

TEACHER'S NAME: Michele C.

REEP LEVEL(s): 100/150

LIFESKILLS UNIT: Work and Technology

LESSON OBJECTIVE: Basic email correspondence

TECHNOLOGY INTEGRATION (if any): Basic email correspondence

LANGUAGE SKILLS TARGETED IN THIS LESSON (X all that apply):

Speaking Listening Reading Writing

ESTIMATED TIME: 2 - 3 hours

RESOURCES AND MATERIALS NEEDED:

- completed letters and envelopes to students from teacher (file: Email_letter_template.doc)
- blank paper and envelopes
- vocabulary worksheet (file: Email_vocab_address_message.doc)
- How To create an email account (file: Create email account _Gmail_summer2011.ppt)
- info slips for email/login/password (files: Email_infoslips.doc; Email_extension activity_infogrid.doc)
- computers connected to the Internet

Additional Resources:

- www.REEPworld.org Family story > Newaz > Lifeskill activity

LESSON PLAN AND TEACHER'S NOTES

Prerequisites:

Basic computer vocabulary, basic internet vocabulary, basic internet navigation, greetings and personal information

Pre-class prep:

Brief, simple letters to students (see Email_letter_template.doc) with envelope addressed to each student. Also, conduct needs assessment activity for this unit to determine, at least, how many students (1) have an email account and (2) want to practice sending/receiving email in English. (If some students are familiar with sending email, have them assist students who are new to this process.)

Review/Warm up:

Conversation cards for common greetings and small talk practice.

Motivation/Background Building:

Students gain a conceptual understanding of email. Show a picture of a mail carrier? "Who is this?" "What does she/he do?" "What is she/he carrying?" Show a completed letter in an envelope. "What is this?" "What is inside it?" Elicit information and guesses. Explain: "I have a letter for each you. I will

give you a letter. Read the letter. Touch your ear when you finish reading the letter.” Ask student volunteers to help distribute the letters. After the letters are read, read it out loud in chorus to practice (have on a transparency). Repeat the line, “Please tell me a little about your family.” Practice orally with volunteer students. Write a few sentences on the transparency in the letter for one volunteer student. Then explain, “Now, you are going to write a letter to me. You will write a little about your family.” Distribute the template letters. Practice completing it on a transparency with a volunteer student. Give students time to finish their letters. Have them check the letter with a partner. (In the email section of this lesson, they will type exactly what is on their completed letter to the teacher.)

Explain, “We can also type letters and send letters and receive letters on the computer, on the Internet. It’s called ‘email.’ The letters are called ‘messages.’ Draw and label this information on the board. “You are going to send me an email in the computer lab. You will type your message and send it to me. I will type a message and send it to you. What do you think, easy – so-so – or difficult?”

Presentation, Practice, & Evaluation 1:

Vocabulary building for email interface and properly completing the email message form, on paper in classroom. Teacher can do as dictation for higher levels, lower levels reading. (See Email_vocab_address_message.doc.)

When they’ve finished, “Class, please show me the letter you wrote to me. Look at your letter. What is my email address? Now, please point to the message you will type to me in an email. Great! In the lab, you will sit with your partner. You will complete one email together and then switch. What do you think, easy – so-so – or difficult?” (See Email_infoslips.doc)

In the computer lab...

MANAGEMENT TIP!

At this point, if there are some students who do not yet have an email account, have them work with the lab assistant or a volunteer student with much email experience to create an account. When they are done, have them pair with students who are finished so they can help each other. The group immediately working on the email message should be paired cross-tech-ability, if possible. (see Create email account _Gmail_summer2011.ppt)

Presentation, Practice, & Evaluation 2:

Teacher models activity with LCD projector, if possible. Student pairs complete one email for one student then switch to help each other.

MANAGEMENT TIP!

As students get the hang of it, be sure to have students with stronger tech ability to monitor the others. This way, teacher can get to responding to the emails in VERY brief responses, preferably including a follow up question.)

Application:

Depending on the ability of the student, teacher can follow up with 1-2 simple sentences about her own current and past work experience and include 1-2 simple questions asking for the students current and past work experience.

Extension Activities for the Classroom and Beyond: (30 min in class and 20 min in lab)

For those who are interested, in the following lab class, students send an email to another student and CC: the teacher (for assessment purposes). (see Email_extension activity_infogrid.doc)

Pre-lab, in classroom activity:

Info grid –What’s your first name? What’s your last name? Can I send you an email? What’s your email address, please? (see handout)

Post-activity while in computer lab:

Teacher can gather attention of class and ask questions or make observations about what’s being sent in the email exchanges.

Dear _____,

This is your teacher, Michele. How are you today?

I'm very happy! I will visit my family this weekend.

Please, tell me a little about your family.

My email address is _____.

Best wishes,

Michele

Dear Michele,

This is your student, _____.
(name)

I'm _____ I will _____ this weekend.
(emotion) (activity)

I will tell you a little about my family.

My email address is _____@_____ . _____

Best wishes,

Email message vocabulary

1. Send email

2. Don't send
Erase

3. Email address

4. Subject
Topic

5. Message

6. Check spelling

The screenshot shows an email composition interface. At the top, there are buttons for 'Send', 'Save Now', and 'Discard'. Below these are fields for 'To:', 'Subject:', and a large text area for the message. A toolbar with various icons and a 'Check Spelling' link is visible. The interface is annotated with six numbered callouts: 1 points to the 'Send' button, 2 points to the 'Discard' button, 3 points to the 'To:' field, 4 points to the 'Subject:' field, 5 points to the message text area, and 6 points to the 'Check Spelling' link.

1. _____

2. _____
Erase

3. _____

4. _____
Topic

5. _____

6. _____

This is a blank version of the email composition window from the first image. It contains the same interface elements: 'Send', 'Save Now', 'Discard' buttons; 'To:', 'Subject:', and message text fields; and a toolbar with a 'Check Spelling' link. The numbered callouts are now empty lines, intended for students to write their own definitions for each part of the interface.

Instructions:

Donna is writing emails to her friends. Help her to write the correct email address and subject for Azra and Rafael.



1.

Azra

Azram17@yahoo.com

Subject: dinner tonight

Message:

Hi Azra,

Can you come to dinner tonight?

Your friend,

Donna

Send Save Now Discard

To: |

[Add Cc](#) | [Add Bcc](#)

Subject: |

[Attach a file](#)

B I U F T [Check Spelling](#) ▾

« Plain Text

Send Save Now Discard

2.

Rafael

r.salazar78@gmail.com

Subject: school tomorrow

Message:

Hi Rafael,

*Can you give me a ride
to school tomorrow?*

Your friend,

Donna



Send Save Now Discard

To: |

[Add Cc](#) | [Add Bcc](#)

Subject: |

[Attach a file](#)

B I U F T [Check Spelling](#) ▾

« Plain Text

Send Save Now Discard

Send **Save Now** **Discard** 

To:

[Add Cc](#) | [Add Bcc](#)

Subject:

 [Attach a file](#)

B **I** **U**                            

My teacher's email address _____
My email address _____
My login (username) _____
My password _____

My teacher's email address _____
My email address _____
My login (username) _____
My password _____

My teacher's email address _____
My email address _____
My login (username) _____
My password _____

My teacher's email address _____
My email address _____
My login (username) _____
My password _____

My teacher's email address _____
My email address _____
My login (username) _____
My password _____

My teacher's email address _____
My email address _____
My login (username) _____
My password _____

Instructions: Practice the conversation with a partner. Write your answers. Then write your partner's answers.

A. What's your first name?

B. My first name is _____.

A. What's your last name?

B. My last name is _____.

A. Can I send you an email?

B. ☺ Yes, you can.

A. What is your email address, please?
please?

B. _____ @ _____ . com

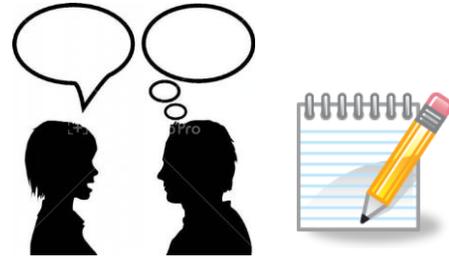
☹ I don't have email. You can call me.

What is your telephone number,

(___) ___ - ____

A. Thank you!

B. You're welcome.



	What's your first name?	What's your last name?	Can I send you an email?	What's your email address?
Me				
Classmate 1				
Classmate 2				

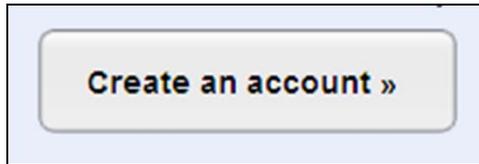
How to create a free email account.

1. Go to www.google.com

2. Click on



3. Click on



4. You can change the language.



5. Type a **name** and a **login**

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Can you use this name?
Check!

No?

gosman2011 is not available. [?] Here are some suggestions:

- glrsmn
- gloriasmn87
- gosman.osman794
- gogosman32

Type a different login!

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

gloriaosman2011 is available

1. Type a password →

Choose a password: Password strength: **Strong**
 Minimum of 8 characters in length.

Re-enter password:

2. Type a password **again** →

3. Write your password on your info slip.

4. Select "Write my own security question."

5. Type "What is your favorite color?" →

6. Type the color. →

Security question: ▼

If you forget your password we will ask for the answer to your question. [Learn More](#)

Answer:

7. Type your birthday __ / __ / ____

Birthday:
 MM/DD/YYYY (e.g. "8/17/2011")

8. Type the security word.

Need help? Raise your hand for help!

Word Verification: Type the characters you see in the picture below.

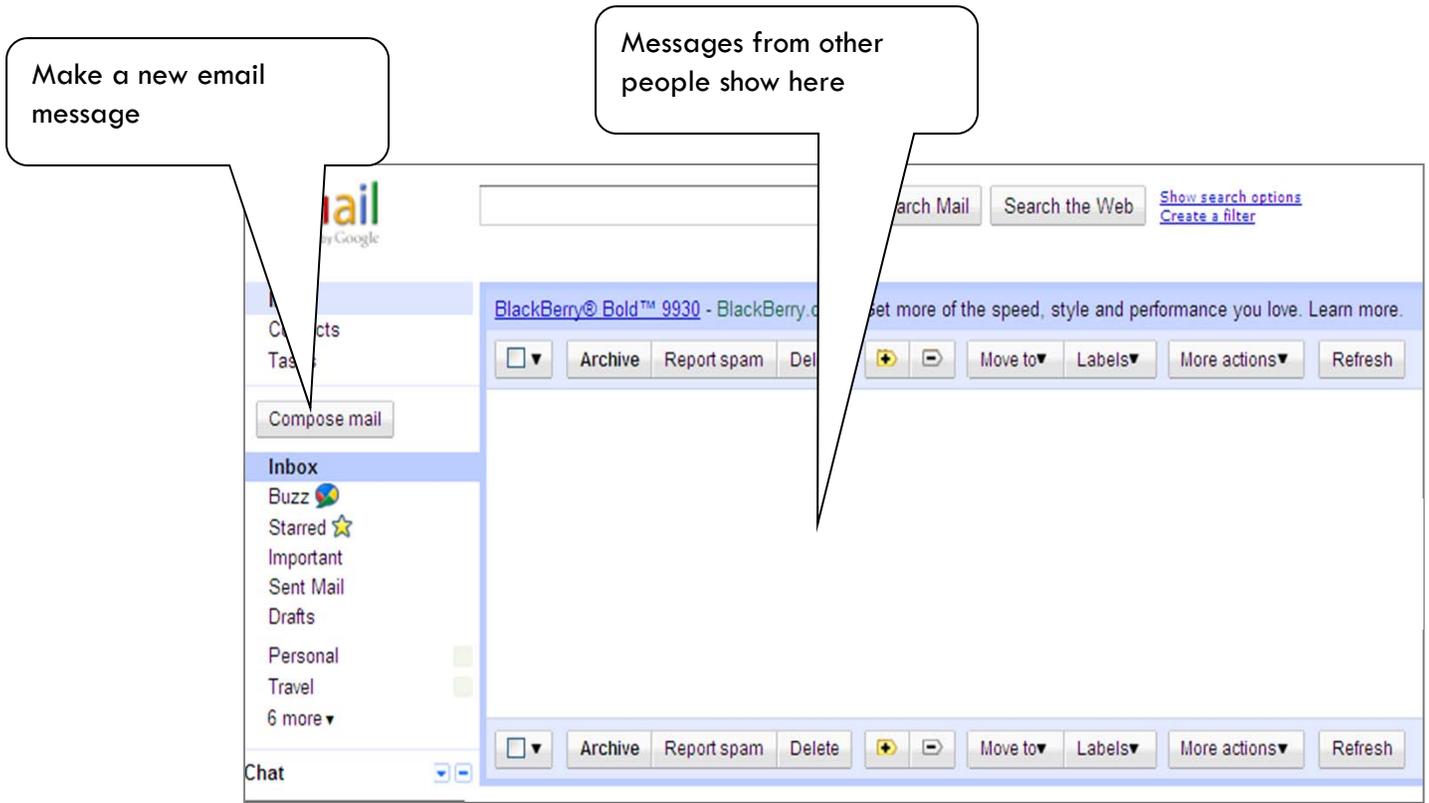


&

Letters are not case-sensitive

9. Click on

10. Click on



Email message

