Literacy 2L/3L

Using Email

STUDENT RESOURCE

Instructions

1. These are all of the digital activities for this module.
2. Use your smartphone to scan the QR code. This will open the activity.
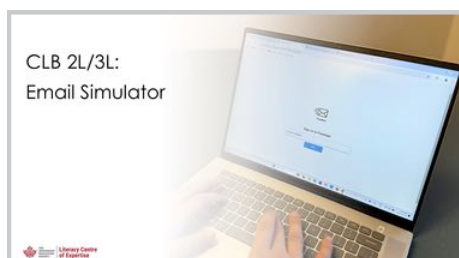3. If you are using a computer, you can click each picture to open an activity.
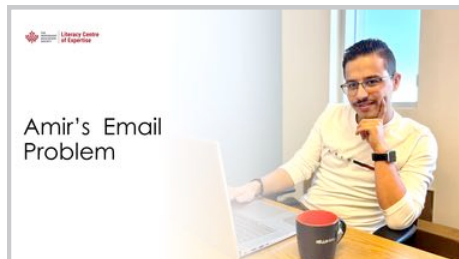
**Story:
Amir's Email Problem**

**Typing Special
Characters**

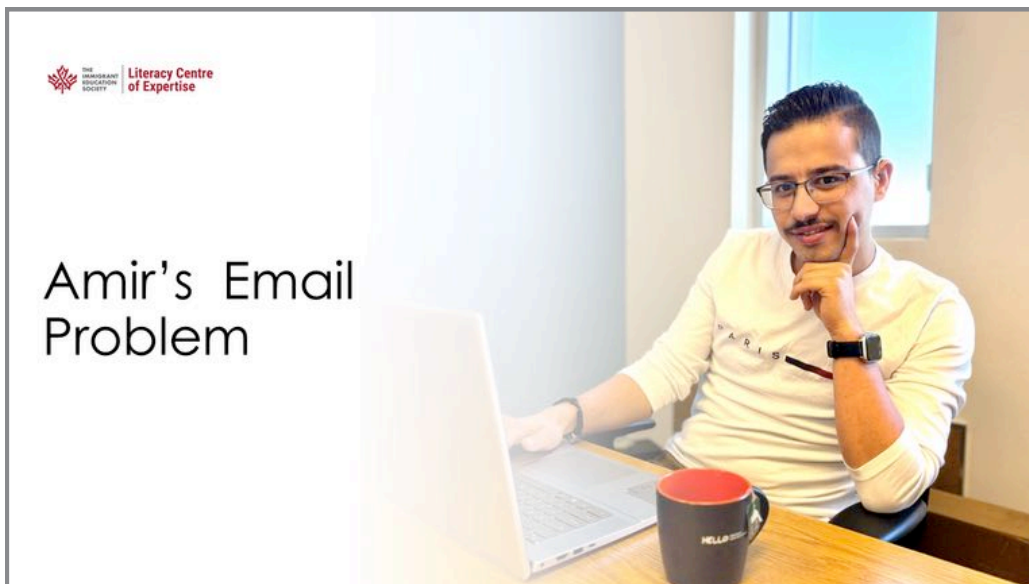**Typing Email Addresses
and Passwords**

Email Simulator

Instructions

1. Read the story **Amir's Email Problem** as a class.
2. Click here or scan the QR code to see the digital story.
3. After you read the story together, talk about the questions below as a class.
   (Instructors: click here for answers)

Amir's Email Problem

1   **What is Amir's problem?**

2   **Who does Amir ask for help?**

3   **How does Amir learn to use email?**

4   **Why is Amir happy?**

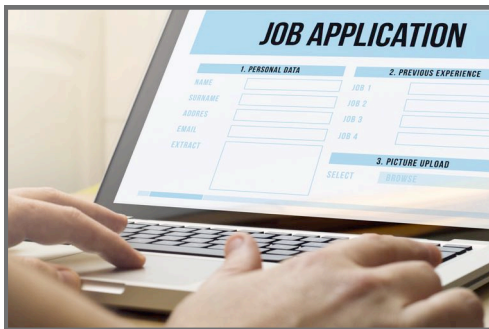**Instructions**

1. Look at the reasons for using email below.
2. Put a checkmark ☑ in the boxes beside the reasons you want to use email.
3. Then talk with a classmate. Here is an example:

   Classmate 1: "Why do you want to use email?"

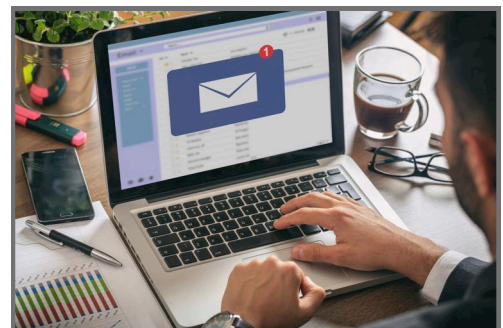   Classmate 2: "to talk to my son's teacher, to apply for jobs,…"

to apply for a job ☐

to understand information ☐
about my child's school

to understand ☐
appointment dates,
times, and addresses

to write to family and ☐
friends

Instructions

1. Please write your name.
2. Now look at the goals. Read goal 1, goal 2, goal 3, and goal 4.
3. If you like the goal, put a checkmark ✓.
4. Now, talk to your partner.
   For example: "I like goal 1 and goal 3."

Name: _____   Date: _____

I need English to...

	1. follow email instructions	
	2. give instructions for using email	
	3. read a short email from a classmate or teacher	
	4. reply to an email from a classmate or teacher	

Using Digital Devices
Digital Literacy Skill-Building

You can check your email on:
- a desktop computer
- a laptop
- a smartphone
- a tablet

These are all **digital devices**.

A digital device is something you use to go on the internet.

Instructions

1. Look at the 4 pictures of computers and phones.
2. Talk to your partner. What have you used? A phone? A laptop? A tablet?

**Desktop Computer**

Laptop Computer

Tablet

Smartphone

We use a mouse or trackpad to move the pointer on the screen. It helps us click, open, and close things on the computer.
Look at the pictures below. Read the words under each one. On the next page, you will see a picture of a mouse and a trackpad. Use it to practice these actions (if you don't have a real mouse or trackpad). Your teacher will show you how to do these actions.
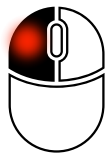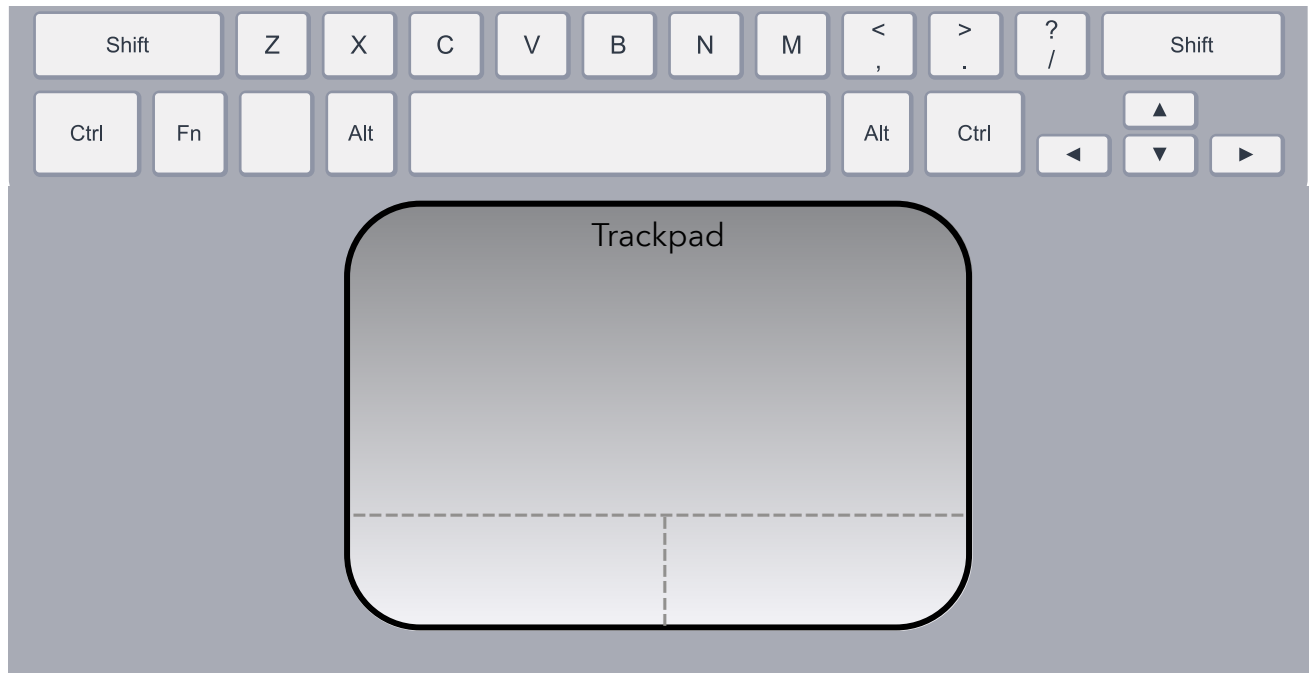
left click
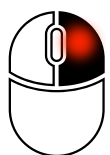
right click
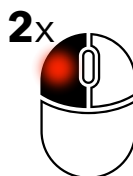
double click

scroll down

scroll up

Trackpad

Mouse

For instructors:

Some actions can be different when using a trackpad. Read and practice the actions described below. Provide additional explanation if needed. Some actions can be different from one device to another (Windows/Mac).

- Slide your finger across the pad to **move the pointer**.
- Tap or press the pad to **click**.
- Slide two fingers up/down to **scroll**.
- Two-finger tap or click for **double click**.
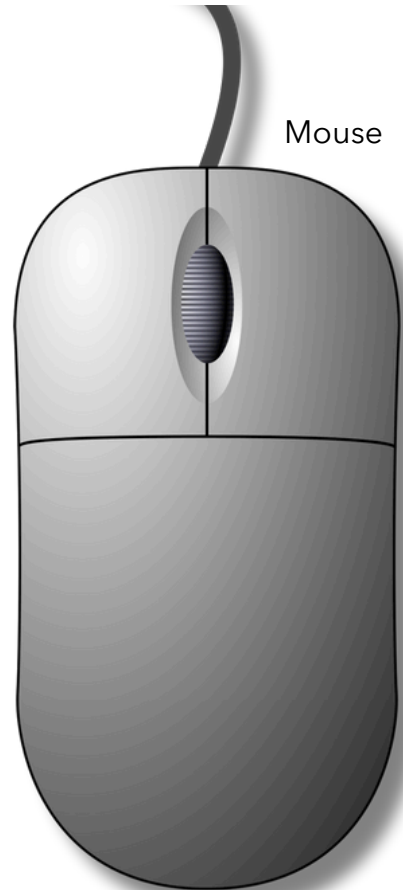
Mouse Actions

Digital Literacy Skill-Building

Instructions

1. Listen to your teacher say the actions.
2. Write the number in the box for the action you hear.
3. Check your answers with a partner.
4. Review the answers as a class.
5. Use the word box to write the name of each action in the blank space on the right. (Instructors: click here for answers)
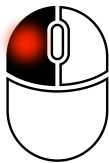
double click	scroll up	scroll down	left click	right click

☐ _____ _____

2x

☐ _____ _____

☐ _____ _____

☐ _____ _____

☐ _____ _____

You can use a **keyboard** to type words and numbers on the computer.

A keyboard helps you write emails and names, and enter passwords.

Instructions

1. Your teacher will read the instructions below.
2. Outline the keys in the colours you hear. (The keys are on the next page.)
3. As a class practice saying the name of all the keys you will colour.
4. Look at the example before you start.

Example: Find the two Shift Keys. Outline them in black.

1. Find the **Enter** key. Outline it in blue.

2. Find the **@** key. Outline it in pink.

3. Find the **Backspace** key. Outline it in red.

4. Find the **Underscore _ (Dash -)** key. Outline it in orange.

5. Find the **Dot (period)** key. Outline it in yellow.

6. Find the **Ampersand &** key. Outline it in purple.

7. Find the **Question Mark ?** key. Outline it in green.

8. Find the **Exclamation point !** key. Outline it in brown.

9. Find the **Number Sign (Hash) #** key. Outline it in gray.

Blank Page
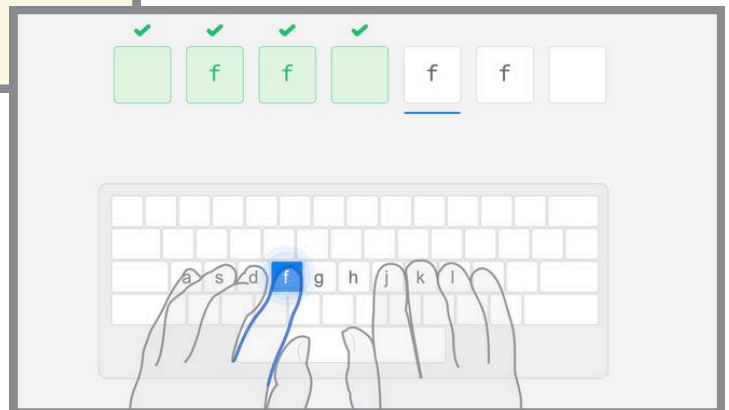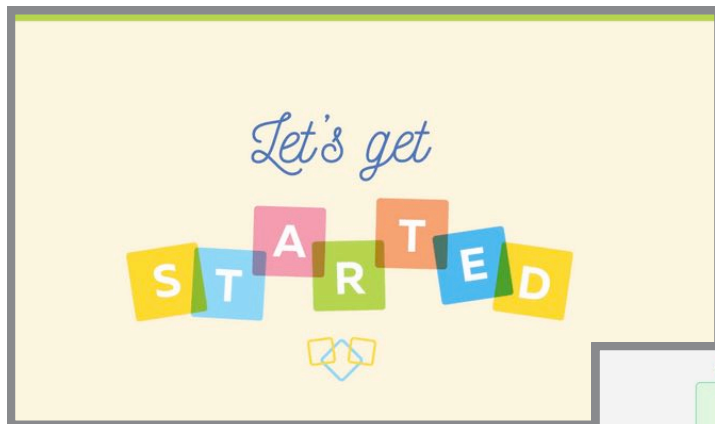
Blank Page

Blank Page

Blank Page

Instructions

1. Click <u>here</u> or scan the QR code to access an online tool called **Typing Club.**
2. Watch the intro video as a class.
3. Talk with your partner about the questions below.
4. Practice with **Typing Club** every day to improve your typing skills.

    (Instructors: click here for answers)

1 **What does typing mean?**

2 **Do you know how to type on a computer?**

Web Browsers

A **web browser** is an app on your computer or phone. You use it to open the internet.
You use a web browser to go to websites like Google, YouTube, or your email.

Instructions

1. Look at the four (4) web browsers below.
2. Look on your phone or computer.
3. Circle the web browser you see.
4. Tell your partner.
   Example: "My phone has Safari." / "My computer has Edge."

Google Chrome
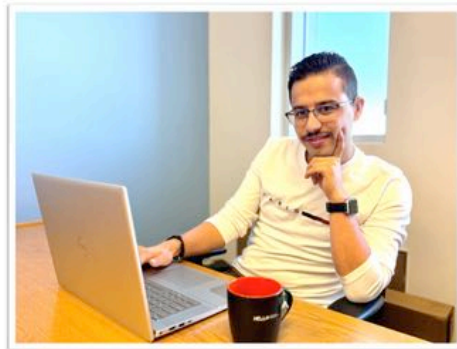
Microsoft Edge

Safari

Firefox

Instructions

1. Your teacher will give you a printed copy of the story **Amir's Email Problem**.
2. Read the story with a partner. Help each other with new words.
3. You can ask your teacher if you need help.
4. When you finish reading, talk with your partner about the questions below.
   (Instructors: click here for answers)

Amir's Email Problem

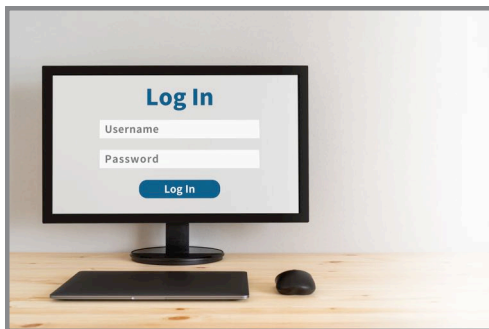TIES | Literacy Centre of Expertise

1 **What is Amir's problem?**

2 **What does he forget sometimes?**

Instructions

1. Look at the pictures below.
2. Talk about questions 1-3 with your partner.
3. Then talk about the answers as a class.

1 **What do you see in these pictures?**
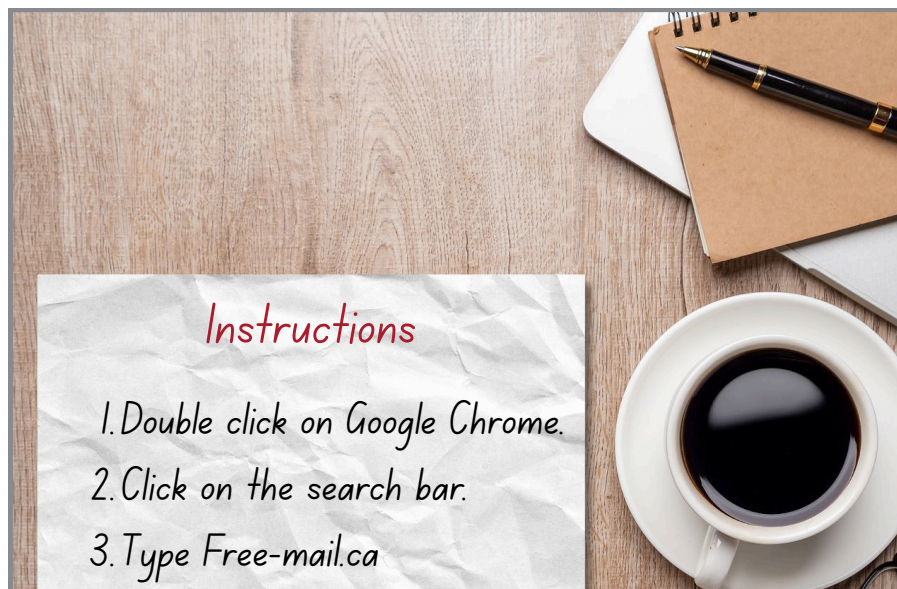
2 **Do you need help using a computer?**

3 **What is difficult about using email?**

Instructions

1. Look at the picture below.
2. Discuss the questions with your partner.
   (Instructors: click here for answers)

? **What do you see in the picture above?**

? **What does "instructions" mean?**

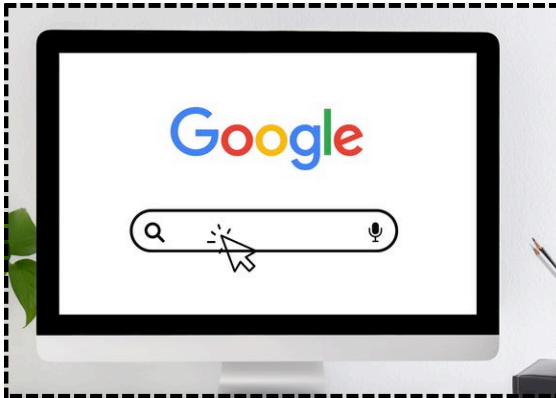**?** **Do you understand the instructions in the picture?**

Blank Page

Blank Page

double **click** Google Chrome

type "free-mail.ca"

click the search button

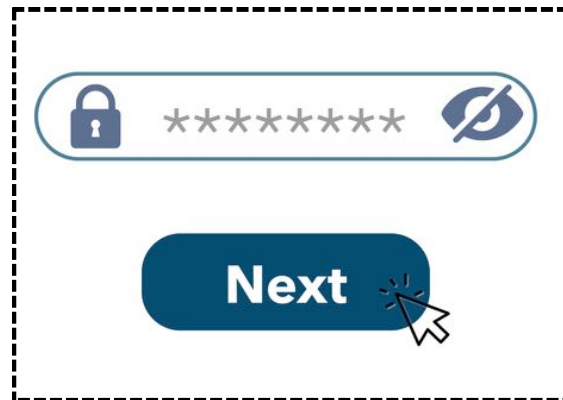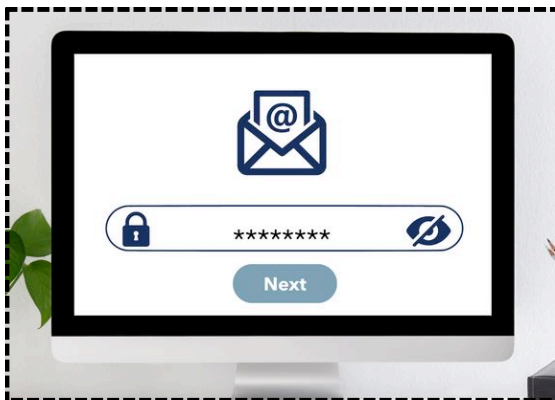**click** on the search bar

Blank Page

Blank Page

amirg1335@free-mail.ca
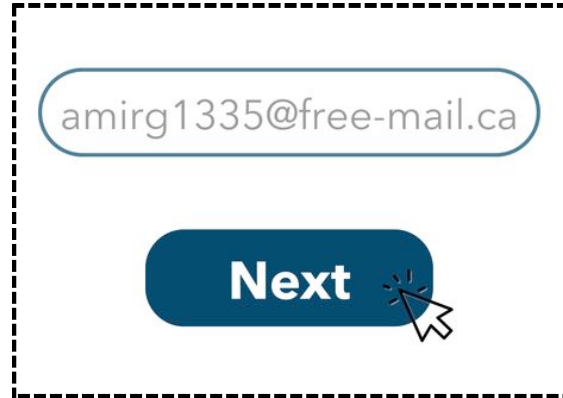
Next

****

Next

enter your password

enter your email address

click next

click next

Blank Page
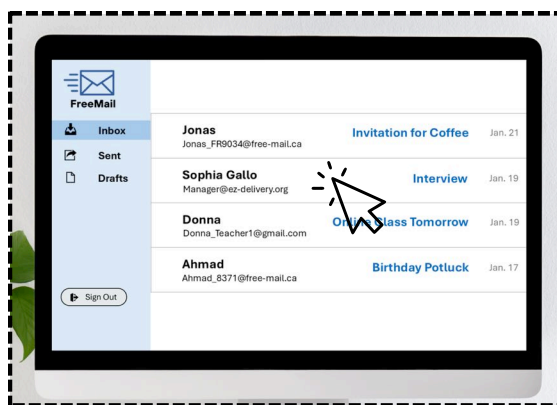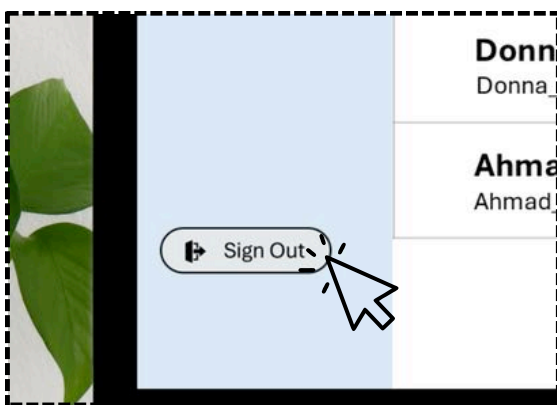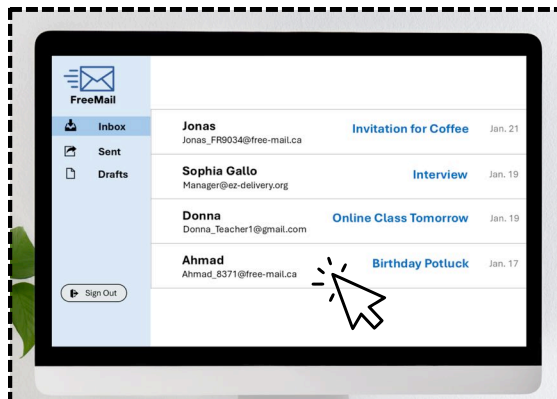
Blank Page
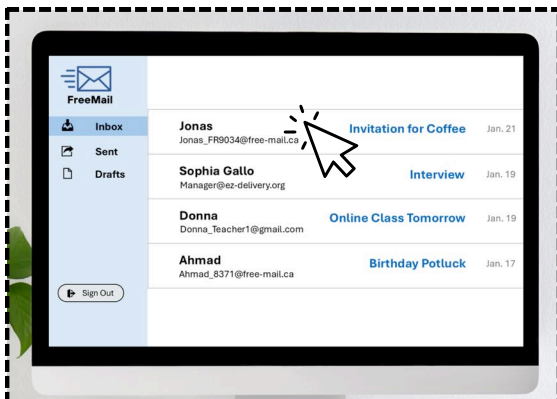
click
sign out

click the
interview email

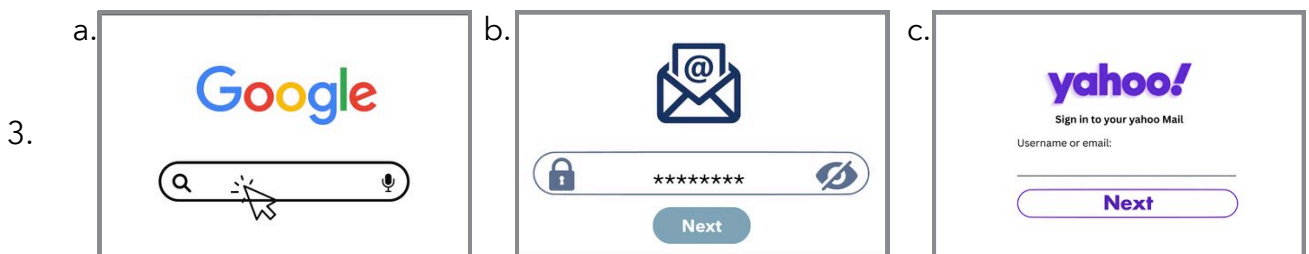**click** the
first email

click the
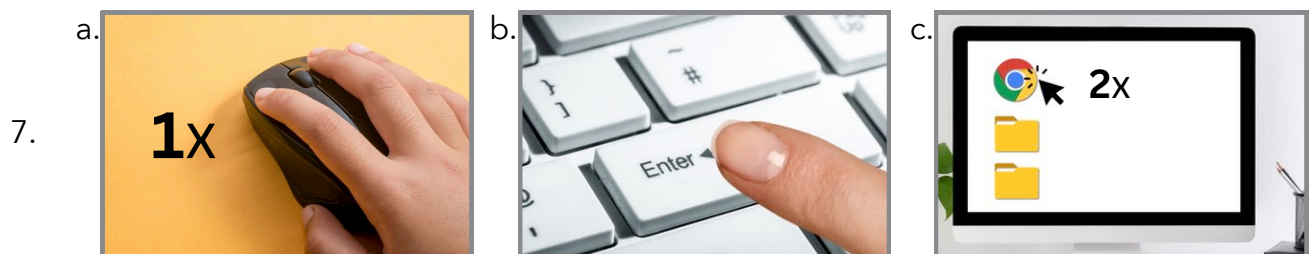last email

Blank Page

Blank Page

Instructions

1. Listen to your teacher give the email directions.
2. Circle the picture(s) that matches what you hear.
3. Show your answer to your partner.
   Say: "I chose picture 2."
   Ask: "What did you choose?"
4. Check your answers together as a class.
   (Instructors: click here for answers)

1.

a.

b.

c.

2.

a.

b.

c.

3.

a.

b.

c.

4.

a.   b.   c.

5.

a.   b.   c.

6.

a.   b.   c.

7.

a.   b.   c.
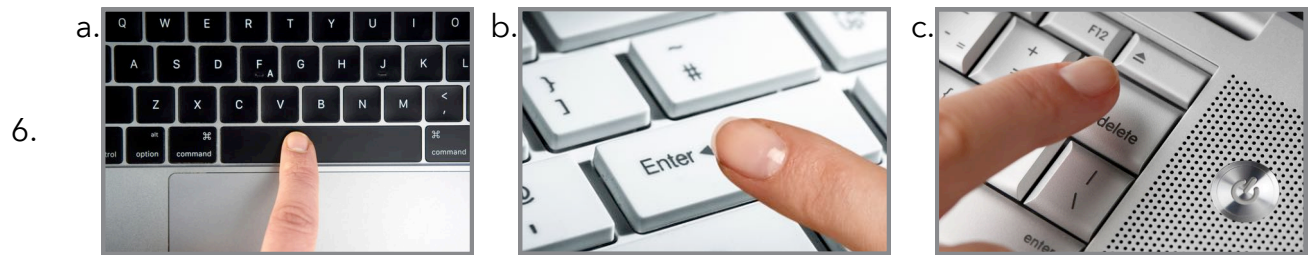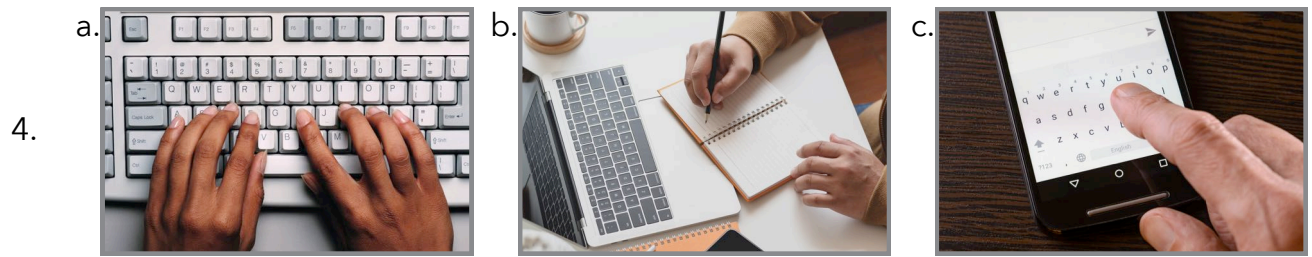
- It is important to type your email address and password without spelling or typing mistakes. If you make a mistake, the email address or password will not work.
- You will always use an **at symbol** (**@**) and a **period** (**.**) for email addresses. Sometimes you will use an **underscore** (**_**) or a **dash** (**-**).
- You will use some special characters (ex. #, $, @, !, &, _, etc.) for passwords. If your password has a capital letter, you must type the capital letter. If it has a lowercase letter, you must type the lowercase letter.
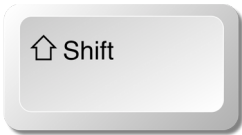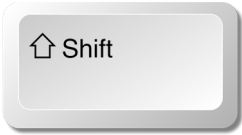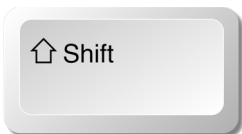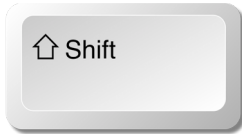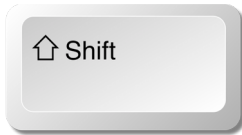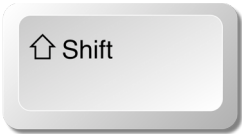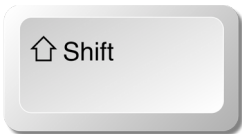
Instructions

1. Look at the first two rows of the table. Read the command and look at the symbol.
2. **HOLD** the Shift key and **PRESS** the symbol key at the same time.
3. Go to the next page. Read the command. Draw the symbol in the right column.
4. Check your answers with a partner. Then check as a class.

Command			Symbol name
Shift HOLD	+	@ 2 PRESS	@ at
Shift HOLD	+	& 7 PRESS	& ampersand

Command			Symbol name
⇧ Shift	+	! 1	exclamation point
⇧ Shift	+	_ -	underscore
⇧ Shift	+	# 3	hash / number sign
⇧ Shift	+	$ 4	dollar sign
⇧ Shift	+	? /	question mark
⇧ Shift	+	* 8	asterisk / star
⇧ Shift	+	% 5	percentage

Special Characters: Typing Practice

Digital Literacy Skill-Building

Instructions

1. Click <u>here</u> to open the activity **Typing Special Characters.**
   You can also scan scan the QR code with your smartphone.
2. Your teacher will show you how to do the activity.
3. Practice typing special characters (@, !, #, etc.).

Typing Special Characters

! @ # $ % & * . - _ ?

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- You need to write your email address to check your email. **jclarke@gmail.com** and **amirg1335@free-mail.ca** are examples of email addresses. An email address can be typed in capital letters or lowercase letters.
- A password is like a key to enter into your email. Make sure to use capital letters, lowercase letters, a special character (also called a symbol) and numbers.
- A good password must be between 8 to 12 characters.

Instructions

1. The people below are trying to sign in to their email.
2. Look at each example. What is wrong? Circle the mistake.
3. Compare your answers with your partner. Talk about the mistake.
4. Say: "The password is wrong." / "It needs a capital letter." / "It's missing the @."
   (Instructors: click here for answers)

Amir

Amirg1335@free-mail.ca

AmCan@#5

FreeMail

amirg1335@free-mail.com

AmCanA#5
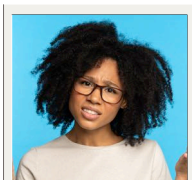
Ayesha

ayesha_ha23@yahoo.com

Ayesha-2E*

yahoo!

ayesha_ha232yahoo.com

Ayesha_2E!

Wei

chen-wei@gmail.com

MyDog$2025!

chenwei@gmail.com

MyDog2025!

Freddy

freddyvs@yahoo.com

Calgary-202e#

Freddyvs&yahoo.com

Calgary-202E#
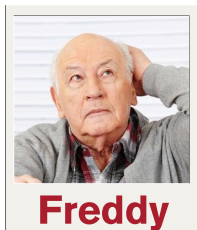
Yonas

1Yonny_S2024!

Yonas436@outlook.com
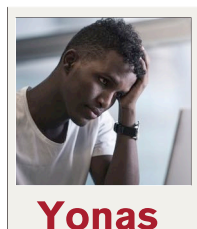
Outlook

Yonas436@outlook.ca

oneYonny_s2024!

Email Addresses and Passwords: Typing Practice
Digital Literacy Skill-Building

Instructions

1. Click here to open the activity **Typing Email Addresses and Passwords.**
2. You can also scan the QR code with your smartphone.
3. Your teacher will show you how to do the activity.
4. Practice typing email addresses and passwords.

Typing Email Addresses and Passwords

AmirG1335@free-mail.ca

Instructions

1. On a desktop computer, open the **Email Simulator** <u>here</u>.
2. Your teacher will show you **Part 1: Find a Website**.
3. Do **Part 1: Find a Website**.
   - Double click on **Google Chrome**.
   - Type **free-mail.ca** in the **Search Bar**.
   - Click **Search** or press **ENTER**.
4. Stop after Part 1. Do not do Part 2 or 3.
5. If you are using a smartphone, scan the QR code to begin.

- After you find the website, **sign in**.
- Type your **email address**. Then type your **password**.
- **Email addresses:** you can use capital letters or lowercase letters.
- **Passwords:** you must type it exactly — with the right capital letters and lowercase letters.

Instructions

1. Open the **Email Simulator** <u>here</u>.
2. Your teacher will show you **Part 2: Sign In to Email**.
3. Use Amir's email and password to sign in (see card below).
4. Type them exactly as you see in the card below.
5. Stop after Part 2. Do not do Part 3.

FreeMail

✉ amirg1335@free-mail.ca

🔒 AmCan@#5 👁

Digital Literacy Skill-Building

> - After you sign in, you can read your emails.
>   **How to Read Emails**:
>   - Click on one of the emails to open it.
>   - Click **Inbox** to see all of your emails.
> - When you are finished, click **Sign Out**.
> - You must sign out so other people can't read your emails.

Instructions
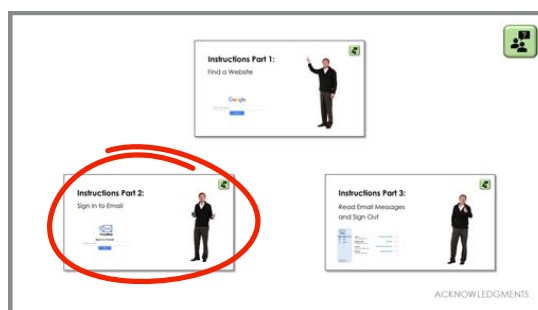
1. Open the **Email Simulator** here.
2. Your teacher will show you **Part 3: Read Emails and Sign Out.**
3. Click on the emails to read them.
4. Click **Inbox** to see all of the emails.
5. When you are finished, click **Sign Out**, then **Yes.**
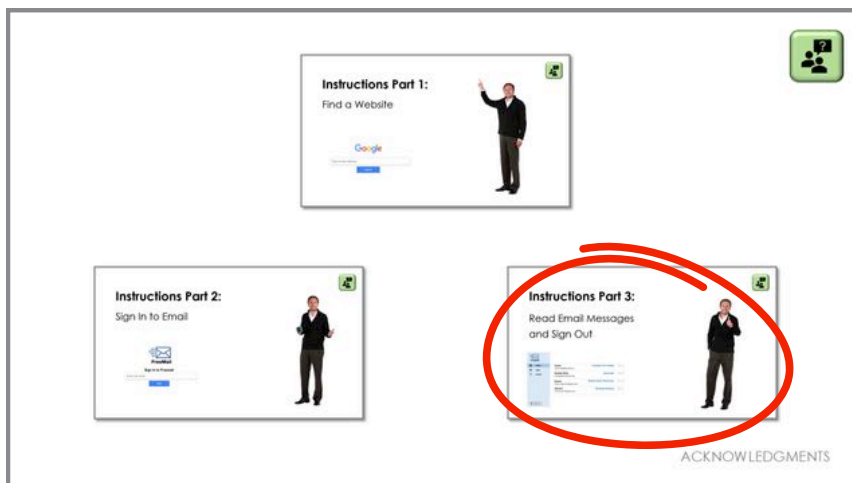
Asking for Confirmation

Listening Strategy

Sometimes we are not sure we understand something. We can ask for **confirmation**. Practice saying the phrases with your partner.

1.

> Click on the search bar.

> **This one?**

> **Here?**

2.

> Double click Google Chrome.

> **(Did you say) "Google Chrome"?**
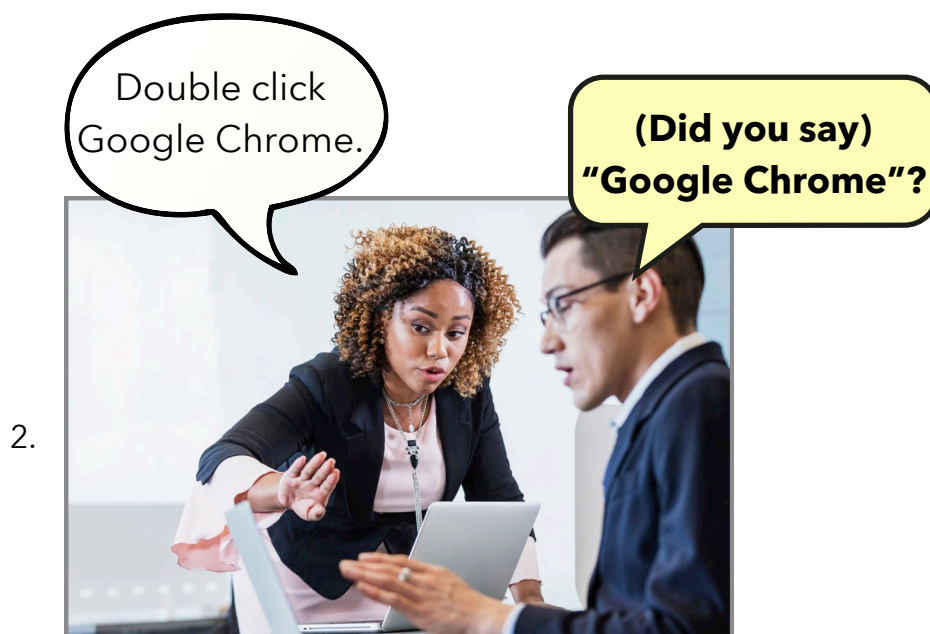
Asking for Confirmation: Practice

Listening Skill-Building

Instructions

1. Cut out the cards on the next page.
2. Work with a partner.
3. One partner reads the instructions on the bottom of this page.
4. The other partner asks for confirmation before doing the action. They can use the phrases on the cards to ask for confirmation.
5. Then switch roles. Do the activity again.

1. Find Google Chrome.	5. Enter your email address.
2. Click on the search bar.	6. Click next.
3. Type "free-mail.ca".	7. Enter your password.
4. Click search.	8. Click Next.

Blank Page

Blank Page

Here?

This one?

(Did you say) _____?

Blank Page

Name: _____ Date: _____

My partner's name is: _____

Instructions

1. Sit at the computer with your partner.
2. Open the **Email Simulator**.
3. If you are using a phone, scan the code.
4. Write your name, your partner's name, and today's date at the top.
5. Your partner reads the instructions. You listen and do the actions.
6. If you do it right, your partner puts a checkmark (✓) in the box.
7. Then switch. Now you read. Your partner follows the instructions.
   You will put checkmarks on your partner's sheet.

Instructions	✓
1. Double click on Google Chrome. **2**x	
2. Click on the Search Bar.	
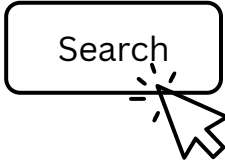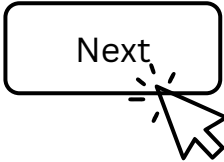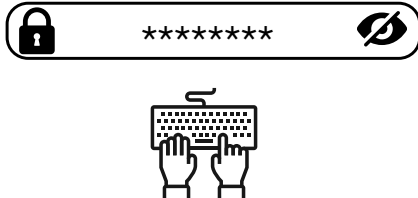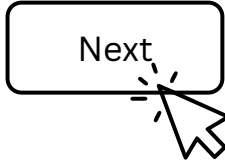
Instructions	✓
3. (Please) type "free-mail.ca". 🔍 free-mail.ca	
4. Click the search button. Search	
5. Enter your email address. ✉ amirg1335@free-mail.ca	
6. Click next. Next	
7. (Please) enter your password. 🔒 ******** 🚫	
8. Click next. Next	
Total:	/8

Giving Email Instructions

Speaking Task "Whole"

Instructions

1. Read the information about Amir.
2. Look at the pictures. Read the questions below.
3. Answer the questions with your classmates.
   (Instructors: Click here for answers)

- This is Amir. He needs to check his email, but he doesn't know how.
- He asks his partner, Alon, for help.
- Alon tells Amir how to open his email.
- He gives Amir clear instructions.

1 **Are Alon's instructions good? Why or why not?**

2 **Why is it important to give clear instructions?**

3 **Is it a good idea to give many instructions at the same time?**

Giving Email Instructions: Phrases

Speaking Skill-Building

Enter your email address, please.

Click on the search bar.

Enter your password.

Find Google Chrome.

Click next.
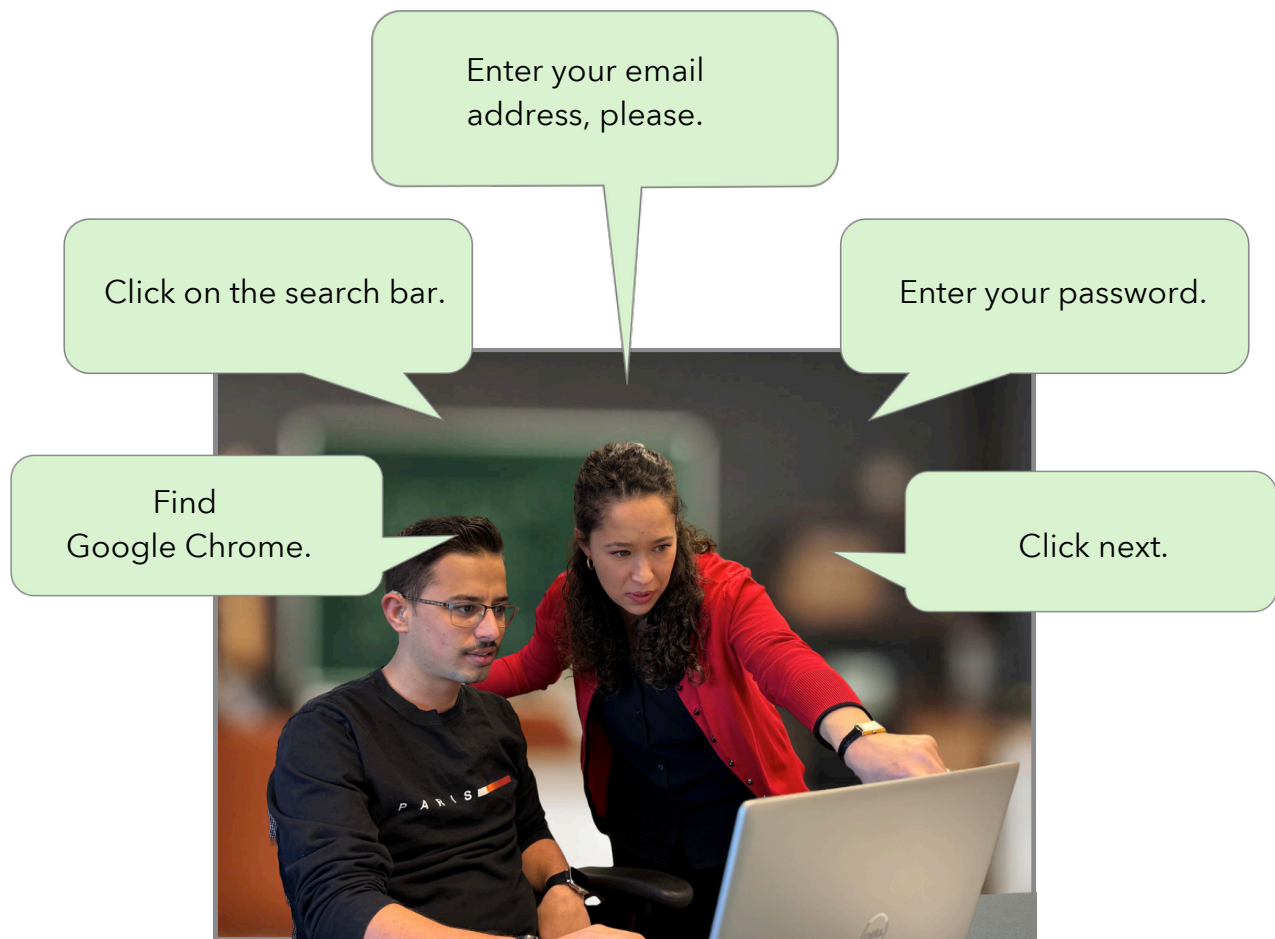
? **What is the same about the phrases above?** (Check all that apply)

☐ They tell a person what to do.

☐ They don't have a subject (I, you, he, she, etc.)

☐ They start with an action word (verb).

☐ They are in present tense.

Using Imperatives for Instructions

Speaking Skill-Building

- **Imperatives** tell someone what to do.
- We use them to give instructions.
- They do not have a subject (I, you, they, etc.).
- An imperative has 2 parts:
  - 1. **action word** (verb) and 2. **what** (noun).

  Example: Click   the blue button.
        (Action word)   **+**   **(what)**

- Sometimes imperatives can start with **another word**:
  Ex. **double click**

Instructions

1. Complete the instructions using the correct verb (action word) from the box.
2. The first one is done for you.
3. Remember: Start your sentence with a capital letter.
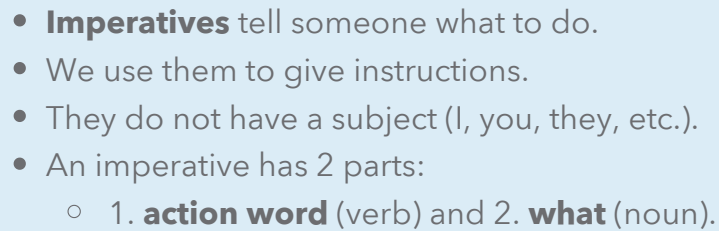   (Instructors: Click here for answers)

| click | enter | click | enter | press | ~~double click~~ | type | click |

1. _Double click_ Google Chrome.

2. _____ on the search bar.

3. _____ "free-mail.ca".

4. _____ Enter.

5. _____ your email address.

6. _____ Next.

7. _____ your password.

8. _____ Next.

Blank Page

Blank Page

Instructions
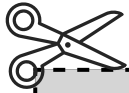
1. Read the **action words** at the top and the **what** phrases at the bottom.
2. Look at the pictures on the next three pages (pages 48 to 50).
3. Complete the instructions that match the pictures using one **action word** and one **what** phrase.
4. Check your answers with a partner.
5. Glue the sentences in the boxes.
   (Instructors: click here to see the answers)

Action Words

Click	**Click**	**Click**
Double **Click**	**Click**	**Type**
Click	**Enter**	**Click**
Enter	**Click**	**Click**

What

on Google Chrome.	the last email.	"free-mail.ca".
the interview email.	on the search bar.	your email address.
the first email.	your password.	next.
next.	sign-out.	the search button.

Blank Page

Blank Page

1.

2.

3.

4.

5.

6.

7.

8.
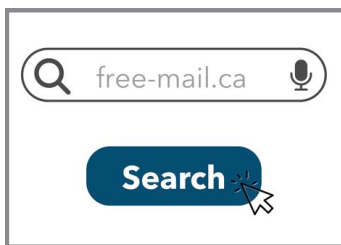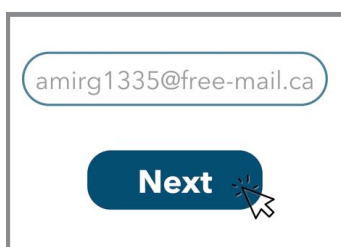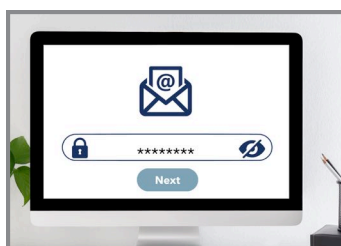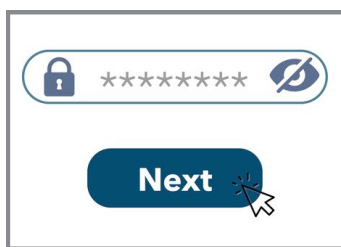
9.
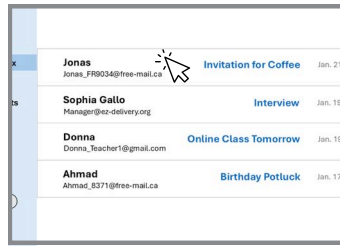
10.
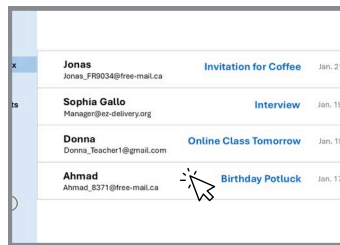
11.

12.

Confirming Information

Speaking Skill-Building

Confirming information means checking to be sure the listener understands the instructions.

Do this when you give instructions to confirm or answer the listener's question.

1.

Do I click here?

No, not there, here.

2.

The password here?

Yes, that's right.
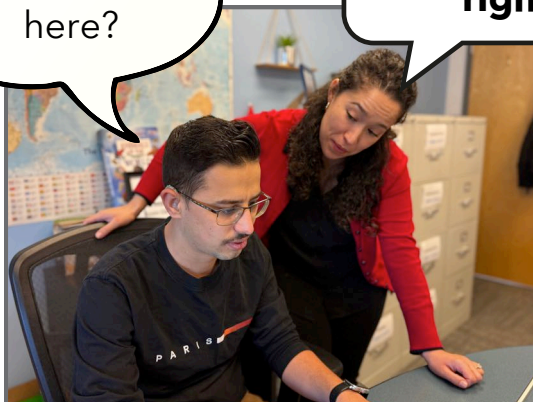
Instructions

1. Read the following dialogue with a partner.
2. Underline the phrases **Student 1** uses to **confirm information**.
   (The first one is done for you.)
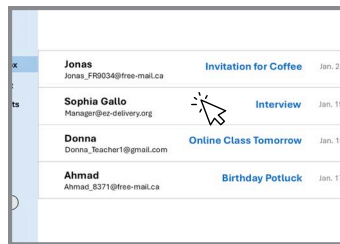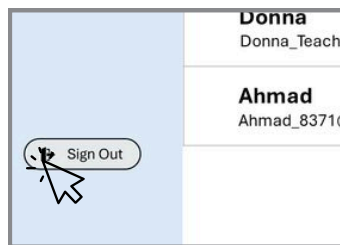3. Practice reading the dialogue with your partner.
4. Switch roles and do it again.
   (Instructors: Click here for answers)

1. Enter your email address.

2. *My email address here?*

1. <u>Yes, that's right.</u>
Now, click next.

2. *I need to enter my password?*

1. No, click next first.

2. *Okay, I understand.*

1. Good, now enter your password.

2. *My password here?*

1. Yes, there.

2. *Okay. Thank you.*

Skill-Using Task

Giving Email Instructions

2 - Comprehending Instructions
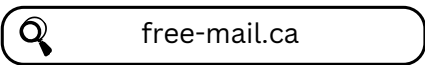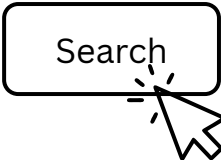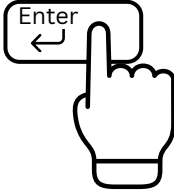
Name: _____   Date: _____

Instructions

1. Sit with your partner in front of a computer. Open the
   Email Simulator or Scan the QR code if using a smartphone.
2. Look at the pictures below. Give your partner the instructions
   to find a website (part 1) and then to sign in to email (part 2)
3. Put a ✓ on the column on the right if your partner followed your instruction.
4. Check **Yes** or **No** on the next page (p. 54) if you confirmed or were asked to
   confirm information. Then, switch roles

Part 1: Find a Website	✓
🌐 **2**x	
🔍	
🔍 free-mail.ca ⌨	
Search or Enter ↵	

Blank Page

Part 2: Sign In to Email	✓
✉ amirg1335@freemail.ca	
Next	
🔒 ******** 👁	
Next	

My partner asked for confirmation: ☐ Yes ☐ No

I confirmed information: ☐ Yes ☐ No

Blank Page

Blank Page

Reading an Email

Reading Task "Whole"

Birthday Potluck

Ahmad   Ahmad_8371@freemail.ca   3:07 pm   Jan. 17

Hi my friend,

Tomorrow is my wife's birthday!
We are having a potluck party this Saturday at 6:00 p.m. at my house.
Everyone will bring food. I will cook chicken and lamb.
Jonas will bring potatoes and Aneb will bring salad.
Can you bring drinks or desserts?
I hope to see you there.

Ahmad

Reply

---

1   **What is this email about?**

2   **Who is this email from? Where is their name in the email?**

3   **What can Amir bring?**

A very important part of an email is the **sender**.
You need to know who sent the email, so you know who is talking to you. The sender is the person who writes the email.

You can usually find the sender's name in two places:
1. At the **top** of the email beside the email address
2. At the **bottom** of the email (in the signature)

Instructions

1. Open the **Email Simulator** here. Sign in with Amir's email address and password.
2. Look at **Email #1: Birthday Potluck**. Find Ahmad's name at the top and bottom of the email. Ahmad wrote the email. He is the sender.
3. See the answer circled below.

Email #1: Birthday Potluck

Who sent the email?

a) Ahmad

b) Donna

c) Sophia

Email #2: Online Class Tomorrow

Who sent the email?

   a) Ahmad

   b) Donna

   c) Sophia

Email #3: Interview

Who sent the email?

   a) Ahmad

   b) Donna

   c) Sophia

Reading for gist is reading to understand the basic idea, or what the text is mostly about.

Instructions

1. Sign in to the **Email Simulator** <u>here</u>. Find the email from **Ahmad**.
2. Read the email. Then read the question below.
3. Circle the correct answer.
   (Instructors: click here for answers)

Email #1: Birthday Potluck

This email is mostly about:

     a) a potluck party

     b) Ahmad's birthday

     c) Ahmad's house
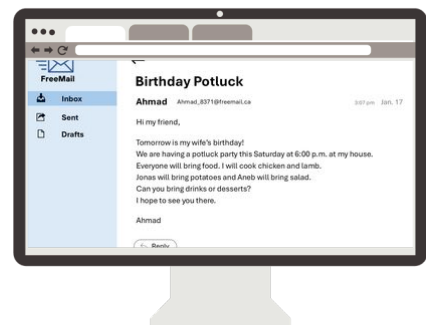
Instructions

1. Sign in to the **Email Simulator** here.
2. Find the emails from **Donna** (#2) and **Sophia** (#3).
. 3. Read the emails. Then read the questions below.
4. Circle the correct answer for each question.
   (Instructors: click here for answers)

Email #2: Online Class Tomorrow

This email is mostly about:

    a) class is cancelled tomorrow

    b) class is early tomorrow

    c) class is online tomorrow
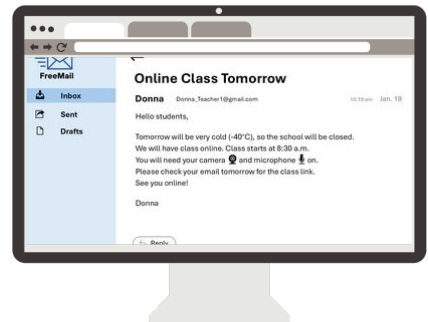
Email #3: Interview

This email is mostly about:

    a) getting a job

    b) choosing a time for an interview

    c) stopping a meeting

Reading Goodwill Phrases

Reading Skill-Building

Goodwill phrases are kind and polite words that we say or write to be friendly, show respect, or make someone feel good. Some examples are:

- How are you?
- Nice to see you!

Instructions

1. Read the list of goodwill phrases below.
2. Ask your partner what each phrase means.
3. Then sign in to the **Email Simulator** here.
4. Read the emails from Ahmad, Donna, and Sophia.
5. Find a goodwill phrase in each email. Write the phrases on the next page.
   (Instructors: click here for answers)

I hope to see you there.
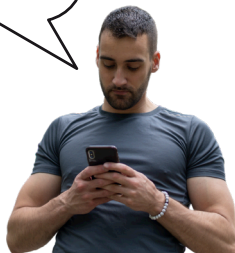
It was nice to meet you yesterday.

See you online.

Email #1: Birthday Potluck

Goodwill Phrase: _I hope to see you there._____

Email #2: Donna's Class

Goodwill Phrase: _____

Email #3: Interview

Goodwill Phrase #1: _____

Goodwill Phrase #2: _____

Messages give information. Some messages tell us about when and where.

- **When** → the time, the date, or both
  (Example: Monday at 3:00 PM)

- **Where** → the place
  (Example: at school, in the library)

Instructions

1. Sign in to the **Email Simulator** here.
2. Read the emails from Ahmad, Donna, and Sophia again.
3. Find the time (when) and the place (where) in each email.
   Some emails have more than one time or place.
4. Fill in the table with the time and place from each email.
   (See below and the next page.)
5. Look at the example below for "when" in Ahmad's email.
   (Instructors: click here for answers)

Email #1: Ahmad's Party	
When?	**Where?**
Saturday, 6:00 pm	

Email #2: Donna's Class	
When? 📆🕐	**Where?** 🗺️📍

Email #3: Interview	
When? 📆🕐	**Where?** 🗺️📍

Sometimes, people ask us for information in messages.
They may also ask us to do something.
We need to understand what they are asking.
Then, we can give the right answer or do the right thing.
Look at the example below from Ahmad's email.

FreeMail

Inbox
Sent
Drafts

←

Birthday Potluck

Ahmad   Ahmad_8371@freemail.ca   3:07 pm   Jan. 17

Hi my friend,

Tomorrow is my wife's birthday!
We are having a potluck party this Saturday at 6:00 p.m. at my house.
Everyone will bring food. I will cook chicken and lamb.
Jonas will bring potatoes and Aneb will bring salad.
Can you bring drinks or desserts?
I hope to see you there.

Ahmad

↩ Reply

What does Ahmad ask Amir to bring to the party?

a) Any food.

b) Chicken and lamb.

c) Drinks or desserts.

Email #2: Donna's Class

What does Amir need to do for class?

a) Check his email for the class link.

b) Go to the school early.

c) Take a microphone to school.

Email #3: Interview

What information does Sophia need from Amir?

a) His name and email address.

b) When he can do an interview.

c) Where the office is.

English has two /th/ sounds:

- **Voiced /th/** (e.g., this, that) – You feel a vibration in your throat.
- **Unvoiced /th/** (e.g., think, thanks) – No vibration, just air.

How to say it:

1. Put your tongue between your top and bottom teeth.
2. Blow air out for the **unvoiced /th/** (ex. think).
3. Make your throat vibrate for the **voiced /th/** (ex. this).
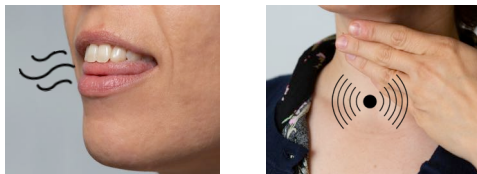
Voiced /th/	**Unvoiced /th/**
• the • this • there	• think • with • Thursday
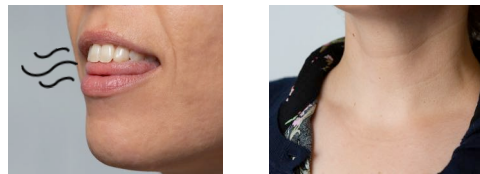
Blank Page

Blank Page

Instructions

1. Cut out the words below. Take turns saying each word with a partner.
2. Listen as your teacher says a word out loud.
3. Repeat the word. Put your hand on your throat. Can you feel a vibration?
4. Decide: Is the word voiced (vibration) or unvoiced (no vibration)?
5. Put the word in the correct column in the table on the next page.
6. When you finish, glue the words into the table.
   (Instructors: click here for answers)

birthday	weather
their	three
they	Thursday
month	brother
together	bath
thank you	clothing

Blank Page

Blank Page

Voiced /th/	Unvoiced /th/
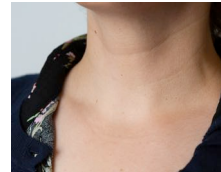
Instructions

1. Each sentence below has words with the **/th/** sound.
2. Look at the sentences. Find the /th/ words and <u>underline</u> the /th/ sound.
3. Practice reading each sentence out loud.
4. Say each /th/ word. Place your hand on your throat. Feel if your voice vibrates.
5. If you feel a vibration, the sound is **voiced**.
   If you do not feel a vibration, the sound is **unvoiced**.
6. Take turns reading. First, you read a sentence. Then, your partner reads.
   (Instructors: click here for answers)

---

1. My bir<u>th</u>day is <u>th</u>is mon<u>th</u>.

2. I think Thursday is the best day.

3. My brother has three dogs.

4. I will go shopping with my mother this week.

Instructions for Instructors

You have two choices:

a. **Projector/Smartboard:** Display the Email Simulator for the class. Sign in using Amir's email address and password on page 37 and open the email from Jonas titled "Invitation for Coffee." Ensure the screen is large enough for all learners to see clearly.

b. **Individual Computers/Phones:** If learners have access to computers, help them (individually or in pairs) open the Email Simulator. Guide them to https://literacycentre.immigrant-education.ca/wp-content/ uploads/using-email/CLB2L3L-Email-Simulator/ and have them sign in using Amir's email address and password on page 37.
If smartphones are the only option, learners can scan the QR code.

(Instructors: click here for answers)

Instructions for Learners

1. Open the Email Simulator.
2. Sign in using Amir's email address and password from page 37.
3. Click on the email from Jonas. The subject is "Invitation for Coffee".
4. Read the email from Jonas.
5. Then read the questions on pages 71-72.
6. Circle or write the answer for each question.

Blank Page

Blank Page

1. **Log in to the Freemail Email Simulator.**   (Instructor checks box)

   Yes ☐ 2 points   (2 points)

   Needed Help ☐ 1 point

2. **This email is mostly about _____.**   (2 points)

   a) going to school.

   b) having coffee.

   c) meeting for lunch.

3. **Jonas wants to meet at _____**   (1 point)

   a) 11:30 a.m.

   b) 2:30 p.m.

   c) 2:30 p.m.

4. **Where does Jonas want to meet?**   (1 point)

   a) at his home

   b) at the school

   c) at Tim Hortons

Blank Page

Blank Page

5. "**I hope to see you soon" means** _____.   (2 points)

    a) I want to drink coffee

    b) I want to see you

    c) I want you to come to school

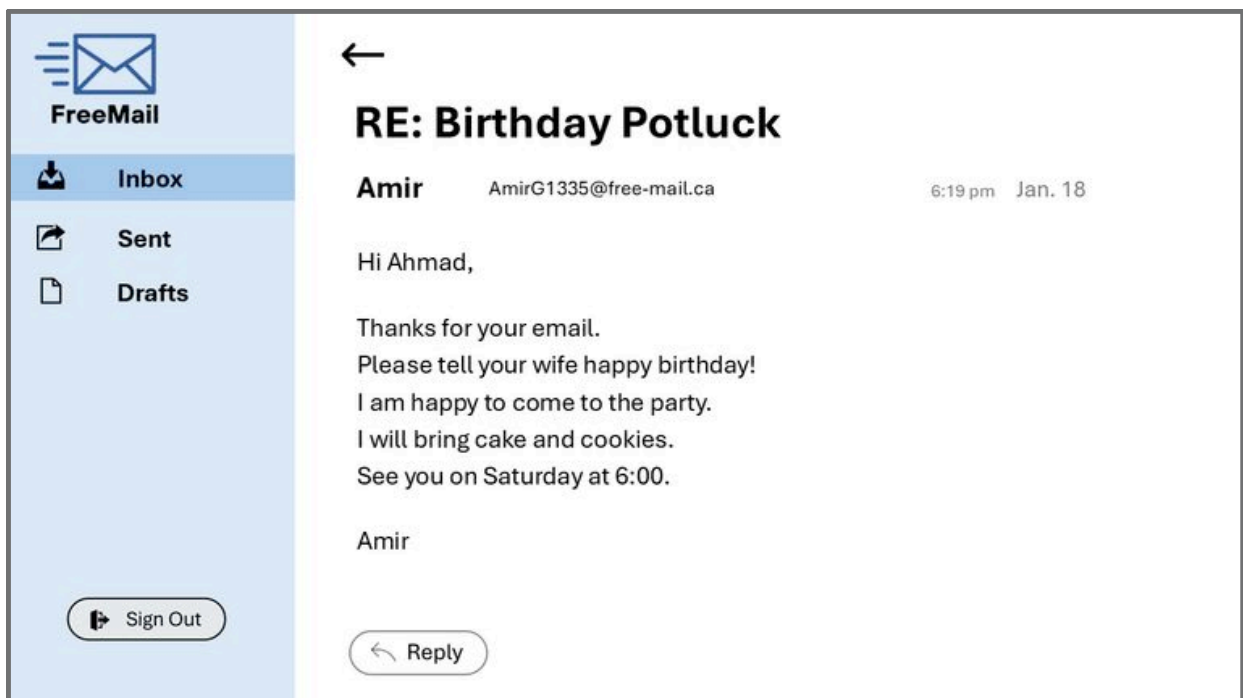6. **Who wrote the email?**   (2 points)

    _____

Blank Page

Blank Page

Instructions

1. Read the email reply below.
2. Then talk about the four (4) questions below as a class.
   (Instructors: click here for answers)

FreeMail

📥 Inbox
↗ Sent
🗋 Drafts

↩ Sign Out

←

RE: Birthday Potluck

Amir   AmirG1335@free-mail.ca   6:19 pm   Jan. 18

Hi Ahmad,

Thanks for your email.
Please tell your wife happy birthday!
I am happy to come to the party.
I will bring cake and cookies.
See you on Saturday at 6:00.

Amir

↩ Reply

---

1 **Who wrote the email reply?**

2 **What does Amir write in the email reply?**

3 **Who is the email reply to?**

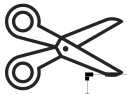**4** **Is this a good email reply? (Why or why not?)**

Blank Page

Blank Page

Instructions

1. The sentences below are from the email on page 73.
2. Read the sentences with a partner and then cut them out.
3. With your partner, put the sentences in order.
4. Do not look at page 73.
5. Talk with your partner. Why did you put the sentences in this order?
   Check with the email on page 73.

I can bring cake and cookies.

Hi Ahmad,

Please tell your wife happy birthday!

Amir

Thanks for your email.

I am happy to come to the party.

See you on Saturday at 6:00.

Blank Page

Blank Page

Email Greetings and Thank-Yous

Writing Skill-Building

Start your reply email with a **greeting**.
For example:
- Hello Ahmad,
- Hi Ahmad,
- Good morning Ahmad,

You can also say **thank you** for the email.
For example:
- Thank you for your email.
- Thanks for your message.

Instructions

1. Read Amir's email reply below.
2. Underline the greeting.
3. Draw a box around the thank you sentence.
   (Instructors: click here for answers)


FreeMail

- Inbox
- Sent
- Drafts

Sign Out

←

RE: Birthday Potluck

Amir   AmirG1335@free-mail.ca   6:19 pm   Jan. 18

Hi Ahmad,

Thanks for your email.
Please tell your wife happy birthday!
I am happy to come to the party.
I will bring cake and cookies.
See you on Saturday at 6:00.

Amir

Reply

Instructions

1. Read the Amir's unfinished email reply below.
2. Write a **greeting** in the first blank.
3. Write a **thank-you** in the second blank.
   (Instructors: click here for answers)

RE: Online Class Tomorrow

FreeMail

- Inbox
- Sent
- Drafts

Sign Out

Amir   AmirG1335@free-mail.ca   1:43 pm   Jan. 19

_____,

_____.

Okay. I will join online tomorrow.
I will have my camera and microphone on.
See you at 8:30.

Amir

Reply

Instructions
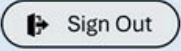
1. Read Amir's unfinished email reply below.
2. Write a **greeting** in the first blank.
3. Write a **thank-you** in the second blank.

←

RE: Interview

Amir   AmirG1335@free-mail.ca   2:01 pm   Jan. 19

_____,

_____.

I am happy to come for an interview. I will be there Thursday at 2:00.
Have a great day,

Amir

FreeMail

Inbox
Sent
Drafts

Sign Out

↩ Reply

Replying to Questions

Writing Skill-Building

- In an email, someone may ask you a question.
- They may also tell you to do something.
- When you write back, answer the question or say what you will do.

Instructions

1. Read Ahmad's email below.
2. Look at the underlined question.
3. Circle the best answer to his question (a, b, or c).
   (Instructors: click here for answers)

FreeMail

Inbox
Sent
Drafts

Sign Out

←

Birthday Potluck

Ahmad   Ahmad_8371@free-mail.ca   3:07 pm   Jan. 17
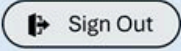
Hi my friend,

Tomorrow is my wife's birthday!
We are having a potluck party this Saturday at 6:00 p.m. at my house.
Everyone will bring food. I will cook chicken and lamb.
Jonas will bring potatoes and Aneb will bring salad.
<u>Can you bring drinks or desserts</u>?
I hope to see you there.

Ahmad

↩ Reply

---
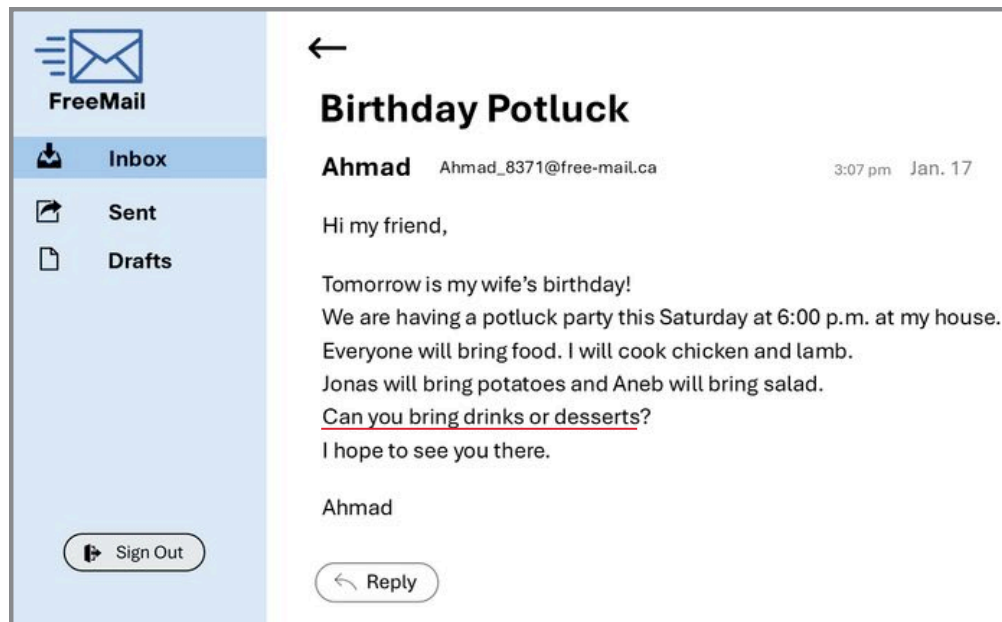
a) I can bring cake and cookies.

b) I like potluck parties.

c) Happy birthday to your wife!

Instructions

1. Read Donna's email below.
2. Underline what Donna is asking.
3. Circle the best answer to her request (a, b, or c).

FreeMail

Inbox

Sent

Drafts

Sign Out

←

Online Class Tomorrow

Donna   Donna_Teacher1@gmail.com   10:19 am   Jan. 19

Hello students,

Tomorrow will be very cold (-40°C), so the school will be closed.
We will have class online. Class starts at 8:30 a.m.
You will need your camera 📷 and microphone 🎤 on.
Please check your email tomorrow for the class link.
See you online!

Donna
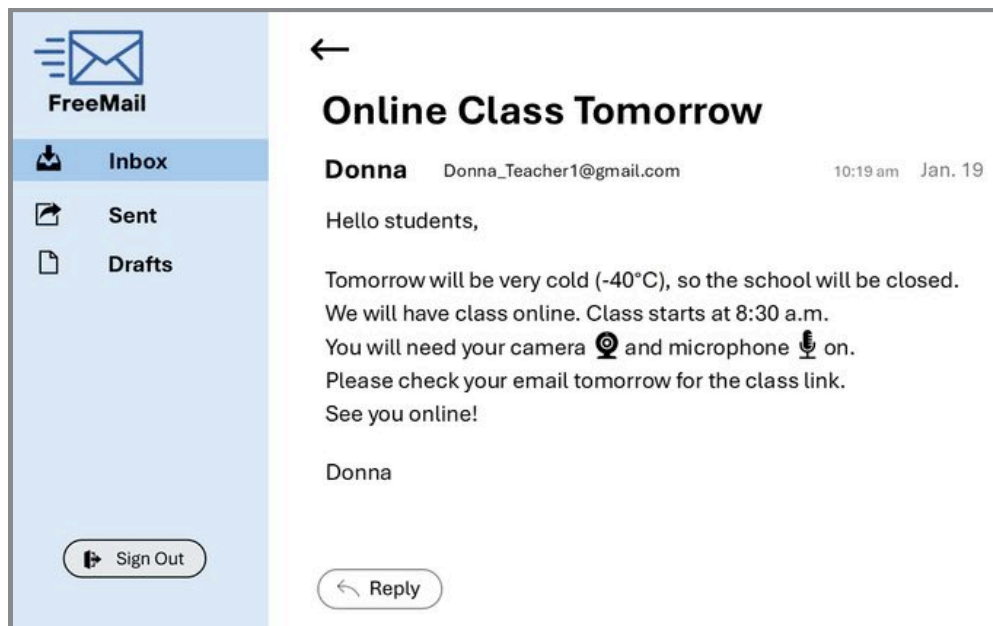
↩ Reply

a) I like online class.

b) It is very cold tomorrow.

c) Okay. I will join online tomorrow.

Instructions

1. Read Sophia's email below.
2. Underline Sophia's question.
3. Circle the best answer to her question (a, b, or c).

FreeMail

Inbox
Sent
Drafts

Sign Out

←

Interview

Sophia Gallo   Manager@ez-delivery.org   1:48 pm   Jan. 19

Hello Amir,

It was nice to meet you yesterday.
I want to meet with you for an interview next week.
We can meet Thursday at 2:00 p.m. or Friday at 11:00 a.m.
The interview will be at my office.
Please tell me which day is good for you.

Regards,
Sophia Gallo
Manager, EZ Delivery

← Reply
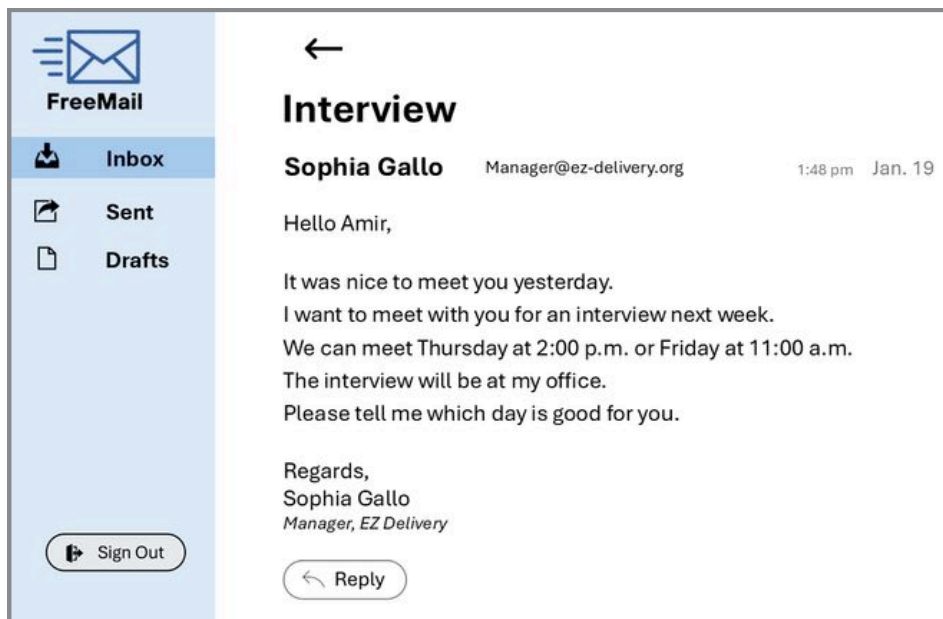
a) How about Wednesday?

b) I will be there Thursday at 2:00.

c) It was nice to meet you too.

Closing and Name
Writing Skill-Building

- In an email, we write a closing at the end.
- Then, we write our name.
- Some common closings are:

For friends
- Have a great day!
- Take care,
- See you soon,
- See you then,
- I look forward to (the party)!

For managers
- Regards,
- All the best,
- Best wishes,

Instructions

1. Read Amir's unfinished email reply below.
2. Write a good closing.
3. Then write Amir's name.
   (Instructors: click here for answers)

FreeMail

- Inbox
- Sent
- Drafts

Sign Out

←

RE: Birthday Potluck

Amir   AmirG1335@free-mail.ca   6:19 pm   Jan. 18
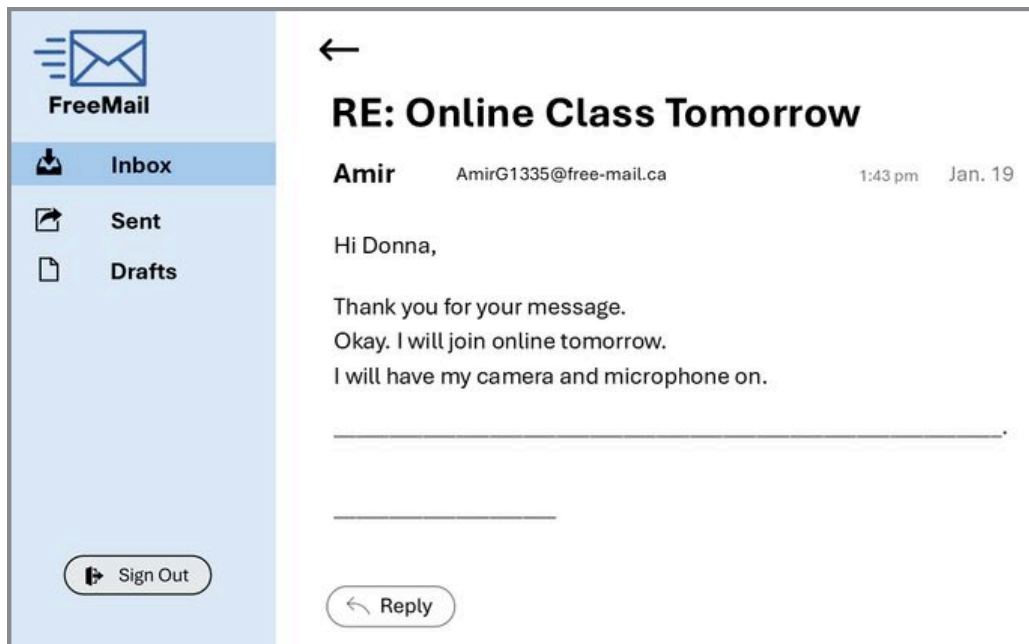
Hi Ahmad,

Thanks for your email.
Please tell your wife happy birthday!
I am happy to come to the party.
I will bring cake and cookies.

_____

_____

↩ Reply

Instructions

1. Read Amir's unfinished email reply below.
2. Write a good closing.
3. Then write Amir's name.

FreeMail

📥 Inbox
📤 Sent
📄 Drafts

⬅️ Sign Out

←

RE: Online Class Tomorrow

Amir   AmirG1335@free-mail.ca   1:43 pm   Jan. 19

Hi Donna,

Thank you for your message.
Okay. I will join online tomorrow.
I will have my camera and microphone on.

_____.

_____

↩ Reply

Instructions

1. Read Amir's unfinished email reply below.
2. Write a good closing.
3. Then write Amir's name.

FreeMail

Inbox

Sent

Drafts

Sign Out

←

RE: Interview

Amir   AmirG1335@free-mail.ca   2:01 pm   Jan. 19

Good afternoon Sophia,

Thank you very much for your email.
I am happy to come for an interview. I will be there Thursday at 2:00.

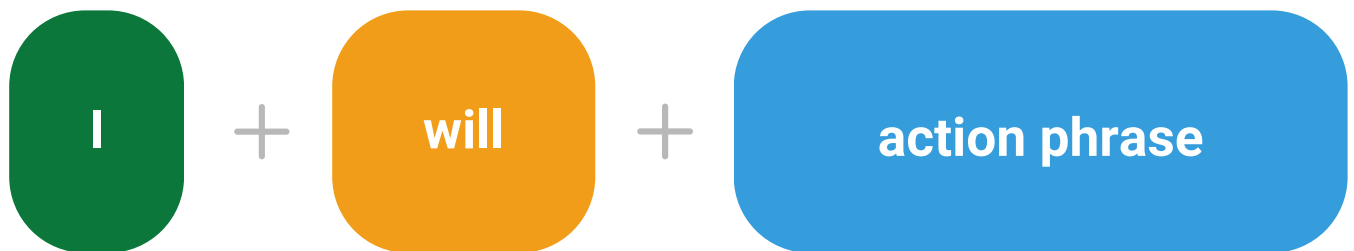_____

_____

↩ Reply

- We can use "**will**" to talk about the future.
- The basic sentence is: "**I will**" + <u>action phrase</u>.
- Example: **I will** <u>cook dinner</u>. **I will** <u>call my friend</u>.
- Read the example sentences below with your partner.

I	**+**	**will**	**+**	**action phrase**

I	**will**	**cook chicken and lamb.**
I	**will**	**bring cake and cookies.**
I	**will**	**join online tomorrow.**
I	**will**	**see you on Thursday.**

Future Sentences with "will": Word Order
Writing Skill-Building

Instructions

1. Look at the sentences below. The words are in the wrong order.
2. Write the words in the correct order on the line.
3. Put a period at the end of the sentence.
4. ~~Cross out~~ each word after you write it.
5. Look at the first sentence. It is an example.
   (Instructors: click here for answers)

1. ~~bring cakes and cookies~~ / ~~will~~ / ~~I~~

   I will bring cakes and cookies.

2. **will** / **I** / **join online tomorrow**

   _____

3. **I** / **see you on Friday** / **will**

   _____

4. **be there Thursday at 2:00** / **I** / **will**

   _____

5. **will** / **cook beef and rice** / **I**

   _____

Writing Future Sentences with "will"

Writing Skill-Building

Instructions

1. Read the words in the box.
2. Look at each picture.
3. Write a sentence in the blank. Start with "I will..."
4. Use the words from the box to help you. ~~Cross out~~ the word after you use it.
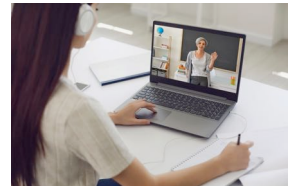5. Look at the first sentence. It is an example.
   (Instructors: click here for answers)

call you at 2:00	~~join online class~~	bring chicken and rice

1. _I will join online class._

2. _____

3. _____

meet you at Tim Hortons	bring my son	see you at 5:00

4. _____

5. _____

6. _____
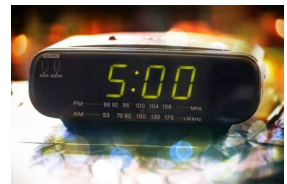
- Use a **period** (.) at the end of a sentence.
  - Example: I will see you at 5:00**.**
- Use a **comma** (,) in the greeting after a person's name.
  - Example: Hi John**,**
- Use an **exclamation mark** (!) to show happiness or excitement.
  - Example: See you soon**!**
  - In **work emails**, it is better to use **periods**.

Instructions

1. Read each sentence in Amir's email reply below.
2. Put a period (.), comma (,), or exclamation mark (!) in each blank.
3. Check your answers with a partner.
4. Talk as a class about why you chose your answers.
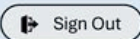   Use these sentences to help:
   - "I used a period because the sentence is finished."
   - "I used an exclamation mark because the person is happy."
     (Instructors: click here for answers)

FreeMail

Inbox
Sent
Drafts

Sign Out

←

RE: Birthday Potluck

Amir   AmirG1335@free-mail.ca   6:19 pm   Jan. 18

Hi Ahmad _____

Thanks for your email _____
Please tell your wife happy birthday _____
I am happy to come to the party _____
I will bring cake and cookies _____
See you on Saturday at 6:00_____

Amir

↩ Reply

Using Punctuation: Practice
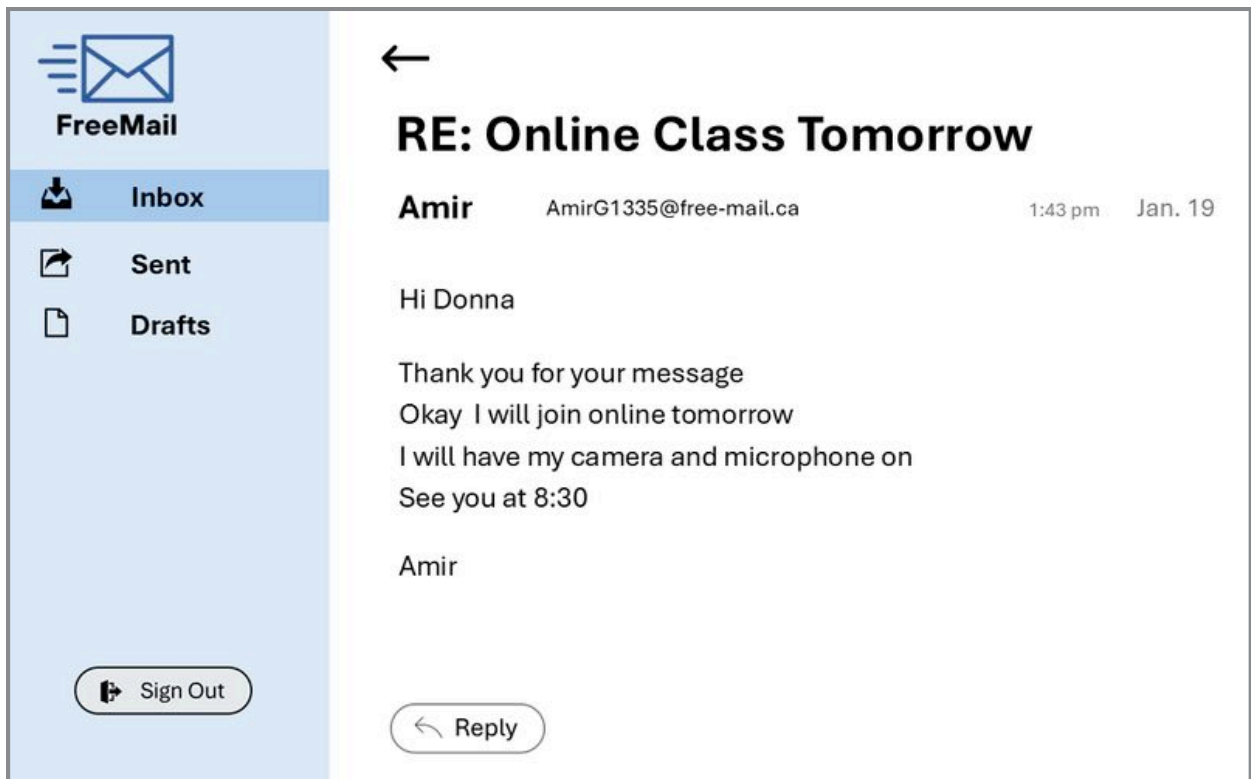Writing Skill-Building

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Instructions

1. Read each sentence in Amir's email reply below.
2. Put a period (.), comma (,), or exclamation mark (!) where needed.
3. Talk with your partner about why you chose your answers.
   Use these sentences to help:
   - "I used a period because the sentence is finished."
   - "I used a comma after the name."
   - "I used an exclamation mark because the person is happy.
     (Instructors: click here for answers)

FreeMail

📥 **Inbox**
↪ **Sent**
📄 **Drafts**

←

RE: Online Class Tomorrow

Amir   AmirG1335@free-mail.ca   1:43 pm   Jan. 19

Hi Donna

Thank you for your message
Okay I will join online tomorrow
I will have my camera and microphone on
See you at 8:30

Amir

↩ Reply

Sign Out

Blank Page

Blank Page

Name: _____   Date: _____

Instructions (to be read by instructor)

1. As a class, we will reread the email from Jonas about having coffee.
2. Now write a reply to Jonas's email. You should include:
   a. a greeting ☐
   b. thank you for the email (CLB 3L only) ☐
   c. if you will meet for coffee, and what day and time ☐
   d. a closing phrase and Amir's name ☐
3. You can use the words in the box to help you.

See you then,		okay	will
Thursday	Jonas	Thank you	2:30

FreeMail

- 📥 Inbox
- ↗ Sent
- 📄 Drafts

←

Re: Invitation for Coffee

Student   AmirG1335@free-mail.ca

_____

_____

I am good. _____

_____

_____

Blank Page

Blank Page

Name: _____   Date: _____

1. I feel good about using email.   Yes   No

2. I can listen and understand email instructions.   Yes   No

3. I can give email instructions.   Yes   No

4. I can read a short email from a friend or teacher.   Yes   No

5. I can write a reply to an email from a friend or teacher.   Yes   No

6. I can write sentences in the future tense using "will".   Yes   No

7. I can use different punctuation when writing sentences.   Yes   No

Blank Page

Blank Page