## Digital Citizenship

Student Packet • Grades K-2















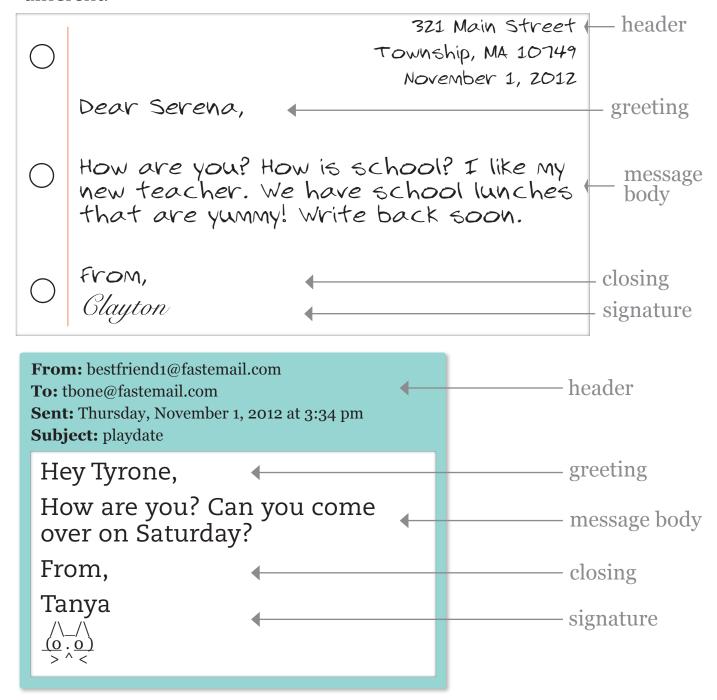




Writing	Good	<b>Emails</b>
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## **Directions**

Compare and contrast the letter to the email. Do you see the parts that are the same? On the email, circle or highlight the parts that are different.



## **Directions**

Sondra has sent an email to her friend Jim about his pet rabbit. But she made 7 errors in the email below. Work with a partner to circle or highlight all 7 errors.

From: sunnysmile@myschool.edu To: soccerfan#1@myschool.edu **Sent:** Monday, October 15, 2012 at 5:21 pm Subject: hi! I like your new pet! Your rabit Molly is great? What do you feed Molly? let's play with your rabbit again soon. me

Use Common Sense!
It's always a good idea to proofread an email before you send it. Double-check for the following:
□ a clear and specific subject
$\square$ a greeting, closing, and signature
□ proper capitalization
□ proper punctuation
□ correct spelling



## **Lesson Assessments**

Writing Go	od Emails
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- 1. Letters and emails both have five parts: a heading, a greeting, the body,
- a \_\_\_\_\_, and a signature.
- a) closing
- b) conclusion
- c) cat
- 2. What does the subject line on an email tell the reader?
- a) when the email was sent
- b) what the email is about
- c) who wrote the email
- 3. True or False: You always should proofread your emails.
- a) True
- b) False



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