

# Unit 3 Email Vocabulary



- |                       |                    |                  |                  |
|-----------------------|--------------------|------------------|------------------|
| 1) account            | 16) email provider | 31) phishing     | 46) subscription |
| 2) address            | 17) etiquette      | 32) premium      | 47) suspicious   |
| 3) attachment         | 18) file           | 33) professional | 48) To:          |
| 4) auto response      | 19) folders        | 34) provider     | 49) tone         |
| 5) BCC:               | 20) forward        | 35) recipient    | 50) trash        |
| 6) body               | 21) greeting       | 36) reply        | 51) URL          |
| 7) CC:                | 22) group          | 37) reply all    | 52) unique       |
| 8) closing            | 23) hover          | 38) reputable    | 53) unsubscribe  |
| 9) compose            | 24) Inbox          | 39) salutation   | 54) username     |
| 10) delete            | 25) link           | 40) secure       | 55) virus        |
| 11) distribution list | 26) log in         | 41) sender       | 56) web address  |
| 12) domain            | 27) log out        | 42) sent folder  |                  |
| 13) download          | 28) message        | 43) spam         |                  |
| 14) email             | 29) paper clip     | 44) Subject      |                  |
| 15) email address     | 30) password       | 45) sub-folders  |                  |

# Unit 3 Email Skills



## ***Learners will be skilled at...***

making a professional email account for work or school using professional email etiquette in order to send a message to meet a task, such as applying for a job.

understanding when to utilize common email functions (forwarding, copying, reply all, sending attachments, etc.).

managing an email account to delete unwanted messages,

retrieve deleted messages, and search for emails.

recognizing common characteristics of spam or phishing emails in order to protect personal information.

explaining the difference between casual and formal tone in emails and when a more formal time is required.

# Unit 3 Email Class Outline



**Pre-test** : Give learners the Northstar Digital Literacy Assessment :  
Using Email, in order to assess the standards.

## Lesson 1: ***Making an Email Account***

3. Register for an email account, with a professional user name and a strong password.
4. Log into email.
13. Sign out of email, especially when using shared computers.

## Lesson 2: ***Email Addresses***

1. Define email and identify common email clients.
2. Tell the difference between a URL and an email address.
5. Create and send an email, including recipient address, subject, and message.

## Lesson 3: ***Email Etiquette***

5. Create and send an email, including recipient address, subject, and message.
11. Understand basics of email etiquette  
(using salutations and closings, avoiding all caps,  
making use of the subject line,  
understanding when it's ok to forward messages, knowing who to cc: or bcc:

# Unit 3 Email Class Outline



## Lesson 4: ***Reply, Reply All, Forward***

6. Open and reply to an email.

7. Understand why and how to reply, reply all, and forward an email.

## Lesson 5: ***Attachments***

8. Add an attachment to an email.

9. Open and download an email attachment.

## Lesson 6: ***Managing Your Inbox***

10. Manage email: Delete and retrieve messages, identify spam, and unsubscribe from unwanted mailing lists.

## Lesson 7: ***Spam and Phishing***

12. Use caution when opening or replying to an email from an unfamiliar source, downloading attachments, following links, or giving out personal information.

**Post-test:** Give learners the Northstar Digital Literacy Assessment :  
Using Email, in order to assess learning.