

Learning objectives

In this unit children learn to use e-mail to send and receive messages. They learn about communicating over distances and will need to consider and compare different methods of communication.

Using e-mail can help children develop their reading and writing skills and improve their knowledge of the wider community. The unit requires collaboration with other schools - this can be arranged online by registering your school with globalgateway.org (or it's sister site www.epals.com). Alternatively, contact PrimaryEmail to twin with a local school.

Children will apply what they have learnt in this unit when using e-mail, gathering information, developing collaborative projects, and writing for other audiences

Intended learning outcomes

Children should achieve an understanding of the development of communication methods, with a focus on using e-mail to communicate over distances.

Most children should develop skills to login, compose, send, read and reply to e-mails. These skills can be extended to include attaching files to emails and using the address book.

Links	Technical Vocabulary	Resources required
Literacy	E-mail, Attachment	E-mail (primaryemail.co.uk)
Geography (KS1 & KS2) - contrasting localities	Username, Password, Subject	Browser (Internet Explorer)
	Address book	Pupil usernames/passwords

Expectations

Most children will be able to login to their e-mail account, compose, read and reply to an e-mail.

Some children will progress further and be able to use the address book and attach a file to an email

Assessment

Self-assessment sheets

Learning objectives

Children should learn about the development of communication with a focus on e-mail.

Intended learning outcomes

Understand the various methods of communicating.

Learn that messages can be sent over distances.

Understand the basics of how e-mail works (logging in).

Teacher resources

Unit 3E presentation.

Telephone, newspaper, letter

radio can be used in addition

Teaching activities

Discuss how communication methods have changed over time, from smoke signals and fire beacons to email. Showing the examples from the Power Point presentation, discuss the advantages & disadvantages to each method (speed, efficiency, reliability, accuracy). Discuss whether communication is one-way (newspaper, radio) or two-way (telephone). Explain how communication methods have changed dramatically over the last 200 years, and recently (with e-mail) in the last 10 years.

Using slides 4 & 5, discuss how long the same message would take to travel to a receiver when sent by post and by e-mail. Discuss the differences between letters and e-mails (letters are more formal and detailed, e-mails can be brief and informal. E-mails are received instantly, whereas letters can take a few days (although the receiver must login to their e-mail to receive it). E-mail can be sent and received world-wide (provided you have the Internet!)

Explain how the chain of events for sending/receiving letters and emails are related:

Letter and (e-mail) delivery 1. A letter is written (e-mail is composed). 2. Posted in a post box (sender's outbox). 3. Taken to the sorting office (sender's mail server). 4. Distributed to the local office (receiver's mail server) and 5. Delivered by a postman (when the receiver logs in to their e-mail inbox).

Key questions

What are the preferred methods of communication?

Why are e-mails important?

How has e-mail changed communication?

Plenary

Finish the lesson with a recap of how e-mail compares to and could improve upon the postal service, discussing how a user needs to login to their e-mail to be able to send and receive messages.

Learning objectives

Children should learn how to use the basic functions of their e-mail accounts.

Pupil prior knowledge

This lesson assumes pupils are familiar with writing conventions (composing a letter) and with standard computer use (point, click and typing skills).

Intended learning outcomes

Develop a further understanding of the benefits of e-mail.

Learn about username & password security.

Learn how to login and read e-mail.

Teacher resources

E-mail client (Primary Email)

Web browser & Internet

Unit 3E presentation

Video user guides

Teaching activities

Recap the material covered from the previous lesson using the e-mail diagram to discuss how e-mail is sent and received over the Internet. Discuss the speed/efficiency of e-mail explaining how it can be an instant message service (if the receiver is checking their inbox).

With the class using PCs (preferably one per pupil), use the whiteboard to navigate to www.primaryemail.co.uk*. Show the pupils the login (username) and password boxes. Explain why to keep passwords secret (in case of sensitive/personal information).

**an alternative e-mail system can be used*

Using the class list of usernames, ensure each pupil has entered their username into the correct box, then ask the class to enter their passwords

Make sure each pupil has successfully logged in to their e-mail

Using a whiteboard, show the children how you log into your e-mail, and send an e-mail to your class (see Primary Email help and support site for distribution list help). Ask the pupils to count how many seconds it takes from when you click 'send' to when the pupils receive the message.

Key questions

Why is it important to keep your password a secret?

Why is e-mail quicker than the postal service?

Plenary

Prepare the pupils for sending an e-mail in the next lesson. Discuss the benefit of being able to send/receive a message instantly.

Learning objectives

Children should learn how to reply to & send e-mails. Some children will learn how to add an attachment.

Pupil prior knowledge

This lesson assumes pupils are familiar with writing conventions (composing a letter) and with standard computer use (point, click and typing skills).

Intended learning outcomes

Develop a further understanding of e-mail benefits.
Learn about username & password security.
Learn how to compose, send and reply to e-mails.
Some pupils will learn how to add an attachment.

Teacher resources

E-mail client (Primary Email)
Web browser + Internet
Video user guides

Teaching activities

Begin the lesson using the whiteboard. Ask the class to watch the first part of the e-mail game **Save The Wizard** available online at <http://www.primaryt.co.uk/wizard.asp>. Follow the instructions at the end of the game to conclude the lesson.

Help the class login using the class list of usernames, ensure each pupil has entered their username into the correct box, then ask the class to enter their passwords.

Ask the class to compose a message to McWizard with the subject "Magic Chest". If this is sent correctly, pupils will receive an automated reply from the wizard with a link to part 2 of the **Save The Wizard** game.

Part 2 of the game requires pupils to save an attachment from the website (<http://www.primaryt.co.uk/wizard2.asp>) and send it via email to McWizard. If this is sent correctly, pupils will receive another reply from the wizard with a link to a *thank you* video from McWizard (<http://www.primaryt.co.uk/wizard3.asp>)

Plenary

Discuss how e-mails are currently only travelling (relatively) short distances. Explain how e-mail sent to the other side of the world can also be received instantly because of the availability of the Internet.

Learning objectives

Children should learn about contrasting localities through e-mail communication.

Intended learning outcomes

Develop an understanding of the differences between their local area and their partner school's local area.

Practice sending / receiving / annotating e-mails.

Teacher resources

This lesson requires a partner school. Contact Primary Email to arrange a local partner, or visit www.globalgateway.org and www.epals.com to help partner your school internationally & provide electronic pen pals.

Teaching activities

Ask your partner school (or another class) to compose and send a number of e-mails with the first draft of some creative writing projects (e.g. short stories) set in their local area. Show the pupils how to login and ask them to check their inboxes. Use the Primary Email Control Panel to view correct usernames or use the Address book feature with each pupil.

Ask the children to print the e-mails in order to make improvements/extensions to the stories. Discuss the differences between their local area and that featured in the stories.

Demonstrate how to add a contact to the address book (compare this to a paper-based address book). Ask the pupils to add their 'e-pal' to their address book (using video guides as necessary).

After making amendments to the paper copy, ask the children to reply to their e-mails, making changes/additions to the short stories.

Extension

This activity can be extended to include further drafts of the stories and pupil drawings, made on a computer and attached with an email.

Key questions

How different is our school compared to the partner school?

What is an online address book?