



Task-based Activity Cover Sheet

Task Title: Send and receive an email

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship ✓ Secondary School ✓ Post Secondary ✓ Independence ✓	
Task Description: Learner will send an email to themselves and receive it	
Competency: D: Use Digital Technology	Task Group(s): D: Use Digital Technology
Level Indicators: D2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart or click here	
Skill Building Activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">• Computer with internet access• Student email address• Copy of task and sample letter	
ESKARGO: <ul style="list-style-type: none">• Demonstrates proficiency with D.1 email skills• Sends emails (of more than one paragraph, with a clearly defined purpose, that may include unfamiliar elements; e.g., vocabulary context and topic, to recipients who may or may not be familiar to the sender)• Retrieves and replies to emails; sends to multiple recipients; creates address book/contact list; creates group email addresses	
Attitudes: Practitioner, We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following: <input type="checkbox"/> Attitude is not important <input type="checkbox"/> Attitude is somewhat important <input type="checkbox"/> Attitude is very important	



Task Title: Send and receive an email

E-mail is widely used in workplaces, educational institutions and everyday life to gather and share information. E-mails can even be used as a reminder by sending an email to yourself.

To avoid “spam” or “junk email”, always put an appropriate subject line in your email and make sure to type your name at the end of the email.

Learner Information and Tasks:

Task 1: Send an email from your own email account to your own email address reminding you to print off a copy of your received email.

Task 2: Print a copy of your email once you receive it.



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Answer Key

Task 1 & 2: The learner will have printed off an email they received from themselves that reminded them to print off a copy of that email. There should be a subject and they should sign their name.



Task Title: Developing a mailing list, sending, forwarding and receiving emails

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
D2	<ul style="list-style-type: none">selects and follows appropriate steps to complete tasks			
	<ul style="list-style-type: none">locates and recognizes functions and commands			
	<ul style="list-style-type: none">makes low-level inferences to interpret icons and text			
	<ul style="list-style-type: none">performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities:

Links to online resources:

GCFLearnfree.org- Email 101

<http://www.gcflearnfree.org/emailbasics/email101>

Online tutorial that involves readings and short videos to teach the basics of email, including understanding how email works, where you get email service from, and how you communicate properly and safely online.

GCFLearnfree.org- Gmail

<http://www.gcflearnfree.org/gmail>

Online tutorial that involves readings and short videos to teach the basics of how to compose, send, and respond to emails, then explore Gmail's features for managing your email and accessing it from your mobile device.

DIGITALLEARN.ORG- Intro to Email Part 1 & 2

<http://digitalllearn.org/learn>

This online tutorial uses videos and quizzes to teach: Part 1- will get you started using email by teaching what email is, how to set up an account, how to reply to and send emails. Part 2- Carbon Copy (CC), Blind Carbon Copy (BCC), Forwarding, Attachments, Drafts, Spam, Trash, and Search.

Essential Skills for Internet Use- TR Leger Adult Literacy and Employment Preparation Program

http://en.copian.ca/library/learning/trl/internet_use/internet_use.pdf

Read about and complete exercises on: creating an email account (p.34), Sending an email (p.38), signing in and out of email account (p.39).

Email Writing: Putting it in Practice

<http://www.settlementatwork.org/lincdocs/linc5-7/business.writing/pdfs/bus.writing.LINC5/07.memo.email.writing.pdf>

Practice activities that provide email writing prompts.

LearningHUB online courses available:

- **Essential Skills, Independent Study (Assigned by practitioner after assessment):**
 - Computer Use Level 1- provides an introduction to basic computers, electronic communication and using email.
- **Independent Study Short Courses (Moodle)**
 - Learning to Communicate by Understanding Internet and e-Mail- Learn the basics when using the Internet and e-mail. Practise basic e-mail use and learn how others may interpret your e-mail messages.



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- **Live Classes (SABA)**
 - Using E-Mail in the Workplace- Learn how to create and use basic features of an e-mail account and how others interpret your messages.

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>