**Email: Day 5**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *forward emails****Literacy Skill:*** *email etiquette****Literacy Skill:*** *determine tone* | **Make Student Copies*** **Email Exercise 7: Forward Emails (Tab 12)**
* **Day 5 Email Etiquette PPT printed with 4 slides per page for students (Tab 13)**

**Props, Technology or Other Resources*** Projector
* Computer for every student
* **Day 5 Email Etiquette PPT**
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| **Lesson Plan** | Vocabulary |
| **Warm-up:** Description: Write the following sentences on the board:* Would it be possible for you to submit that report today?
* Submit the report by 2pm.
* I cannot believe I have to remind you AGAIN, submit the report by no later than 2pm.
* Hey girl, tryna get that report done today?

When class begins, ask student what kind of tone is evoked when reading each sentence. Is one more demanding than the other? Is one more angry/professional/informal?Materials/Prep: **Activity 1: Send and Forward** Description: learners will send a partner an email and then forward it to another studentMaterials/Prep: **Activity 2: Email Etiquette** Description: go over appropriate times to forward an email and inappropriate times Materials/Prep: download **Day 5 Email Etiquette PPT,** markers and sheets of paper | * Etiquette
* Forward
* Tone
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**Teacher Directions: Activity 1: Send and Forward - Email Exercise 7: Forward Emails**

Step 1: Hand out Activity

 **Hand out Email Exercise 7: Forward Emails and look over Part 1 (ignore part 2 for now)**

**Explain** that learners will need to find a partner and write their email address in the appropriate space on the handout

They will then write a new email to their partner that includes the information listed on the handout

One student should pair up with the teacher email address

Step 2: Model Activity

 Learners should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTERS**

 **Ask** two learners for their email addresses; write on in Partner A and the other in the space for Partner B

 **Ask** learners how you would create a new email: *compose*

 **Ask** learners where Partner A’s email address goes: *“to” box*

 **Ask** learners what all needs to be included in emails: *recipient email address, subject, body*

 **Ask** learners what goes into the body: *greeting, text, closing, contact information*

 **Type** the email and send it

Step 3: Learners complete activity

Students should complete Part 1

Circulate to assist and answer questions

 Any questions that many students ask should be addressed to the whole class

Step 4: Part 2-Students need another email address

 The first step of Part 2 requires students to retrieve another email address.

 **Instruct** learners to find another partner that they did not use for part 1

Step 5: Model Activity

 Learners should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTERS**

**Review** how to get back to the inbox

 **Ask** learners how to open a received email: *click on it*

Teacher should open the email that was sent to them by their student partner

**Ask** students if they remember how to forward an email: *click on forward at the bottom of the email*

 Forward the email to your new partner

Step 6: Learners complete activity

 **Instruct** learners to complete Part 2

Circulate to assist and answer questions

 Any questions that many students ask should be addressed to the whole class

**Teacher Directions: Activity 2: Email Etiquette**

Step 1: Context

**Ask** students if they have ever received mail that they thought was junk or nonsense? Would they pass that mail off to a friend?

**Explain** that email is just like snail mail this way: You do not want to forward an email that is junk to other people

**Ask** if anyone has ever received an email which promised something free if you sent it to ten people?

Step 2: Go through PPT

 Download **Day 5 Email Etiquette** and go through it with the learners

Step 3: Practice Exercise

Learners should think about what they have learned, and come up with at least three rules they would share with family and friends regarding email etiquette

**Instruct** them to write them down on a piece of paper and then share them with the class

**Email Exercise 7: Forward Emails**

Part 1:

1. Find a partner, one you have not sent an email to before, and write down their email address below (be sure to double check spelling):

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1. Compose a new email to your partner.
2. In the body of the email, type the following information:

*There has been a change in the times for the Computer and Literacy class due to conflict. The class will now take place from 9pm to 11pm, instead of 6:30-8:30. Please forward this information to any relevant parties.*

*Sorry for any inconvenience.*

1. Be sure to add a greeting and contact information
2. Come up with a subject that explains the context of the email.
3. Check to make sure you have included all of the necessary items in an email and the necessary items of the body of the email.



1. Send the email.

Part 2:

1. Find a new partner, not the one you just sent an email to, and write down their email address below:

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| --- |
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1. Open the email that your partner sent you in Part 1.
2. Locate the **Forward** button and click on it.
3. Type the recipient email address in the appropriate space.
4. In the body of the email, the text portion should include:

*I thought you might want to know this information, in case you were not already informed.*

1. Be sure to include a greeting, closing and contact information.
2. Check the recipient email address for any spelling mistakes. Make sure it includes @gmail.com
3. Check to make sure every necessary part of emails is included.
4. Send the Email.