



Email Simulator (Teacher Notes)

This unplugged email simulator is a way for pupils to re-create sending/receiving emails and the keywords involved. Each pupil should have a copy of the following sheets (subsequent pages after this one).

1. Address book

Pupils can choose their own email address such as *name@schoolname.org* and remind the pupils that email addresses need the @ and should not contain spaces. Put the pupils into groups of 2-3. They can then tell the other pupils in their group their email address and write them down in their address book so every pupil has at least 1 email address in their address book.

Remind the pupils how it is important that they should not share their email address with people who they do not know.

Once every pupil has the email addresses of the pupils in their own group, they can then get 1 more email address from another classmate but not from someone in their mini group, this can be done indirectly by asking someone from another group to provide them with an email address of someone in their group. Try to encourage pupils to only give out one somebody else's email address once. This will represent the junk email. Pupils can add this email address to their address book.

2. Compose an email

Pupils can complete the 'Compose an Email page' writing 2-3 emails (emails for classmates in their address book). It is at the teacher's discretion what the subject content of these emails is as it could be linked to topic but as pupils are not replying then it may be a good idea for pupil to send a statement, such as an interesting fact about a topic being covered.

In the box to the right, pupils could draw a picture. (e.g something linked to their fact), which acts as an *attachment*. Explain to pupils that attachments are files that are sent with emails, such as documents, images etc.

Once written, pupils cut the dotted lines and give the emails to intended classmates of each email.

3. Inbox, Outbox and Junk

Once pupils have received their emails they write the subjects of these emails and sender into the Inbox (of the two classmates in their address book), Junk (email from someone not in their address book) and the outbox (emails sent). Some pupils may not receive junk email so the teacher could write junk emails to them (e.g scam competition emails).

Vocabulary not covered in this activity:

CC - carbon copy. Explain to pupils that this is how you can allow another person to see the email you are sending without being the intended recipient. Ask the pupils to think of examples of when this may be needed.

BCC - blind carbon copy. Same as above but the intended recipient does not see that another person in BCC can see the email.

Reply. Pupils are not replying in this email but remind them that they should only reply to people that are in their address book (people they know) and not Junk email.



Your email address - no spaces (*name@schoolname.org*)

Address Book

An address book is for contacts that you know. It makes it quicker to send an email because you can quickly choose your contacts without having to type the whole email address in. Write down the name and email address of the people in your group plus an email address from another group member.

Name	Email Address



Inbox

This is where the emails that you receive go. Write down the name of the sender and the subject in the table below of the emails you receive.

Email Address	Subject



Outbox

This is where the emails you have sent are stored. Fill out the table of the emails you have sent.

Email Address	Subject



Junk

This is where emails from contacts you do not know will go.

Email Address	Subject



Compose An Email

Write 2-3 emails to people in your address book (such as interesting facts). Fill in the following and then cut out each one and give it to recipient:


To - Put the email address of the person you are sending it to.


Subject - What is the title of your email.


From - Put your email address

Message - Write your email message in here

Attachment - An attachment is a file you can send with an email, such as an image or document. You could draw a picture in your attachment box of your interesting fact.

To:	Attachment: 
Subject:	
From	
Message:	

To:	Attachment: 
Subject:	
From	
Message:	

To:	Attachment: 
Subject:	
From	
Message:	