

E-mails

Assessment Task

Sending an e-mail (Pair activity) (LO3 AS4)

For this activity you do not need access to a computer.

Compile a poster by drawing the window that would open when you want to write a new e-mail message in MS Outlook. Pretend that you are going to send an e-mail to a client informing them of your new e-mail address. Choose an appropriate e-mail address for your client and an appropriate e-mail address for yourself, from which you will send the message. Then write the message in the appropriate area.

Explain to your classmates how you would send an e-mail using your poster as a tool.

Peer assessment checklist

Criteria	Yes	No
My partner was able to draw an appropriate likeness of an e-mail message.		
My partner included an address for the sender and recipient.		
My partner remembered to include the subject line.		
My partner understands how to write an e-mail.		
My partner will be able to send an e-mail from a computer.		

Teacher assessment rubric

Criteria					Marks
Information included in e-mail: contents [Marks out of 4]	The e-mail includes all four the required components. [4 marks]	The e-mail includes three of the required components. [3 marks]	The e-mail includes two of the required components. [2 marks]	The e-mail includes one or none of the required components. [1 mark]	
Presentation [Marks out of 4]	Excellent presentation given with confidence. Very well prepared. [4 marks]	Very good presentation. Good preparation. [3 marks]	Satisfactory presentation. Preparation could have been better. [2 marks]	Poor presentation. Clearly very little preparation. [1 mark]	
Total marks out of 8:					

Level 4: 6-8 marks (70–100%) – Outstanding

Level 3: 4-5 marks (50–69%) – Achieved

Level 2: 3 marks (35–49%) – Partially achieved

Level 1: 1–2 marks (1–34%) – Not achieved