How soon should you reply to a professional email?

    a. Within a week

    b. Whenever you feel like it

    c. In a timely manner

    d. Never

**Ans: c. In a timely manner**

**Explanation:** Responding quickly shows responsibility and respect.

37. Which salutation is appropriate in a formal email?

    a. Hey buddy!

    b. Yo!

    c. Dear Sir or Madam

    d. What's up?

Ans: c. Dear Sir or Madam

Explanation: This is polite and commonly used in formal communication.

38. What is a good way to end a professional email?

    a. See you!

    b. Byeee

    c. Later!

    d. Yours truly

Ans: d. Yours truly

Explanation: Polite closing phrases like "Yours truly" or "Regards" are professional.

39. How should you respond to a professional email?

    a. With short words only

    b. Ignore it

    c. Reply politely and clearly

    d. Respond using memes

Ans: c. Reply politely and clearly

Explanation: Professional replies should be clear and respectful.