

- *What is your name?*
- *How old are you?*
- *Do you have a pet?*
- *What are your hobbies?*
- *Do you like English?*
- *What is your favourite music?*

2 Open up your email application and create a distribution list with the email addresses of all your students listed. You will be asked to name your list and then you can type in the names and addresses of your students. See the operating instructions of your email application for exact details on where to find the ‘new distribution list’ command.

3 Enter a greeting such as *Welcome to my class!* in the subject line of the email.

4 Write a brief introduction at the top of the mail. This could read:

*Hi children! I'm your teacher, Mr/Ms—. I want to know more about you. Can you answer these questions for me? Send me an email!
Thank you.
Mr/Ms —.*

IN CLASS

- 1 Tell the class that you have sent them an email message. You want them to tell you a little bit about themselves.
- 2 Have the children open the message you sent. Give them some time to read it.
- 3 Check for comprehension.
- 4 If you haven't done so already, demonstrate how to reply to an email message. Give the children approximately 15 minutes to respond.

VARIATION

This activity can be used as an online assessment test or a regular review after completing a unit in the course book.

FOLLOW-UP

You can use this personal information to design activities geared to the specific interests of the class.

COMMENTS

This activity is suitable for a new class at the beginning of the year. It is a good example of one-to-many type of email communication.

2.3 Introduction to e-cards

LEVEL

Elementary and above

AGE

7 and above

TIME

40 minutes

AIMS

To identify different types of e-cards and occasions for sending them.

Language: To work with phrases related to letter writing in general and specific occasions such as birthdays, holidays, or vacations.

PREPARATION

Pre-select a list of e-card websites for the children to search and create a handout for the children. See 'E-cards' in section 7, page 109, for some suggestions.

MATERIALS

Handout with list of web addresses, a postcard with a text written by the teacher, various other cards (postcards, get-well cards, birthday cards, etc.).

IN CLASS

1 Hold up a postcard to your class. Tell the children that you received the postcard from someone on holiday. Read the text. It could be:

*Dear X,
It is great here in XXX. I'm having lots of fun. I wish you were here too.
Yours,
Y*

2 Ask the children if they have ever received a postcard before.

3 Hold up the other cards you brought with you. Explain to the children that there are cards for many different occasions. Give a few examples. Elicit further examples from the children and write their ideas up on the board in English.

4 Explain to children that now you can send cards to people via the Internet. These cards are called e-cards and there are lots and lots of them to choose from.

5 Hand out the list of websites to the children. Ask them to choose a type of card to look for.

6 Split the class up into small groups and have the children log on to the Internet and explore one of the addresses on the list.

7 Tell the children to select one card to describe to the rest of the class.

COMMENTS

E-cards come in many forms. Some allow for free writing while others simply let children click on appropriate text. The final form of your e-card activity will depend on the genre and design of the card you choose. Basically, anything you write in an email can also be sent in an e-card, provided the text is not too long. Since they are bright, colourful, and fun, they are a motivating alternative to the grey email programs available elsewhere.