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Digital Literacy Curriculum Resource

Module 5
Email

THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange

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	Ensure that your students have the digital skills necessary for success in this task. **Skills from other Modules:** • Mouse skills: hold the mouse, left click • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key **Skills from Module 5:** • Locate web-based email provider • Sign into email account • Compose an email message • Attach a file to an email message • Send an email to a recipient
Level(s)	CLB 5/6
Task description	Send an email with an attachment to your teacher
Information for the teacher	**Task conditions:** Each student must have their own computer. **Reminder:** Teach the skills prior to this assessment. **Specific information for this task:** Upload sample pictures onto student computers and make sure that students know where to find the picture (e.g. in Pictures or Documents folders or on the Desktop). Note: Microsoft Windows usually comes loaded with a folder of sample pictures you can use for this task. Give students your work email address. **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 how students get to 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. **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.
Instructions for the task	• 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 not to check their answers on the task sheet nor their language skills.

CLB
5•6

Name: _____ Date: _____

Teacher: _____

Task:
You want to send your teacher an email with a picture. The picture could be from a class trip or it could just be a picture you would like to share.

1. Open a web browser and locate your email provider.

   What did you type in the address bar? _____

2. Find your email account.

   Which words should you look for to take you to your email inbox? **sign up** or **sign in**

3. Go to your email inbox.

   What 2 pieces of information did you need to enter to sign in to your email account?

   a) _____

   b) _____

4. Write a new email message to your teacher.

   What word(s) do you need look for to start a new email message?

   _____

5. Attach a photo to your email.

   Where can you find the photo?

   _____

6. Send the email to your teacher. Make sure you know your teacher's email address.

   Where can you find the **Send** button?

   _____

CLB
5•6

Task:

You want to send your teacher an email with a picture. The picture could be from a class field trip or it could just be a picture you would like to share.

1. Open a web browser and locate your email provider.

   What did you type in the address bar?

   my email provider's web address or www.yahoo.ca, etc.

2. Find your email account.

   Which words should you look for to take you to your email inbox? **sign up** or **sign in**

3. Go to your email inbox.

   What 2 pieces of information did you need to enter to sign in to your email account?

   a) username

   b) password

4. Write a new email message to your teacher.

   What word(s) do you need look for to start a new email message?

   Compose or + New Message

5. Attach a photo to your email.

   Where can you find the photo?

   Photos or Documents folder or on the Desktop

6. Send the email to your teacher. Make sure you know your teacher's email address.

   Where can you find the **Send** button?

   at the bottom of your message or in the task bar along the top of the screen

	Yes	With Help
I can find my email provider		
I know the difference between *sign up* and *sign in*		
I can sign in to my email account		
I can begin a new email message		
I know where to type the recipient's email address		
I know what to type in the Subject field		
I can attach a photo to an email message		
I can 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	**Community / Canada / Employment / Education & Lifelong Learning / Family & Relationships / Home & Neigbourhood**
Digital Literacy Curriculum Module	**Module 5: Email**
Digital skills required for this task	Ensure that your students have the digital skills necessary for success in this task. **Skills from other Modules:** • Mouse skills: hold the mouse, left click • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key **Skills from Module 5:** • Locate web-based email provider • Sign into email account • Compose an email message • Attach a file to an email message • Send an email to a recipient
Level(s)	CLB 5
Skill(s) and CLB competency(ies)	**Writing CLB 5 - I: Interacting with others** Convey personal messages in short formal correspondence for a range of everyday social purposes such as expressing an invitation.
Task description	Write a formal email invitation for a group function. Attach a sample menu, location map, or other important document to the invitation.
Information for the teacher	**Conditions for assessment:** Each student must have their own computer. **Reminder:** Teach the language skills prior to this assessment. **Specific information for this task:** • Ensure that students have their own email accounts and know how to sign in to them. • Ensure students have your email address and those of classmates. • Upload a sample menu to student desktops in advance. Be sure students know where to find the sample menu (e.g. on the desktop, in the Documents folder, etc.).

Student's Name: _____   Date: _____

Teacher's Name: _____

Writing CLB 5 - I: Interacting with Others

Convey personal messages in short formal correspondence for a range of everyday social purposes such as expressing an invitation.

Description of learner task:

Write a formal email invitation to a group for a company retirement party. Attach a sample menu, location map, or other important document to the invitation.

- Use your own email address in the "To" field, and "BCC" your teacher and all your classmates
- Use the sample menu or other document that your teacher uploaded to your computer for your attachment.

	Can do	Not yet
* Conveys the intended meaning		
* Conveys main ideas		
* Supports main ideas in some detail		
* Uses appropriate language and content relevant to the situation (tone, vocabulary)		
* Has good control over simple structures and adequate use of connective words and phrases		
Uses paragraph structure		
Has adequate control over spelling, punctuation and format		

Done well: _____

_____

_____

What to do to improve: _____

_____

_____

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

Success on the task: **Yes**   **Not Yet**

CLB
5·6

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	**Employment / Education and Lifelong Learning**
Digital Literacy Curriculum Module	**Module 5: Email**
Digital skills required for this task	Ensure that your students have the digital skills necessary for success in this task. **Skills from other Modules:** • Mouse skills: hold the mouse, left click • Navigating: opening/closing a program, cursor placement • Keyboarding: basic typing, Enter key, Shift key, Backspace key **Skills from Module 5:** • Locate web-based email provider • Sign into email account • Compose an email message • Attach a file to an email message • Send an email to a recipient
Level(s)	CLB 6
Skill(s) and CLB competency(ies)	**Writing CLB 6 - III: Getting Things Done** Write short business or service correspondence for routine purposes.
Task description	Write an email to accompany a job application form. Express a desire for the job, provide contact details and refer the reader to the attached application form.
Information for the teacher	**Conditions for assessment:** Each student must have their own computer. **Reminder:** Teach the language skills prior to this assessment. **Specific information for this task:** • Ensure that students have their own email addresses and know how to sign in to them. • Ensure that students know your email address. • Upload a sample job application to each computer. You may wish to use the sample job application form on page 417/418 of LINC 5-7 Classroom Activities Volume 1 (the sample application is not critical to the task since you will be evaluating the student's ability to send an appropriate email message). • Prepare relevant job postings (or adapt the ones below the CLB Assessment Tool) and distribute the job postings or project in the classroom so students are able to respond.

Student's Name: _____   Date: _____

Teacher's Name: _____

Writing CLB 6 - III: Getting Things Done
Write short business or service correspondence for routine purposes.

Description of learner task:

Write an email to accompany a job application form. Express a desire for the job, provide contact details and refer the reader to the attached application form.

	Can do	Not yet
* Conveys the intended message		
* Conveys a sense of audience (appropriate tone)		
* Uses paragraph structure with clearly expressed main ideas and supporting details		
* Uses appropriate connective words and phrases		
* Has good control over simple structures		
Has developing control of complex structures		
Has adequate control over spelling, punctuation and format		

Done well: _____

_____

_____

_____

What to do to improve: _____

_____

_____

_____

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

Success on the task: Yes   Not Yet

Write an email to accompany a job application form. Express a desire for the job, provide contact details and refer the reader to the attached application form. Send the email to your teacher. Remember to attach the application form. For this task, the application form does not need to be filled in.

You can use one of these job advertisements or imagine your own:

Accounting clerk required for busy office. Duties include maintaining file systems and setting and managing appointments. Reports to multiple staff members, must work to tight deadlines. Some evening work required.

Hiring sales manager for large department store. Manages team of 10 sales associates. Responsible for scheduling, inventory control, some purchasing. Evening and weekend shifts.

Marketing firm looking for motivated individual to join our creative team. Entry level administrative position with room for advancement. Set your own schedule. We pride ourselves on innovation – work experience not as important as a good fit with our work culture. Write and tell us why you want to work for us!

Computer software sales. Develop your own client base. Flexible hours, work from home. Pay based upon performance. Travel – and performance-based bonuses are available with select clientele.