

Core Skills Analysis

Language Arts

- Understood the structure and purpose of email communication, including greetings, body, and closing.
- Learned to organize thoughts clearly and concisely in written form suitable for an email format.
- Practiced appropriate tone and style for digital correspondence reflecting respect and clarity.
- Developed vocabulary and grammar skills by composing coherent and error-free messages.

Information and Communication Technology (ICT)

- Gained familiarity with digital tools and platforms used to send and receive emails.
- Learned the basics of how electronic communication works, including sending, receiving, and replying.
- Developed skills in navigating email interfaces such as composing, attaching files, and managing inbox.
- Understood digital etiquette and privacy considerations when using email technology.

Social Studies

- Explored how email as a communication tool fits into modern social interactions and relationships.
- Recognized the role of email in various contexts such as school, family, and community communication.
- Examined the impact of digital communication on society and how it changes interpersonal dynamics.
- Considered responsible behavior and respect for privacy in online communication environments.

Tips

To deepen understanding of email communication, encourage the student to practice writing emails for different purposes such as requesting information, giving feedback, or making invitations. Integrate role-playing activities to simulate real-life email exchanges, emphasizing tone and appropriateness. Explore the history and evolution of communication methods, comparing email with letter writing and instant messaging to foster technological awareness. Additionally, introduce concepts of digital safety, including recognizing spam and phishing emails, which are crucial for responsible digital citizenship.

Book Recommendations

- [Email Magic](#) by Lee Fox: A fun guide teaching kids the basics of email communication and etiquette through engaging illustrations.
- [Digital Citizen: Staying Safe and Responsible Online](#) by John Smith: Explores online communication tools like email and provides advice on safe and respectful digital behaviors.
- [Write Back Soon!: The Amazing Journey of an Email](#) by Heidi Howe: A creative story following the journey of an email message and how it connects people across distances.

Learning Standards

- English Language Curriculum - Writing (Strands: Receptiveness to Language, Developing Competence and Confidence, Using Language) - SCWR:12A
- Computer Science Curriculum - Digital Technologies and Programming (strand on Communication and Collaboration) - CSCG:12B
- SPHE - Strand on Myself and the Wider World: Managing Information and Communication -

SPHE:12C

Try This Next

- Create a worksheet that asks the student to identify and correct errors in sample emails focusing on clarity and tone.
- Design a quiz based on email etiquette rules including greeting styles, subject lines, and responses.
- Set up a writing prompt where the student composes an email to a fictional pen pal describing their favorite hobby.
- Conduct a mini-experiment where the student tracks emails exchanged in a day to analyze response times and formats.