NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

Using Email, Lesson 2: Email Addresses

Northstar Digital Literacy Standards *This lesson aligns with the following standard/s.*	Vocabulary *This lesson focuses on the following digital literacy terms.*
1. Define email and identify common email providers. 2. Tell the difference between a URL and an email address. 5. Create and send an email, including recipient address, subject, and message.	**compose** **email** **email address** **email provider** **web address** **username**

Technology Concepts
Important lesson background and teaching tips for instructors

In this lesson, learners will identify the important parts of an **email address**. They will practice differentiating between **email addresses** and **web addresses,** as well as identifying and fixing common errors made when typing **email addresses**. They will also learn about different **email** providers, also known as **email providers**. Finally, they will practice sending **emails** to classmates.

Teaching Tips:
- Point out the difference between **email** in general and specific **email providers**, such as Gmail. Explain that **email providers** are companies that provide **email** services, and that many **email providers** provide similar services, similar to how both Pepsi and Coke make soft drinks or Nike and Adidas make shoes.
- **Internet Basics, Lesson 1: Connecting to the Internet** gives learners an introduction to web addresses.

Teacher Prep Guide
Follow these steps to prepare for teaching this lesson

General Prep	❏ **Open and log in to an email account to project for the class.** ❏ **Prepare to project Reference A and Reference B for Model & Explain 1 and Reference C for Pair Explore**
Do It Together 1	❏ **Copy Handout A for each learner.**
Do It Together 2 & Task	❏ **Copy Handout B for each learner (half sheet).**
Vocabulary Work	❏ **Copy Handout C for each learner.**

Warm Up
Find out what learners know and prime them for the work ahead.

Pair/Small Group Work (Think-Pair-Share)**:**
➔ Give two minutes to <u>think</u> about questions projected on screen, then discuss in <u>pairs</u> for two minutes, and finally <u>share</u> together as a class.

◆ What is an address used for?
◆ What do you need to include when writing an address?
◆ What might happen if you write an address incorrectly?

We will Learn...
Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

correctly type an **email address**.

tell the difference between an **email address** and a **web address**.

recognize different **email** account providers.

send an **email** to someone in your class.

MODEL & EXPLAIN 1
Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

What is Email?
➔ Say to learners:
◆ "What is **email**? **Email** is a way to send letters across the internet."
◆ "To receive a letter, you need an address. To send and receive an **email**, you need an **email address**."
◆ "An **email address** has 3 parts: a **username**, the @ (at) sign, and a website name."
➔ Project and show learners example at the top of **Reference A**.
➔ Say to learners:
◆ "When you want to send an **email** to someone, you need to type their **email address**. **Email addresses** must be typed without mistakes in order to be sent to the correct person. When typing **email addresses**, there are some common mistakes people make."
◆ "Sometimes, people forget the @ (at) sign, the website name, or the .com ending."

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- ➔ Show learners examples of incorrect **email addresses** at the bottom of **Reference A**.
- ➔ Ask learners:
  - ◆ "What is wrong with these **email addresses**? How could you fix them?"
- ➔ Discuss each **email address** mistake with learners. Ask learners for suggestions on how to correct the mistake.

Web Addresses vs. Email Addresses

- ➔ Say to learners:
  - ◆ "Websites like Amazon, Facebook, and eBay also have addresses. They are called **web addresses**."
  - ◆ "**Web addresses** and **email addresses** look similar. They both often end in .com."
  - ◆ "The difference is that **email addresses** always have an @ sign and **web addresses** never have an @ sign."
  - ◆ "**Web addresses** are addresses that go to websites. **Email addresses** are addresses to send electronic mail and documents to a person or business."
- ➔ Project and show learners examples at the top of **Reference B**.

DO IT TOGETHER 1

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- ➔ Give learners **Handout A**.
- ➔ Learners work in pairs to identify common mistakes in the **email addresses**.
- ➔ Then, they read the addresses in the table and differentiate between **email addresses** and **web addresses.**
- ➔ Review answers together as a class.

MODEL & EXPLAIN 2

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Email Providers

- ➔ Say to learners:
  - ◆ "Many companies make **email**. Some popular companies for sending **emails** are Gmail, Yahoo, and Outlook. These companies are called **email providers**. You can usually recognize an **email provider** because their company logo, or sign, has an envelope in it."
- ➔ Project and show learners the logos of **email providers** on the bottom half of **Reference B**.

Sending an Email

- ➔ Say to learners:
  - ◆ "To send someone an **email**, all you need is your own **email** account and the **email address** of the person you would like to send a message to."
- ➔ Project and model for learners how to send an **email**:
  - ◆ Open your **email** account by logging in.
  - ◆ Click 'new **email'** or **'compose'**.

- ◆ Type your **email address** in the address line.
- ◆ Type 'hello' in the subject line.
- ◆ Click send.
- ◆ Show learners the **email** you received from yourself.
- ➔ Say to learners:
  - ◆ "It is very important that you type an **email address** correctly. If it is typed incorrectly the **email** will not be sent, or it will go to the wrong person."
- ➔ Project and show learners by writing your **email address** incorrectly on the To line, and then try to send it. For example, you could type "gmail.con" instead of "gmail.com".
- ➔ Show learners the error **email** you receive back.

DO IT TOGETHER 2

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- ➔ Give learners the **Handout B** (part one)**.**
- ➔ Learners identify and circle the logos of the **email providers**.
- ➔ Check answers together as a class.
- ➔ Ask learners:
  - ◆ "Do you recognize the names of these **email providers?"**

PAIR EXPLORE

*Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner **without step-by-step guidance from the teacher**. *Refer to the "How to Facilitate Pair Explore" for teacher support.*

- ➔ Support learners as they log into their **email** accounts.
- ➔ Project **Reference C**:
  - ◆ Log into <u>one person's</u> **email** account.
  - ◆ Click **Compose**.
  - ◆ In the New Message, type your partner's **email address** in the To line.
  - ◆ Type "hello" in the subject line.
  - ◆ Click Send.
  - ◆ Log in to the other partner's account. Did they receive the **email**?

Task

Learners practice skills by completing an authentic task/s.

- ➔ Give learners **Handout B** (part two).
- ➔ Ask learners to collect the **email addresses** of three of their classmates.
- ➔ Then, following the steps practiced in the Pair Explore, learners send **emails** to three **email addresses.**
- ➔ Ask learners to check in with their classmates to be sure they received the **emails** sent.

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Vocabulary Work

Learners practice vocabulary presented within the lesson.

➔ Give learners **Handout C**.
➔ Learners label the pictures with the correct vocabulary words.
➔ Review answers as a class.

Wrap-Up

A final check in with learners. An opportunity to review, reflect, or check for understanding.

➔ Ask learners the following questions. Have learners turn and talk and then share out:
  ◆ "What happens if you type an **email address** incorrectly?"
  ◆ "What are the three things an **email address** should have?" (**username**, @ sign, website)
  ◆ "What is the difference between an **email address** and a **web address**?"

Example Email Address
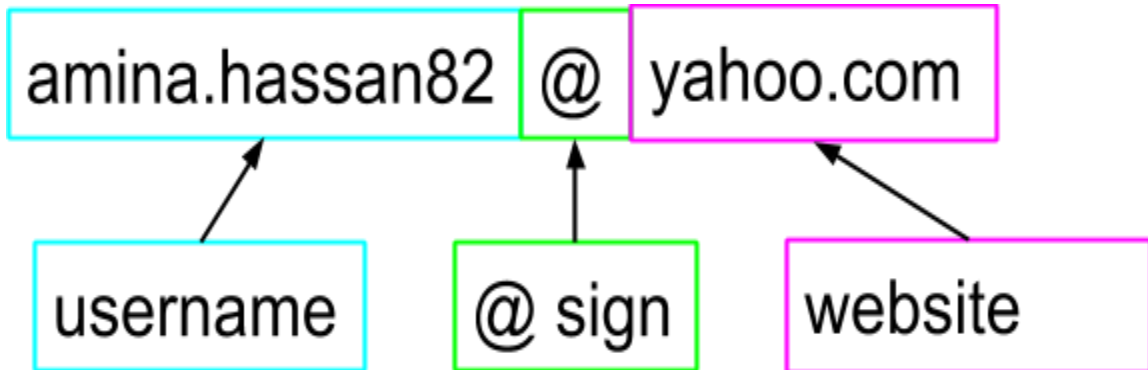
Incorrect Email Addresses

Directions: What is wrong with these email addresses? How could you fix them?

marya_mohamed.gmail.com
stevejohnson16@yahoo
kimeunju95@icloudcom

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Web Address vs. Email Address

Web Address

www.amazon.com

↑

No @ sign

Email Address

chris@outlook.com

↑

@ sign
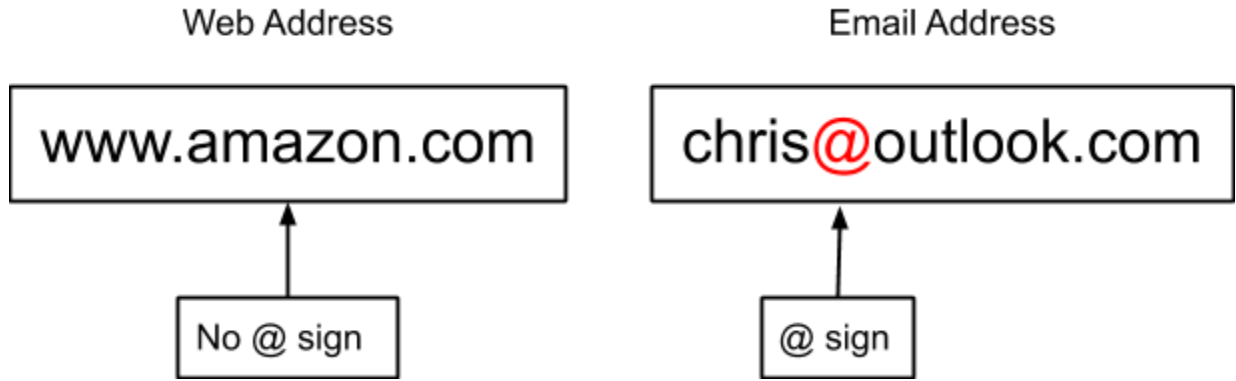
Email Providers

Gmail	Outlook	Yahoo Mail

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Pair Explore

Directions: Complete the following with a partner on one computer.

1. Log into <u>one person's</u> email account.

2. Click <u>Compose</u>.

3. In the New Message, type your partner's email address in the <u>To</u> line.

4. Type "hello" in the **<u>Subject</u>** line.

5. **Click** <u>Send.</u>

6. Log in to the other partner's account. *Did they receive the email?*

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Email Addresses

Directions: The email addresses below are incorrect. Can you find the problem?

Incorrect Email Addresses	Problem
louis_myers.91@yahoocom	
lisa.garcia.gmail.com	
yeji.kim991@outlook	

Email Address or Web Address?

*Directions: Read each address. Then decide: Is it an **email address** or a **web address**?*
Circle the answer.

Address	Is it an **email address** or a **web address**? Circle your answer.	
www.amazon.com	*Email Address*	*Web Address*
h.weston72@yahoo.com	*Email Address*	*Web Address*
support@amazon.com	*Email Address*	*Web Address*
ebay.com	*Email Address*	*Web Address*
www.gmail.com	*Email Address*	*Web Address*

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Email Providers

*Directions: What logos represent an **email provider**? Circle all of the email applications. Do you recognize the names of these **email providers?***

✂--

Handout B (part two)

Email Practice

Directions: Write down the email addresses of three of your classmates. Then, send each of them an email.
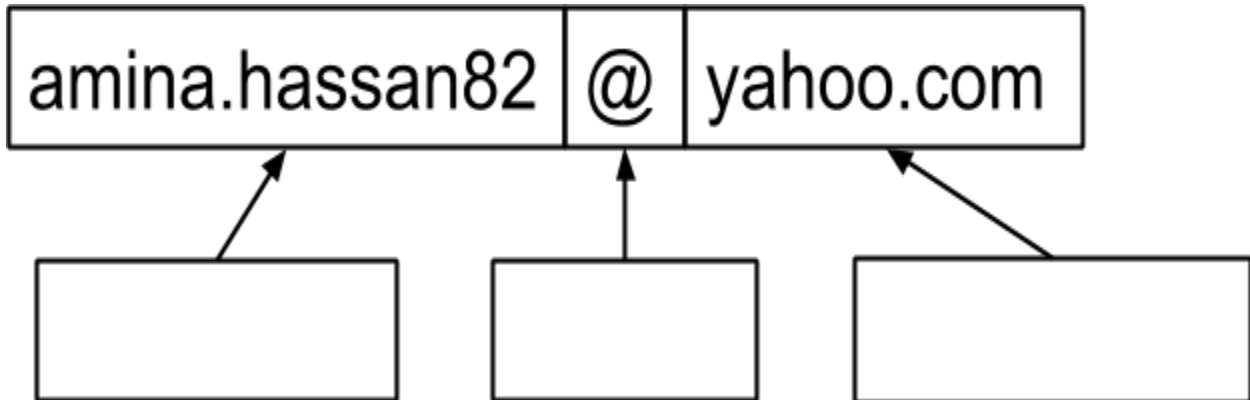
Classmate 1: _____

Classmate 2: _____

Classmate 3: _____

After you send emails, check with your classmates. Did they receive the email you sent?

Email Address Vocabulary

*Directions: Label the parts of the **email address** below with the correct vocabulary words.*

email provider	username	"at" sign

amina.hassan82 @ yahoo.com

Directions: Complete the sentences with the vocabulary words below.

compose	email providers	"at" sign	web address

1. The _____ is one way to tell the difference between an email address and a web address.

2. The address for a website is called a _____.

3. Gmail, Yahoo Mail, and Outlook are examples of _____.

4. Click _____ to type a new email.

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