

Email Essentials: Formal Email Style in a World of DMs

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U3.4

WHAT THIS LESSON DOES

Discover the differences between casual messaging and professional email communication. Explore the key parts of an email and learn how to attach files correctly. Practise sending a formal email for your projects.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.4	Understand the structure of an email and be able to create, send and receive email with consideration of security concerns and risks.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Explain when email is the right formal (work-style) choice versus DM or chat tools
- Use To and Cc with subject, body and signature appropriately, and explain when Bcc is safer
- Attach a file to an email and explain when to compress several files into a zip
- Send a practice email to a named recipient and save 03_practice_email.png plus 03_register_note

BEFORE THE BELL

- No physical or print materials are required for this lesson.
- Confirm school email access (Outlook on the web or Gmail) and that students can open Project_Portfolio / 03_documents.
- Decide the default named recipient (usually you). Have one tiny sample file ready for the paperclip demo.
- Confirm school email access for all students; decide the default named recipient (usually the LCA teacher); have the email-versus-chat image ready to show.
- Know your school email product (Outlook or Gmail); have anatomy and zip workflow images ready; optional one-file attach demo.
- Project the drag-sort; plan to facilitate talk-first for ~5 minutes before students drag.
- Know whether students can create zip files on school devices; be ready to model Sent capture and save path.
- Be ready to receive practice emails; model paperclip attach and Sent screenshot path; help students reach Project_Portfolio/03_documents for 03_practice_email.png and 03_register_note.
- Spot-check that 03_practice_email.png and 03_register_note exist in 03_documents before students leave; optional matching worksheet as exit ticket.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Email or DM?
4 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Open with the email-versus-chat image so the board is not bare text.
- Discuss a few sorting cards as a class before students begin the drag-sort.
- Project the anatomy diagram during Key concepts; keep zip OS detail as talk-through plus extension.
- Model paperclip attach (about 60 seconds) and Sent screenshot save path (about 30 seconds) before Independent Practice.
- Circulate during Independent Practice to verify recipients, Cc use, one small attachment, and filenames 03_practice_email.png and 03_register_note.
- Optional exit ticket only if time remains: worksheet Email parts and channel choices.

WHAT TO WATCH FOR

- Students leave the subject line blank, remind them that a clear subject helps the recipient understand the purpose.
- Using informal greetings like 'Hey', refer back to the formal salutation examples provided.
- Forgetting the paperclip attachment or screenshotting Compose instead of Sent.
- Saving the comparison note without the exact name 03_register_note.

DIFFERENTIATION

- Support: Offer sentence starters for the email body and greeting during practice.
- Support: Allow paired work on the sorting activity for students who need it.
- Extension: Compress two portfolio files to a zip and send the second email with subject ICT1 zip practice.