

# ELA Electronic Email

Date: 10-29-18

<b>Grade: 4th</b>	<b>Subject: English Language Arts</b>
<b>Materials: I pads</b>	<b>Technology Needed: IPAD</b>
<b>Instructional Strategies:</b> <input type="checkbox"/> Direct instruction <input type="checkbox"/> Peer teaching/collaboration/ <input type="checkbox"/> Guided practice              cooperative learning <input type="checkbox"/> Socratic Seminar <input type="checkbox"/> Visuals/Graphic organizers <input type="checkbox"/> Learning Centers <input type="checkbox"/> PBL <input type="checkbox"/> Lecture <input type="checkbox"/> Discussion/Debate <input type="checkbox"/> Technology integration <input type="checkbox"/> Modeling <input type="checkbox"/> Other (list)	<b>Guided Practices and Concrete Application:</b> <input type="checkbox"/> Large group activity <input type="checkbox"/> Hands-on <input type="checkbox"/> Independent activity <input type="checkbox"/> Technology integration <input type="checkbox"/> Pairing/collaboration <input type="checkbox"/> Imitation/Repeat/Mimic <input type="checkbox"/> Simulations/Scenarios <input type="checkbox"/> Other (list) Explain:
<b>Standard(s)</b>  4.4 Produce clear and coherent writing in which the development and organization are appropriate to task, purpose, and audience.  4.6 With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others.	<b>Differentiation</b>  <b>Below Proficiency:</b> Student will only need to write the outline of the email, no content is required.  <b>Above Proficiency:</b> I need 8 sentences of what the student did over break  <b>Approaching/Emerging Proficiency:</b> 6 sentences are required of what the student did over break  <b>Modalities/Learning Preferences:</b> 6 sentences are required of what the student did over break.
<b>Objective(s)</b>  By the end of the lessons, students will need to compose a proper an email on their iPad and send it to their teacher.	
<b>Bloom's Taxonomy Cognitive Level:</b> Creating	
<b>Classroom Management- (grouping(s), movement/transitions, etc.)</b>  Students will be on task at all times. Students will raise their hands when asking a question. Students will keep their voice level at a 1.	<b>Behavior Expectations- (systems, strategies, procedures specific to the lesson, rules and expectations, etc.)</b>  Students will keep their voice level at 1. Students will be respectful at all times. Students will not blurt. Students will listen and follow directions to the best of their abilities.
<b>Minutes</b>	<b>Procedures</b>
<b>45</b>	<b>Set-up/Prep:</b>  Create lesson plan Write standard on the board Make sure to have examples of good and bad emails that have been sent Have examples of the outline of a proper email
<b>5</b>	<b>Engage: (opening activity/ anticipatory Set – access prior learning / stimulate interest /generate questions, etc.)</b>  Can anyone tell me what today's national holiday is? - Wait for a response - It is electronic greeting day! Does anyone know what an electronic greeting is, or how someone might receive an electronic greeting? - Without talking I want you to raise your hand if you have ever sent or received an email. - Wait for students to raise their hands. - I want you to look around at all your classmates, look at how many of use send and receive emails. Without talking I want you to think and raise your hand if you know how to create and write a proper email. - A lot of individuals have a difficult time creating and sending a proper email. Why do you think it is important to send a proper email?
<b>15</b>	<b>Explain: (concepts, procedures, vocabulary, etc.)</b>  Today we are going to review and talk about how we can create and send a proper email. After we have reviewed and talked about the proper way to send an email, You guys are going to create and email during your first daily and send it to me.

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	<p>When creating an email, it is important to remember these four different steps.</p> <p><b>The first step is getting the correct email address for the person you are sending an email to.</b></p> <ul style="list-style-type: none"> <li>- You need to have the correct email address for the person you are emailing.</li> <li>- You need to put the person's email address into the "TO" box when composing an email.</li> <li>-</li> </ul> <p><b>Secondly, you need to determine the topic of your email.</b></p> <ul style="list-style-type: none"> <li>- The topic of your email allows the individual who is receiving the email to know what the email is about.</li> <li>- The topic goes into the "RE" box at the top of the email</li> <li>- When creating your topic, it is important to be specific. In some cases the recipient of the email may not know you. It is important to have a detailed topic so the recipient does not delete the email, or flag it as spam.</li> <li>- Make sure that the first word of the title is always capitalized; all the other words in the title unless it is a proper noun should be lower case.</li> </ul> <p>Quickly tell me what a proper noun is</p> <p><b>Step three, is where you should begin typing your message to the recipient.</b></p> <ul style="list-style-type: none"> <li>- You should always start your email off with a greeting.</li> </ul> <p>What are different greetings you could start off your email with?</p> <ul style="list-style-type: none"> <li>- Hi [there name], Dear [there name], Greetings [There name]</li> <li>- Your greeting should always be followed by a comma</li> <li>- While typing your message you need to use proper grammar, and make sure you check your spelling.</li> <li>- You should read your message out loud to check for any mistakes.</li> <li>- You should always double check to make sure you have spelled the recipient's name correctly.</li> <li>-</li> </ul> <p><b>Step four, you should always close your email with an ending.</b></p> <ul style="list-style-type: none"> <li>- After the body of your email, you should hit enter and close your email</li> <li>- Closing words can be words like Sincerely or Respectfully.</li> <li>- Closing words should always be followed by a comma</li> <li>- Under your closing, you should type your name.</li> <li>-</li> </ul> <p><b>The final step is to send your email.</b></p> <ul style="list-style-type: none"> <li>- Make sure you have read through your email before you have sent it.</li> </ul>
<p>15</p>	<p><b>Explore: (independent, concrete practice/application with relevant learning task -connections from content to real-life experiences, reflective questions- probing or clarifying questions)</b></p> <p>During your first daily, I want you to compose an email you are sending to me. The topic of your email should be what you did over Thanksgiving break. You will need to use all the proper steps in creating an email. If you are missing a step, I will reply back to you telling you that you need to re-look at your email.</p> <p><b>(Write steps and directions on the board)</b> Go over expectations</p> <ul style="list-style-type: none"> <li>- This is an independent activity</li> <li>- If you have a question, you may ask a table partner</li> <li>- If your table partner does not know, raise your hand and I will come around and help you.</li> </ul> <p><b>Ask students to repeat directions back.</b> After giving directions and everyone is ready, students will be dismissed into their first daily.</p>
<p>4</p>	<p><b>Review (wrap up and transition to next activity):</b> <b>Students will need to put all their stuff away and turn their attention back on me.</b></p> <p>Tell the students now that now that they know the proper elements of an email, they will be expected to send only proper emails. It is important that you send good email I would like you all to send me the email you have created.</p>
<p><b>Formative Assessment: (linked to objectives, during learning)</b></p> <ul style="list-style-type: none"> <li>• <b>Progress monitoring throughout lesson (how can you document your student's learning?)</b></li> </ul> <p>Teacher will walk around and monitor the students. Teacher will also receive the students emails.</p>	<p><b>Summative Assessment (linked back to objectives, END of learning)</b></p> <p>At the end of the ELA unit for this section, students will take a test and have to answer questions about proper emails. Students will have to choose the correct email between two different emails. Students will also have to identify the elements of an email.</p>

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Teacher will also answer questions students might have.