

# Email Communication

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**ISTE Standard: 6: Creative Communicator (6a)** - Communicate clearly and expressively for a variety of purposes using the tools of digital technology.

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**A. GRADE LEVEL:** 7th-8th

**B. SUBJECT:** STEM/Technology

**C. DATE:** [Insert Date]

**D. DURATION:** 2 Days

**E. LESSON FOCUS:** Sending and managing professional emails, including email etiquette and safety.

**F. MATERIALS:**

- Computers or tablets with internet access
- Email accounts (e.g., Gmail, Outlook)
- Projector or interactive board for demonstration
- Email etiquette handout
- Sample email templates

**G. LESSON OBJECTIVES:**

- Understand the components of a professional email (subject, greeting, body, signature).
  - Learn how to send, reply, forward, and organize emails.
  - Demonstrate proper email etiquette, including tone and format.
  - Understand how to manage an inbox, including folder organization and avoiding spam.
  - Recognize the importance of email safety and privacy.
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**H. PROCEDURES:**

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**1. INTRODUCTION (30 minutes):**

- Start by discussing what email is and why it is an important communication tool.
  - Define **professional emails** and explain their difference from informal emails.
  - Present examples of well-written professional emails and poor examples.
  - Discuss the components of an email: **Subject Line, Greeting, Body, Signature, and Attachments.**
  - Introduce **email etiquette**: professional tone, proper greetings, and signing off respectfully.
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**2. EXPLAINING THE KEY FUNCTIONS (30 minutes):**

- **Sending an Email:** Show how to compose a message by creating a new email, addressing it, and adding a subject.
  - **Replying and Forwarding:** Demonstrate how to reply to emails and forward them to others.
  - **Managing the Inbox:** Explain how to organize emails by folders, delete unwanted emails, and avoid spam.
  - **Attachments:** Teach how to attach documents or images to an email.
  - **Safety and Privacy:** Discuss safe email practices such as not sharing personal information and recognizing phishing attempts.
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**3. ACTIVITY (60 minutes):**

- **Activity 1 (Writing a Professional Email):**
  - Each student will draft a professional email to a classmate or teacher, asking a question related to classwork or project topics.
  - The email should include a proper greeting, clear subject, body, and polite closing.
  - After drafting the email, students will send it to the teacher for feedback.
  - Discuss email responses in class the next day, focusing on tone and professionalism.
- **Activity 2 (Inbox Organization):**
  - Students will log in to their email accounts and practice organizing their inbox.
  - They will create at least two folders (e.g., “Classwork” and “Personal”) and move emails into the appropriate folders.
  - Teach them how to mark emails as spam, delete unnecessary emails, and archive important messages.

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#### **4. OBSERVATION (30 minutes):**

- As students work on the activities, circulate around the room to observe their ability to use the correct formatting, manage their inbox, and follow email etiquette.
- Provide individual support and feedback where necessary.

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#### **5. GENERALIZATION (30 minutes):**

- Lead a discussion on the importance of using email as a tool for communication in both professional and academic settings.
- Ask students to share what they learned about email etiquette, managing emails, and staying safe online.
- Reinforce the importance of keeping emails professional and organized, especially as they enter high school and start working or applying for internships.

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#### **6. ASSESSMENT:**

- Review each student's email for professionalism, proper tone, and format.
- Observe their ability to organize their inbox and manage emails efficiently.
- Provide feedback on the email drafts to ensure they meet the standards of professional communication.

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#### **Note 1: Safety Precautions**

- Emphasize the importance of not sharing personal information (e.g., full name, address, phone number) in emails.
- Remind students to be cautious of emails from unknown senders, especially those asking for personal information or offering suspicious links.
- Encourage students to report any phishing emails or other suspicious activity to a teacher or guardian.

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#### **Note 2: Accommodation for ELL, ESE, and Other Students**

- Provide email templates or sentence starters for students who need extra support in crafting professional emails.
- Allow students to pair up with a peer who can assist them with email writing and organization.

- Offer extra time for students who need additional assistance in navigating email platforms or understanding email etiquette.
- Use visual aids or step-by-step guides to support students who need additional clarity.
- For ESE students, simplify instructions and focus on one function at a time (e.g., composing one email before moving on to organizing the inbox).