**Email: Day 9**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *send emails to multiple recipients*  ***Computer Skill:*** *moving emails to different folders*  ***Literacy Skill:*** *identify proper tone* | **Make Student Copies**   * **Email Exercise 10: Request Template Tab 21)**   **Props, Technology or Other Resources**   * Projector * Computer for every student * Download from Lesson Plan and Project on the Board Day 9 Email Examples (Page 5-6) |
|  | |
| **Lesson Plan** | Vocabulary |
| **Warm-up:**  Description: logon to the teacher’s email; ask students how to send an email to multiple participants: *place a comma between email addresses.* **Ask** if you have to include @gmail.com on all email addresses included in the email: *YES, ESSENTIAL PART OF THE EMAIL*  Materials/Prep:  **Activity 1: Professional Email**  Description: learners will create an email that could be sent to a potential employer with a resume attached  Materials/Prep: copies of **Email Exercise 10: Request Template**, **Download from Lesson Plan and Project** on the Board **Day 9 Email Examples** (Page 5-6)  **Activity 2: Moving Emails to Folders**  Description: create a folder and place all emails received in class into that folder  Materials/Prep: | * Professional * Cover Letter * Sales Pitch * Call to action * Folders * Labels * Move to |

**Teacher Directions: Activity 1: Using Email for Professional Contact**

**-Copies of Email Exercise 10: Request Template**

**-Download from Lesson Plan and Project on the Board Day 9 Email Examples (Page 5-6)**

Step 1: Set-up

Ask learners how they have communicated to employers/potential employers in the past

Has anyone ever used email in the workplace before? Or to get a job?

**Explain** that this is becoming more and more common; people are constantly being told to “send me your resume” or “contact me via email” and face to face, or even phone to phone, us becoming more rare

**Explain** that today we will be developing a template for an email that can be used at any point to send a resume, or any document, to a potential employer

Step 2: Parts of an Email Review

Ask learners what are the 3 parts of an email: *recipient email address, subject and body.*

Explain that today we will be focusing on the body of the email, because the recipient address will change depending on who the email is being sent to

**Ask** what the 4 parts of the body are: *greeting, text, closing, contact information*

**Ask** which of those parts might remain constant no matter whom you emailing: *closing and contact information*

**The text** might be kept almost the same, with little details edited out

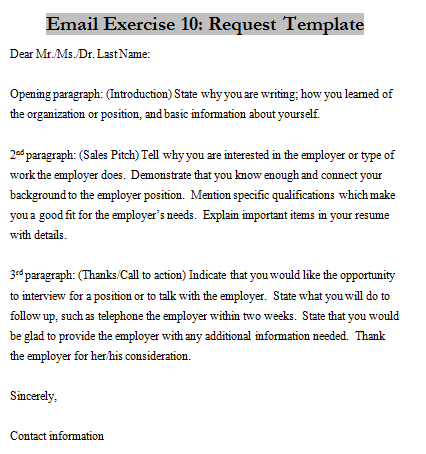
Step 3: Scenario

Explain the scenario to the class

You met Ms. Henry on the bus who informed you that she has an opening for your dream job. She gave you her business card and told you to email them your resume.

**Explain** that we need to create an email that meets these requirements

**Ask** learners what needs to be included in the text of the email, write their responses on the board, they might not get to all of the listed suggestions below, so include them at the end. IMPORTANT: ask for an interview

* Remind employer where you met
* Set up your resume: this is like a cover letter
  + What is your specialty
  + What are you looking for
  + Why you would benefit the organization
* Ask for an interview

Step 4: Review suggested template

Take time to outline the email

Explain that this outline can be used for any job request, simple words might have to be adjusted

Hand out **Email Exercise 10: Request Template (2 sided documents, one with suggestions, one blank side)**

**Go over the front side, with learners**

**Remind learners** to keep tone in mind when writing these emails. You want to come off gracious for the opportunity and excited, not entitled or demanding

Step 5: Go over examples

Pull up **Day 9 Email Examples (page 5) and review them with learners**

**Ask** them if they have all of the parts that are recommended in the email

**Ask** about tone: does the applicant come across well?

Step 6: Create own template

**Instruct** learners to take into account the scenario and their own skills and fill in the blanks with FULL SENTENCES on the back side

**They can work in pairs,** but they need to think about their own skills and hopes for employment

Note: We create resumes in the Job Search Class, but do not have time to do so in this class. Attached in lesson plan are some resources for those who wish to create resumes, additionally students should know that many libraries have resume assistance. Encourage students to take the personal information form to fill out before they go anywhere for resume help, it will speed the process along.

Keep in mind tone.

**Teacher Directions: Activity 2: Moving Emails**

Step 1: Review what folders are

Ask if learners remember what email folders are: *just like physical folders, they offer space to organize emails by category*

Ask learners to look through the different folders that are already available. What are they called? What kind of emails would be stored there?

Step 2: Model Moving Emails

Learners should **EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

Open an Email

Locate the “Move to” button, looks like a folder

**Explain** that you can either choose one of the folders that have already been created, or you can simply create a new folder by typing directly into the available box in the Move To menu

Step 3: Work with class to create Classroom Folder

Students can now work on their computer

Instruct them to open an email they have received from a classmate

**Ask** them what they click on to move the current open email to a folder: *Move To*

**Ask** them where you go to create a new folder: *the box to type in*

**Instruct** learners to create a Classroom folder: *type classroom into the space*

Step 4: Demonstrate: Move many folders

Learners should **EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

**Explain** that we learned how to move one email, which is convenient to do if you receive an email and know when you read it the first time that you want to move it somewhere other than the inbox, but there is a way to move many emails at one time

**Ask** learners how to go back to the inbox

**Select any email received in this class (check the box)>Click** on **Move To>**Select Classroom

Step 5: Controlled Practice

Work through these steps with the learners

Step 6: Look in Classroom folder

**Explain** that to look in a folder, you just click on the name

**Day 9 Email Examples**

My name is Chris Kyle and we met on the bus about a week ago. I am very interested in the Human Resources position you mentioned, so I have attached my resume.

My resume is enclosed. I would appreciate the chance to meet you for an interview. My phone number is listed below; otherwise email is fine for communication as well.

Thank you for your time,

Chris Kyle

Phone: 111-111-1111

Hey Mr. Henry

Chris Kyle here, we met on the bus last week. I think I would be awesome for the Astronaut position you told me about.

I am strong, smart and funny. I like space. This could be really fun.

I can meet on Tuesday for an interview at Common Grounds. See you then!

Chris

Dear Ms. Henry,

My name is Chris Kyle, we met on the bus a few days ago and you mentioned there was an opening for an administrative assistant, and I believe I have the background to do a good job in the position.

I have been working for five years as an administrative assistant at Classic, Inc. I regularly use word processing, spreadsheet and database programs and other computer software. I type and format all letters an internal memos. I have also trained six staff members in word processing.

I have attached a copy of my resume and would appreciate the chance to meet with you for an interview.

Thank you for your time,

Chris Kyle

111-111-1111

chriskyle@gmail.com

**Email Exercise 10: Request Template**

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: (Introduction) State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: (Sales Pitch) Tell why you are interested in the employer or type of work the employer does. Demonstrate that you know enough and connect your background to the employer position. Mention specific qualifications which make you a good fit for the employer’s needs. Explain important items in your resume with details.

3rd paragraph: (Thanks/Call to action) Indicate that you would like the opportunity to interview for a position or to talk with the employer. State what you will do to follow up, such as telephone the employer within two weeks. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

Contact information

**Email Exercise 10 Part 2: Fill in the blanks**

Your turn: fill in information as it fits your skills or interests. Remember, this could be any job you would ever hope to apply for, simply make sure your skills are relevant.

Greeting:

Opening paragraph:

2nd paragraph (Sales Pitch):

3rd paragraph (Thanks/Call to action):

Closing:

Contact information:

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| Applicant Information EXTRA JOB RESOURCES: Personal information Form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | | | | |  | | | | | | | | | | | | | | | | | First | | |  | | | | | | | | | | | | M.I. | | | | | | | | Date | | | |  | | | |
| Street Address | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | |  | | | | | |
| City |  | | | | | | | | | | | | | | | | | | | | | | State | | |  | | | | | | | | | | | | ZIP | | | | |  | | | | | | | | | |
| Phone |  | | | | | | | | | | | | | | | | | | | | | | E-mail Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Available | | | | | | |  | | | | | | | | | | | | | Social Security No. | | | | | | **DO NOT ENTER** | | | | | | | | | Desired Salary | | | | | | | | | | |  | | | | | | |
| Position Applied for | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | | | | | | | | | | | YES | | | NO | | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | | | | | | YES | | | NO | |
| Have you ever worked for this company? | | | | | | | | | | | | | | | | | | | | | YES | | | NO | | | If so, when? | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | | | | | | | | | | YES | | | NO | | | If yes, explain | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| College | |  | | | | | | | | | | | | | | | | | | | | Address | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| From | |  | | | | | | | To | | | | |  | | | Did you graduate? | | | | | YES | | | | | NO | | | | | Degree | | | | | | |  | | | | | | | | | | | | | |
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| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | NO | | | | | | | |  | | | | | | | | | | | | |
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