Task Title: Send and Receive an Email

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Learner will send an email to themselves and receive it.

Main Competency/Task Group/Level Indicator:

- Use Digital Technology/D.2

Materials Required:

- Computer or digital device connected to a printer
- Learner will need an email address

Learner Information

Email is widely used in workplaces, educational institutions and everyday life to gather and share information. Emails can even be used as reminders by sending an e-mail to yourself.

To avoid "spam" or "junk email", always put an appropriate subject line in your email and make sure to type your name at the end of the email.

Work Sheet

Task 1: Send an email from your own email account to your own email address reminding you to print off a copy of your received email.

Answer: No written response required.

      Task completed on computer: Yes ☐   No ☐

Task 2: Print a copy of your email once you receive it.

Answer: No written response required.

      Task completed on computer: Yes ☐   No ☐

Answers

The learner will have printed off an email they received from themselves that reminded them to print off a copy of that email. There should be something written in the subject line and the learner should have also signed their name to the email.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

Skill Building Activities

Links to Online Resources

GCF LearnFree (https://edu.gcfglobal.org/en/):

- E-mail 101: https://edu.gcfglobal.org/en/email101
- Using Gmail: https://edu.gcfglobal.org/en/gmail

Digital Learn (www.digitallearn.org): Intro to Email: https://www.digitallearn.org/courses/intro-to-email

Settlement at Work (settlementatwork.org):

Email writing: Putting it in Practice: https://www.settlementatwork.org/lincdocs/linc5-7/business.writing/pdfs/bus.writing.LINC5/07.memo.email.writing.pdf

LearningHUB (www.learninghub.ca) Course Catalogue:

https://www.learninghub.ca/apps/pages/coursecatalogue