

# Lesson 3: Email Etiquette

## Send an Email on Your Own!

*(Use the components of Gmail to send and respond to emails)*

### Link to Standards

Indicators used in Lesson 3:  
1.4, 1.6, 2.1, 2.2, 2.3, 3.1, 3.2,  
3.4, & 3.6.

**Ms. Bastian**

**(Date: TBD)**

### Lesson 3:

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

Students will utilize the different components of an email and compose a professional email to someone on their own. 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 own email (Attachments/Cc, Bcc, contrast of background/text colors, text size/font/etc.).

## *Appetizer* (Instruction & Process)

### Before you Learn Self-Check

I can utilize the different components and guidelines to compose, format, and send 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.

1. Open the [Email Etiquette PowerPoint](#).
2. Read through the notes (Slides 36 - 38).
3. Click on the link below and complete the Check for Understanding of Email Etiquette Activity.  
[Email Etiquette Final Review](#)

## *Main Dish* (Practice)

1. Open and review the [Email Etiquette Assignment Guidelines & Rubric](#).
2. While reviewing the guidelines and rubric, start drafting an email on your own over the topic of the Do's and Don'ts of Email Etiquette.

## *Dessert* (Product)

1. Please send your Final Email to Ms. Bastian at [abastian@rcentral.org](mailto:abastian@rcentral.org).
2. Be prepared for a response from Ms. Bastian that you will then send your Response Email to.
3. Make sure to follow the Guidelines & Rubric.

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