

Digital Literacy Curriculum Resource

Module 5 Email



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



Funded by:
Immigration, Refugees
and Citizenship Canada

Financé par :
Immigration, Réfugiés
et Citoyenneté Canada

DIGITAL TASK

This task is intended to be used for the students to demonstrate their digital skills.

For a language assessment, please see the PBLA task following the Digital Task Self-Assessment Checklist.

Topic	Education and Lifelong Learning
Digital Literacy Curriculum Module	Module 5: Email
Digital skills required for this task	<p>Ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules:</p> <ul style="list-style-type: none"> • Mouse skills: hold the mouse, left click • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key <p>Skills from Module 5:</p> <ul style="list-style-type: none"> • Locate web-based email provider • Sign into email account • Compose an email message • Send an email to a recipient
Level(s)	Literacy-CLB 1
Task description	Send an email to your teacher
Information for the teacher	<p>Task conditions: Each student must have their own computer.</p> <p>Reminder: Teach the skills prior to this assessment.</p> <p>Specific information for this task: Give students your work email address</p> <p>Assessing the digital skills: A content-based answer key does not need to be created because the focus is on digital skills. What is important is <u>how students get to</u> the information, not the information itself. Have your students use the Self-Assessment Checklist to check their digital skills. Students can check their task sheet information with each other after the task, if there is time.</p> <p>Language skills: You are not assessing language skills. If the students do not remember vocabulary in the task instructions or the digital skills checklist, explain it to them again.</p>
Instructions for the task	<ul style="list-style-type: none"> • Show the Self-Assessment Checklist to students before doing the task. • Remind the students that the purpose of the task is to check their digital skills. The purpose is <u>not</u> to check their answers on the task sheet nor their language skills.

(Optional: demonstrate on the interactive whiteboard as you say each step and have the student copy on their computer, or get volunteers to help with Steps 1 to 3.)

(Use gestures and point to each place as you say the script below.)

Listen. Do this on the computer. You want to write an email to your teacher.

1. Go to the internet.
2. Go to your email's website.
3. Sign in to your email account.
4. Click on **Compose** (or **New message**).
5. Type your teacher's email address.
(Please write on the board for students to copy)
6. Type "**I am sick**" in the **Subject** field.
(Please write on the board for students to copy)
7. Type this message to your teacher:

Dear Teacher,
I am sick. I cannot come to class today.
From,
(Your name)

(Please write the message on the board for the students to copy).

8. Click on the **Send** button (or icon).

Name: _____ Date: _____




Teacher: _____

Task:

Listen to your teacher.

Send your teacher an email.

Digital skills self-assessment checklist:

	Yes	With Help
Find my email website 		
Sign in to my email account		
Write a new email 		
Type my teacher's email address To _____		
Type the title (subject) of my email Subject _____		
Send an email 		

**PBLA
TASK**

The Digital Literacy Curriculum Resource does not include language skills.

The language skills need to be taught prior to using this assessment.

Theme and Topic	Family and Relationships
Digital Literacy Curriculum Module	Module 5: Online Skills – Basics
Digital skills required for this task	<p>Ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules:</p> <ul style="list-style-type: none"> • Mouse skills: hold the mouse, left click • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key <p>Skills from Module 5:</p> <ul style="list-style-type: none"> • Locate web-based email provider • Sign into email account • Compose an email message • Send an email to a recipient
Level(s)	CLB 1
Skill(s) and CLB competency(ies)	Writing CLB 1 - I: Interacting with Others Convey very short, simple greetings.
Task description	Complete a birthday greeting. Send the email to your teacher.
Information for the teacher	<p>Conditions for assessment: Each student must have their own computer.</p> <p>Reminder: Teach the language skills prior to this assessment.</p> <p>Specific information for this task:</p> <ul style="list-style-type: none"> • Please write your email address on the board for students to copy. • Ensure that the students have their own email accounts and know how to sign in to them. Teachers may want to use volunteers to help students for Step 2, if students still struggle with it, as this is not in the assessment criteria. • Teachers may choose to accept the students' completed paper task sheet as the assessment.

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 1-I: Interacting with Others

Convey very short, simple greetings.

Description of learner task:

Email a birthday greeting to your teacher.

	Can do	Not yet
* Can write a Happy Birthday email		
* Can greet my teacher Completes a message with an appropriate salutation		
* Can finish an email Completes the message with an appropriate closing		
* Can type my teacher's email address Addresses message for sending		

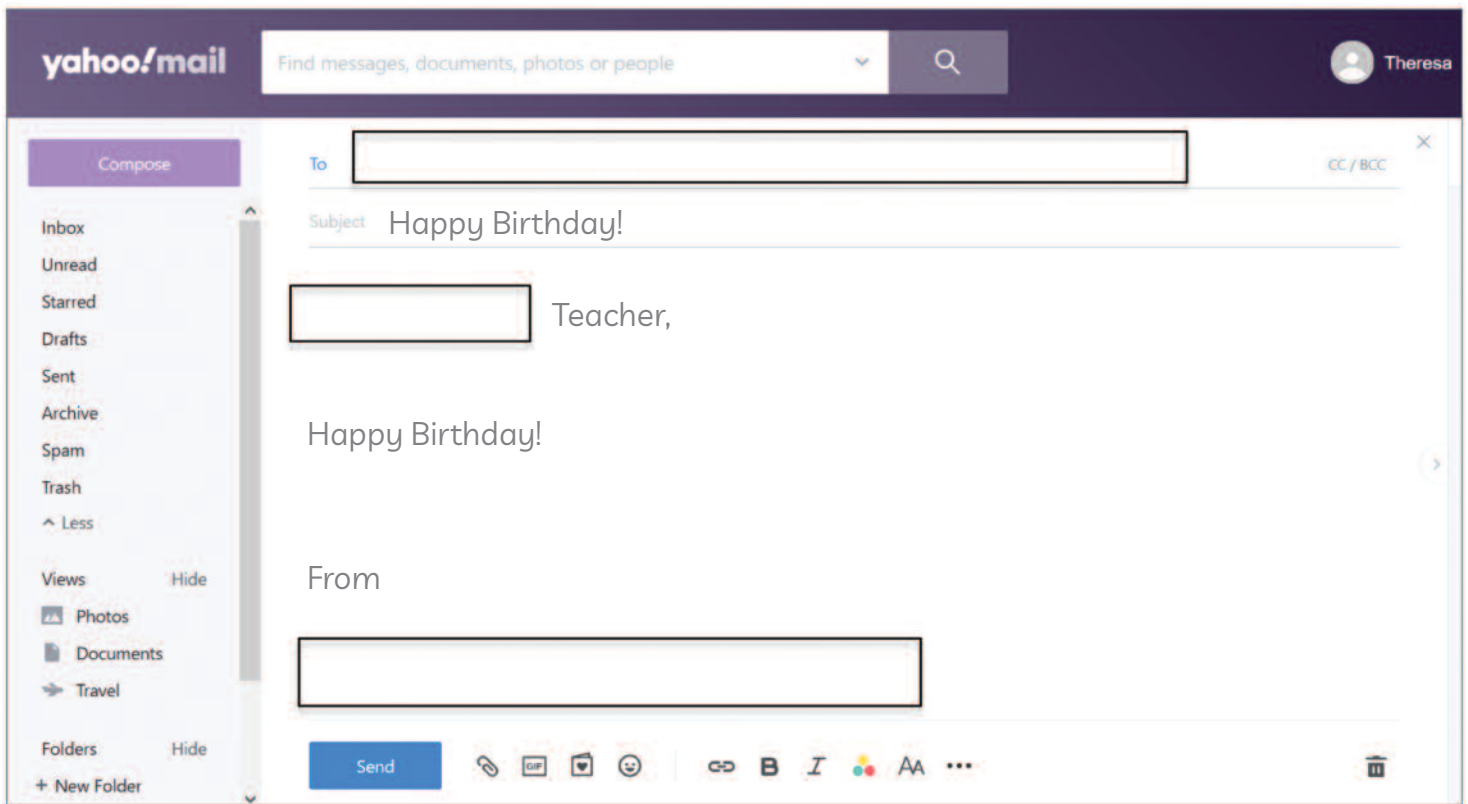
Done well: _____

What to do to improve: _____

* These criteria must be checked "Can do" to be successful at this task.

Success on the task: Yes Not Yet

1. Fill in the blanks.



2. Send this Happy Birthday email to your teacher.