



CREATING AN EMAIL ACCOUNT

9.1

Directions: Students will practice creating an email account using fill in the blank.

First name

Last name

Birthdate

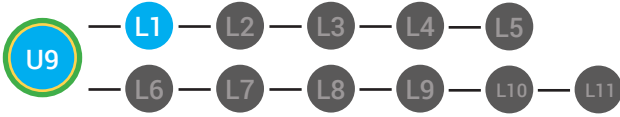
User name

Password

Phone number

Current email address

Location



WORKPLACE CONNECTIONS

9.1.WC.1

Directions: You just got offered a promotion and want it! Write an email to you boss accepting the new position!

New Message

To _____ Cc Bcc

Subject _____

Sans Serif | T | B | I | U | A | [List Icons] | [Link Icon] | [Text Icon]

Send | [Text Icon] | [Attach Icon] | [Link Icon] | [Image Icon] | [Link Icon] | [Smiley Icon]



WORKPLACE CONNECTIONS

9.1.WC.2

Directions: Pretend you are in the workplace. Circle the scenario when you should use an email to communicate.

1. Your boss emailed you asking you to tell him when you are available.
2. You're helping a customer at the register.
3. You need to make exact change for a customer's order.
4. You need to ask your boss for details about a project.
5. You want to share a photo with your colleague.
6. You want to find the correct storage cabinet.



WORKPLACE CONNECTIONS

9.1.WC.3

Directions: Pretend you are in the workplace. Point to the scenario when you should use an email to communicate.

<p>Your boss emailed you asking you to tell him when you are available.</p>	<p>You're helping a customer at the register.</p>
<p>You need to make exact change for a customer's order.</p>	<p>You need to ask your boss for details about a project.</p>
<p>You want to share a photo with your colleague.</p>	<p>You want to find the correct storage cabinet.</p>



READING MAZE

9.1

Directions: Write in or circle the best answer to complete the sentence.

An email is application that lets you _____
(send, hand deliver)

and receive messages to others. In order to create an email account
 you must _____
(personal, public)

information such as your name, birthday and location. You must also
 create an email _____.
(phone number, address)

An email account can help you use _____
(applications, files)

like Facebook, Youtube and Twitter. You should check your email
 _____.
(once a year, everyday)

You can access you email from any computer or _____
(electronic, mobile)

device with internet access.