

# Lesson 2: Email Etiquette

## Give Gmail a Try!

(Practice using the components of Gmail to send and respond to emails)

**Ms. Bastian**

**(Date: TBD)**

### Link to Standards

Indicators used in Lesson 2:  
1.4, 1.6, 2.1, 2.2, 2.3, 3.1, 3.2,  
3.4, & 3.6.

### Lesson 2:

Approximate Duration is 1  
block or 1 period. (1 hour to  
1 ½ hours)

Students will utilize the different components of an email and practice composing a professional email to someone. Students will apply the different Gmail features to compose and format a professional email. Students will utilize the guidelines for continuing email conversations. Students will apply basic design principles and Gmail features to their practice email (Attachments/Cc, Bcc, contrast of background/text colors, text size/font/etc.).

### Before you Learn Self-Check

I can utilize the different components and guidelines to compose, format, send and respond to a professional email.

- I can do this with a lot of help.
- I can do this with some help.
- I can do this alone.
- I can teach others how to do this.

### Enrichment Opportunity

Email Etiquette Worksheet  
What's Wrong With These Emails?

## Appetizer (Instruction & Process)

1. Open the Email Etiquette PowerPoint.
2. Read through the notes (Slides 27 - 35).
3. Click on the link below and complete the Check for Understanding of Email Etiquette Activity. Email Etiquette Check for Understanding

## Main Dish (Practice)

1. Open the Email Etiquette PowerPoint.
2. Watch the YouTube Video on Slide 27 & 35 to help you review and prepare to send an Email using Gmail.
3. Click on this padlet link and post your school Gmail along with any questions you may have.

## Dessert (Product)

1. Please send your Practice Email to Ms. Bastian at abastian@rcentral.org.
2. Be prepared for a response from Ms. Bastian that you will then send your Practice Response Email to.
3. Ms. Bastian will provide feedback in her email response. This will include any explanations about room for improvement.
4. This will be a graded on completion and effort.

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Nebraska Standards: [Link to Course Code 33422](#)  
Introduction to Business Technology (Middle School) - Previously Called Computer Applications