

Erasmus + KA1 project “Implementing CLIL in project work” “E-mail writing structure and procedure“

Author	Mg.paed. Oksana Ivanova	
Age group/form	15 students from 6th form.	
Time (min)	40 min	
Integration of subjects	Information Technologies and English	
Timetable fit	This theme is concluding the application of IT in 6th form.	
Aim	To learn about the e-mail opportunities in everyday life.	
Objectives	<ul style="list-style-type: none"> - to use multilingual approach at IT lesson; - to make the students work cooperatively in groups of 3-4. 	
Real life context and culture	Writing e-mails is an essential part of our life and students should know how to do it properly taking into account the basic etiquette rules.	
Planned results	Content	To get to know the following notions: 1. e-mail address; 2. structure; 3. basic etiquette rules of e-mail writing; 4. e-mail specification
	Language	Learners have enriched vocabulary and terminology on e-mail
	Communication	Learners have improved communication strategies in groups and peer-assessment techniques
	Cognition	Learners can apply inferencing, guessing and predicting strategies independently

In what way CLIL is implemented (Project work)?

Students are using materials in English to read about e-mail and then to develop a micro-project - presentation about their completed sentences in groups.

Methods:

- to use multilingual approach at IT lesson;
- to make the students work cooperatively in group (of 3-4);
- project work and that presentation.

Support material: Power Point presentation

Procedure

Pre-task (warm-up)

Activity 1.

E-mail Vocabulary. Recognizing symbols and abbreviations used in IT.

Students are matched the e-mail addresses to the country names using arrows.

E-mail addresses have abbreviations at the end to tell us which country they come from.

Support materials 1: Handout 1

Tasks (main part)

Activity 2. Pair work

Students work in pairs or groups to discuss the statements in English. And choose the correct answer - **True** or **False**.

Support materials 2: Handout 2

Activity 3. Project. Group poster presentation

Students work in groups using a gapped text and mixed words for it in order to prepare a collective presentation about it.

(Handout 3 – Group 1 - 4)

Post task (revision and reflection)

Activity 4. Pair work

Computer talk. Teacher cuts the task into strips and mix it for students. Students have to organise the text again putting all the strips in the correct order.

(Handout 4)

Teacher guides the discussion and gives her feedback for the lesson.

Resources

Used links:

<http://www.cs.uml.edu/~pkrolak/91-113/Lab1EmailTheory.html>

<http://www.onestopenglish.com/>

<http://www.getnetiquette.com/>

Presentations: A3 posters

HANDOUT 1.**E-mail Vocabulary. Recognizing symbols and abbreviations used in IT****1. Match the e-mail addresses to the country names using arrows.**

E-mail addresses have an abbreviation at the end to tell us which country they come from.

Example: 123@inbox.ee

Estonia

- | | |
|-----------------------------|-----------------------|
| 1. gday@kanga.au | a. Latvia |
| 2. polarbears@greatlakes.ca | b. Egypt |
| 3. mummies@pyramids.eg | c. Spain |
| 4. leschickens@sportif.fr | d. Australia |
| 5. iberia@telefonica.es | e. Canada |
| 6. guttentag@berliner.de | f. the United Kingdom |
| 7. informatika@inbox.lv | g. France |
| 8. blacktaxi@freeline.uk | h. Germany |

HANDOUT 2.

2. Read about e-mail and put the correct answer - True or False (delete the wrong answer).

1. E-mails can be used to contact with your boss, friends, relatives.
True/False
2. Speed is the main advantage (plus) of using e-mail. **True/False**
3. E-mail message writing is more expensive than any other way of communication. **True/False.**
4. You can send your e-mail message to as many people as you want. **True/False.**
5. Writing e-mail is flexible and is good for composing and drafting.
True/False.
6. Attaching photographs, video clips, and sound recordings to your e-mail is expensive. **True/False.**
7. While using e-mail, you can choose any style or pattern.
True/False.
8. You can organize your ideas in logical order and make it as short as possible. **True/False.**
9. The tone of e-mail message is very informal and emotional.
True/False.
10. A successful e-mail message is only about one thing (topic).
True/False.

Group 1. Check your mailbox daily (every day).

Choose text, complete the sentences and prepare a presentation about it.

..... is the main advantage (plus) of using Everyone wants to get quick to his/her e-mail. Check your mailbox daily so that you can read every e-mail sent to you and respond at once. In case, you cannot respond, because you do not

have enough, send an e-mail
acknowledgement.

Group 1.

Words to use.

speed	ātrums
e-mail	e-pasts
response	atbilde
message	ziņa
information	informācija

Group 2. Be correct.

Choose text, complete the sentences and prepare a presentation about it.

Many people tend to be informal when sending an e-mail
You should take special care about accuracy, true information as well as good presentation. It is very important that be sure about the accuracy of information before you click the button.
Double check the following:

- the electronic of the receiver;
- the Subject;
- basic content of the e-mail message;
- the attachment.

Also, you need to edit and revise your e-mail message to make it sound better. Review your message to analyse if your message can achieve its goal. Check it to correct its formal,

mechanics, grammar, spelling and punctuation. You may use spelling and grammar check.

Group 2.

Words to use.

message	ziņa
send	sūtīt
addresses	adresses
line	līnija
e-mail	e-pasts

Group 3. Be brief.

Choose text, complete the sentences and prepare a presentation about it.

You may use e-mail effectively to send simple E-mail is not used to send long and complex So, keep your e-mail messages short. No one likes to read very long messages. Don't write unnecessary information,..... expressions. Don't repeat the same thing many times. Ensure that your e-mail message is short

enough to reach our goal. Keep your
sentences and make paragraphs

Group 3.

Words to use.

message	ziņa
information	informācija
e-mail	e-pasts
long	garš
short	īss

Group 4. Be formal.

Choose text, complete the sentences and prepare a presentation about it.

E-mail is a formal way of and you should use language. Don't use Hi! Hello! if you don't know the person well. Write Dear Sir/Dear Mr. Bean, (at the beginning). Best regards not Bye! or Good bye! (at the end). Use standard and do not get too informal even if you know the receiver very closely. Don't

use emotional, informal, and personal remarks. Keep the goal in mind.

Group 4.

Words to use.

communication	sakari
formal	formāls
language	valoda
expressions	izteiksmes
words	vārdi

Activity 4.**Computer talk**

Cut in strips and mix it. And then complete the text.

If you want to send and receive email anywhere in the world, you should get a Hotmail passport.

All you need is an email address and a secret word. OK, so this is how you check your email if you have a Hotmail account.

You log on to the internet.

Then you go to the Hotmail website and you enter your username and type your password.

Next, you click on Mail.

Now you can open your inbox and you will see your new emails.

To open a new email, just click on it and it will open so that you can read the message.

After that you can reply to the email, or delete it.

Just click on reply or delete.

Don't forget to log out of your account when you've finished.

ANSWER KEY

Activity 1.

E-mail Vocabulary. Recognizing symbols and abbreviations used in IT.

Match the e-mail addresses to the country names using arrows.

E-mail addresses have an abbreviation at the end to tell us which country they come from.

Example: 123@inbox.ee

Estonia

- | | |
|-----------------------------|-----------------------|
| 1. gday@kanga.au | a. Latvia |
| 2. polarbears@greatlakes.ca | b. Egypt |
| 3. mummies@pyramids.eg | c. Spain |
| 4. leschickens@sportif.fr | d. Australia |
| 5. iberia@telefonica.es | e. Canada |
| 6. guttentag@berliner.de | f. the United Kingdom |
| 7. informatika@inbox.lv | g. France |
| 8. blacktaxis@freeline.uk | h. Germany |

Activity 2. Pair work

Read about e-mail and leave the correct answer - **True** or **False** next to the statements (delete the wrong answer).

1. E-mails can be used to contact with your boss, friends, relatives. **True**
2. Speed is the main advantage (plus) of using e-mail. **True**
3. E-mail message writing is more expensive than any other way of communication. **False.**
4. You can send your e-mail message to as many people as you want. **True.**
5. Writing e-mail is flexible and is good for composing and drafting. **True.**
6. Attaching photographs, video clips, and sound recordings to your e-mail is expensive. **False.**
7. While using e-mail, you can choose any style or pattern. **True.**
8. You can organize your ideas in logical order and make it as short as possible. **True.**

9. The tone of e-mail message is very informal and emotional. **False.**
10. A successful e-mail message is only about one thing (topic). **False.**

Activity 3. Project.

Choose text, complete the sentences and prepare a presentation about it.

Group 1. Check your mailbox daily (every day).

<p>Speed is the main advantage (plus) of using e-mail. Everyone wants to get quick response to his/her e-mail. Check your mailbox daily so that you can read every e-mail message sent to you and respond at once. In case, you cannot respond, because you do not have enough information, send an e-mail acknowledgement.</p>	<p>respond e-mail - answer e-mail acknowledgement – thank you for information</p>
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Group 2. Be correct.

<p>Many people tend to be informal when sending an e-mail message. You should take special care about accuracy, true information as well as good presentation. It is very important that be sure about the accuracy of information before you click the send button. Double check the following:</p> <ul style="list-style-type: none"> • the electronic addresses of the receiver; • the Subject line; • basic content of the e-mail message; • the attachment. <p>Also, you need to edit and revise your e-mail message to make it sound better. Review your e-mail message to analyse if your message can achieve its goal. Check it to correct its formal, mechanics, grammar, spelling and punctuation. You may use spelling and grammar check.</p>	<p>accuracy – precizitate content – saturs be brief – būt īsam</p> <p>the Subject line – what it is about the attachment – photos, documents</p>
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Group 3. Be brief.

<p>You may use e-mail effectively to send simple message. E-mail is not used to send long and complex information. So, keep your e-mail messages short. No one likes to read very long e-mail messages. Don't write unnecessary information, long expressions. Don't repeat the same thing many times. Ensure that your e-mail message is short enough to reach our goal. Keep your sentences and make paragraphs short.</p>	<p>be brief – short</p>
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Group 4. Be formal.

<p>E-mail is a formal way of communication and you should use formal language. Don't use Hi! Hello! if you don't know the person well. Write Dear Sir/Dear Mr. Bean, (at the beginning). Best regards not Bye! or Good bye! (at the end). Use standard language and do not get too informal even if you know the receiver very closely. Don't use emotional</p>	
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expressions , informal words , and personal remarks. Keep the goal in mind.	
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Activity 4. Pair work**Computer talk**

Cut in strips and mix it. And then organise the text in the right order.