Inspiring Teaching practice example

Use of the Email attachments for pupils 12-13 years old

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Title	Use of the Email attachments for pupils 12-13 year old
TET-SAT Area	**Digital Communication and Collaboration**
Number and name of the illustrated competence	**Question 18.** Considering different communication formats and channels depending on the target audience (students; teachers, parents), settings (inside and outside the classroom) and learning goals
Estimated level for this competence	**Beginner**

Learning outcome(s) associated with it	• Guiding students to practice sending email attachments, replying to them and make attachments.
	• This is getting students more interested in learning email.
	
	The students learn:
	    • how to make attachments,
	    • what types of information they can sent as attachments
	    • what is the difference between to, cc and bcc
	    • what is the email address of the receiver
	    • what is the subject of the email
	    • how to send an email
	    • what is the difference between reply to or reply all.

Type or name of ICT used	Smartphone or tablet, internet and e-mail
What you do that meet this level	In the subject matter Email, the students must learn how to make attachments as well as the differences between various types of sent (to, cc, bcc). For their homework, the students use their mobile phone, tablet or laptop to send an email to a classmate, sent a carbon copy cc to another classmate and make it a bcc Blind Carbon Copy to the teacher. The email must contain as attachments:

Erasmus+

	• a photo of Christmas tree decorations (taken out from the student's smartphone or tablet), • a drawing made with paint, • a file containing a Christmas card done with word • and an avatar (downloaded from the internet) that represents the student. (all of this were done at previous lessons). The teacher reviews the products and replies to the student. Also, the other students use the reply all command to find out the differences between the commands reply and reply all.
Image or Link to the example	☐ ☆ ▶ me, margarita (4) attachments -
Draft actions to move to the next level	