

Lesson Plan: "Netiquette" (email Etiquette)

Standards:

Demonstrate written communication skills
Prepare for employment
Participate in work-based learning experiences

Performance Objectives:

- Students will identify technology as a communication system
- Students will select appropriate technology to complete a task
- Students will give examples of technology productivity tools
- Students will demonstrate proficiency in applied technology software
- Students will practice using technology tools for enhanced learning, productivity and communication
- Students will calculate, analyze, differentiate and examine data
- Students will evaluate information to make informed decisions for presentations an effective communication

Materials/Equipment

Computers, Internet access, textbooks/articles. Poster paper, markers

Procedures/Activities

1. Read articles provided or text information on email etiquette. Use various reading strategies to promote comprehension.
2. Students will work with a partner to define email etiquette, and then share ideas with the class on email etiquette.
3. Students will list possible "do's and don'ts" of sending emails.
4. Students will practice sending appropriate emails to a partner (Important to discuss not going too far with inappropriate comments).
5. Partners will evaluate the "netiquette" of their emails and share back with each other.
6. In groups, students will come up with a list of guidelines for email etiquette.
7. Entire class will compile their lists to come up with a business manual of email etiquette.

Assessment: Rubric

Group Participation Rubric
Practice Emails
Manual of email etiquette

Group Participation Rubric

	Exceptional =4	Admirable =3	Acceptable = 2	Amateur = 1
Group Participation	All student s enthusiastically participate	At least $\frac{3}{4}$ of students actively participate	At least $\frac{1}{2}$ of students confer or present ideas	Only one or two students actively participate
Shared Responsibility	All members share task evenly	Most group members share tasks	$\frac{1}{2}$ of the group members share tasks	One person does most of the tasks
Interaction Among the Group	Excellent listening and leadership skills; students are aware of others' views and opinions on the topic	Good listening and ability to interact; some evidence of discussion related to the topic	Some listening and ability to interact; some evidence of discussion related to the topic	Little interaction; brief discussion on the topic; students were disinterested
Group Roles	Group members are assigned clearly defined roles and they perform roles effectively	Group members are assigned roles, somewhat defined and performed	Group members are assigned roles, but not consistently performed	No effort made to assign roles to group members

Group Participation Evaluation Forms

	Exceptional = 4	Admirable = 3	Acceptable = 2	Amateur = 1
Group Participation				
Shared Responsibility				
Interaction Among the Group				

Group Roles				
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