



AACPS Digital Citizenship

Lesson Title: Manners-Good Email Manners

Grade: 4

Time: 30 minutes

Overview:

Students learn good manners dos and don'ts when sending Email.

Objectives:

- Recognize good and bad manners when using Email
- Edit an Email message to demonstrate understanding of good manners.

Materials:

- Activity sheets:

*Good E-mail
Manners*

*Good Manners
Everywhere Email*

Maryland Technology Literacy Standards for Students (MTLSS):

Standard 2.0–Digital Citizenship:

Students will demonstrate an understanding of the history of technology, its implications on society and practice ethical, legal, and responsible use of technology to assure safety.

Standard 4.0 – Technology for Communication and Expression:

Students will use technology to communicate information and express ideas using various media formats.

Activities

Introduce:

- **Ask** students to share examples of good manners when speaking in face-to-face situations. (speak politely and kindly, do not shout, do not use slang or rude language, take turns talking, be considerate of others' feelings)
- Point out that, without agreement of such social dos and don'ts, people might feel upset and angry.
- **Distribute** Activity Sheet 1.

- **Write a sentence on the board** and ask volunteers to read it aloud in as many ways as possible. Help them consider how much additional information is conveyed through facial and vocal expression, and how easy it is to misunderstand messages when those cues are missing.
- Explain why good manners are especially important in cyberspace- where you are judged only by your written words.
- Have students share their ideas for writing a polite note or letter.
- After reviewing "Email Dos and Don'ts," make sure students understand how to type the smileys. (combine colons, semicolons, dashes, parentheses, and upper case D) **NOTE: Although some E-mail programs offer pre-made smileys, students should know the basics of creating their own.**
- **Distribute** Activity Sheet 2.
- Have students complete the page and explain their changes. (Possible edits: Delete "Dear" line; delete first sentence to get right to the point; change uppercase to lowercase; capitalize "all" at the beginning of the sixth sentence; fix spelling of "cough" and "license"; change bossy sentences to more polite ones; capitalize "president" in the last sentence.)
- Discuss "Be CyberSmart!" and have students give examples of bad manners in E-mails they might receive and how they would demonstrate good manners in their reply. (Example: Someone might send an Email containing rude or offensive language and they would reply without using that language.)

Closure:

- **Ask:** *What are some dos to practice when using Email?*
- **Ask:** *What are some don'ts?*

Extension:

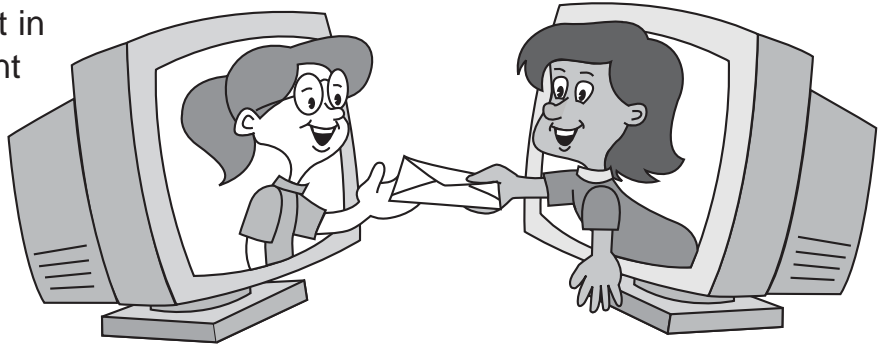
The following activity can be added for students who completed this lesson in a previous grade.

- Have students review "Email Dos and Don'ts" and then use computers to compose and print their own Email messages to exchange and edit. (See template for writing email)
Available Web Resources>TechConnections>Good Manners Everywhere Email

Name _____ Date _____

Good E-mail Manners

Good MANNERS are important in real life and especially important in cyberspace. If you can write a polite note or letter, you can send a polite E-mail.



E-mail Dos and Don'ts

- Do get right to the point and keep your message to one screen. People who get tons of messages every day will thank you. Also, it is okay to skip the "Dear" part in E-mails.
- Don't TYPE WHOLE SENTENCES IN UPPERCASE letters. It is like SHOUTING.
- Do use uppercase once in a while to emphasize a single word.
- Do check your spelling, grammar, and punctuation before sending an E-mail.
- Do use smileys, also known as emoticons. These symbols help people understand your meaning when they can't see your face or hear your voice.
- Don't write a message that you would not want everyone to see. Although it's bad manners, somebody might forward your message to others.
- Do write only what you would say to a person's face.
- Don't use slang or rude language.
- Do type your first name at the end of your message.
- Don't send angry messages back and forth. That's called a flame war and it is considered bad manners.

Smileys

- :-) means you are smiling
- :-(means you are frowning
- ;-) means you are winking and just kidding
- :-D means you are laughing

Name _____ Date _____

Edit the E-mail below. Use the dos and don'ts tips on Activity Sheet 1 as your guide.

To: president@whitehouse.gov**Subject:** Air Pollution**Message:**

Dear Mr. President,

My little brother doesn't even know who you are. I am writing to you because I am worried about AIR POLLUTION. SOMETIMES THE AIR IS SO DIRTY IT MAKES ME KOFF. CAN'T YOU DO ANYTHING ABOUT IT? HERE IS MY PLAN. I think people should only drive their cars on odd or even days. all they have to do is check the calendar. If they have an odd driver's liecents, they can drive on odd days. If it is an even day, go in a carpool!

So, Mr. President, ARE YOU GOING TO MAKE EVERYONE DO WHAT I SAY?

Your friend,

Natalie

Be Cyber**Smart!**[®]

Forgive others for their bad manners and set a good example yourself.

