

KA2 Workshop Part 2: Email to a Named Recipient and Module Recap

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U3.4

Outcome M1.U2.3

WHAT THIS LESSON DOES

You will finalise your KA2 research report as a PDF, email it professionally to a named recipient, capture evidence of the sent message, and verify everything against the SEC checklist before reflecting on the completed module.

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.
M1.U2.3	Proof and edit a document before printing.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Finalise, proof and export the researched report as PDF
- Compose a professional email to a named recipient with a clear subject and PDF attachment
- Self-check KA2 evidence against the SEC checklist for teacher verification
- Reflect on ICT1 completion and how both Key Assignments support the Something Real project

BEFORE THE BELL

- Have the SEC checklist available for reference (full table is in the Portfolio Build step).
- Confirm outbound school email works and agree default named recipient (usually you).
- Write the three lesson outcomes on the board: finish PDF, send email + screenshot, tick checklist.
- Confirm students have 04_ka2_research_report drafts; school email accounts can send outbound mail; PDF export/download works; named recipients agreed (default: you).
- Project the sample email on the board for the send window.
- Students need cloud access to Project_Portfolio/04_research_report and their 04_ka2_research_report draft.
- Be ready to be the named recipient for students without an external contact; check school email outbound works; model one full send before students start.
- Note which students still need KA2 verification follow-up.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Portfolio Build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Triage drafts at the start of the PDF step (Group A proof/export; Group B mini-report then export).
- Model PDF export once for the whole class if needed.
- Model one full email send on the board before students follow the platform steps.
- Circulate during Portfolio Build; verify PDF and sent-email screenshot before banking.
- If anyone must finish after class, still witness or verify the sent-item screenshot before SEC banking, not unsupervised homework by default.

WHAT TO WATCH FOR

- Saving the PDF to Downloads, direct students to move the file into 04_research_report.
- Attaching the editable document instead of the PDF, verify the attachment type before Send.
- Capturing a screenshot before sending, evidence must show the sent item.
- Leaving evidence as Screenshot(1).png on the desktop, require the exact filename in the portfolio folder.

DIFFERENTIATION

- Support: Provide the sample email on screen and the Group B mini-report path.
- Support: Pair students briefly for a proof pass before export.
- Extension: Subject-line rewrite challenge in the lesson summary.