

Activity #4 - Sending Proper Emails - Lesson Plan

Objective

Students will be able to construct written email messages using the 6 essentials (subject line, salutation, body, closing, signature, and spacing), proper spelling, grammar, and punctuation for a specified environment.

Business Connection

Email is still one of the most popular forms of communication in the workplace. It is important for professionals to be able to construct proper messages when emailing. It is incredibly easy to get caught up in the brevity and lack of structure that a texting world may provide. It is crucial for students to understand the difference between emailing and the texting world as they begin their journey of becoming professionals.

Overview

In this lesson students are tasked with the challenge of identifying the difference between an email and text message, creating messages for specific environments, and properly constructing an email using the 6 essentials. Students are introduced to the topic through a bellringer and discussion followed by an [Activity - What's a matter with these emails?](#) In the activity students learn about the 6 email essentials and are tasked with making corrections to different messages based on their audiences and providing feedback to the emailer. After students complete the activity in pairs, there is a discussion that follows. Lastly, students will be tasked with properly emailing the teacher about their favorite thing they did over summer using the rubric as guidance for properly constructing the email message.

Common Core State Standards

Writing

Production and Distribution of Writing:

[CCSS.ELA-LITERACY.W.9-10.4](#)

Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

Language

Conventions of Standard English:

[CCSS.ELA-LITERACY.L.9-10.1](#)

Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

[CCSS.ELA-LITERACY.L.9-10.2](#)