

Task Title: Send and Receive an Email

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started:**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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](http://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>