

## Sending E-mails

### Assessment Task

#### **Sending e-mail messages on a computer (Individual activity) (LO3 AS4)**

Follow the instructions to show that you are able to send an e-mail message with an attachment.

- a) Open a new blank document and write a short note to a fictitious client informing him/her of your latest product.
- b) Save this document in a folder.
- c) Open a new e-mail message.
- d) Write an e-mail to your fictitious client informing him/her that you are sending him/her information regarding your new product.
- e) Attach the file that you created in a) above and send to the client.
- f) Tip: If your school does not have Internet access, your mail will lie in the 'Outbox' of your mail program. You will be able to view it there.

#### **Teacher assessment rubric**

Criteria					Marks
Information included in e-mail: contents <b>[Marks out of 4]</b>	The e-mail includes all four 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]	
Learner was able to attach the document to the e-mail and successfully send it (it appeared in the Outbox) <b>[Marks out of 4]</b>	Learner attached the document and sent it successfully. [4 marks]	Learner sent the e-mail but did not attach the document. [3 marks]	Learner attached the document but did not send it. [2 marks]	Learner could not attach the document or send the e-mail successfully. [1 mark]	
<b>Total marks out of 8:</b>					

**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**