



Functional Skills

Levels 1 and 2

Worksheet

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Introduction to email

Watch the videos for this topic then complete the following tasks:

1. If you haven't already done so, set up an email account. You might use a school email account, or gmx, Yahoo, Hotmail or any other one you find. For these tasks, it would be useful to have some friends using email next to you.
2. Email a friend with a list of typical features found in any email application. Spellcheck it and proofread it before you send it. Your friend should email you back, thanking you for the list. Remember to be very polite and formal in your email. Ask your friend to send you an email with the same information on.
3. When you have received an email from a friend, forward it on to another friend. Check with them that they have received your forwarded email.
4. Set up a signature in your email application.
5. Send an email to a friend, asking them which email applications they have tried, apart from the one that they are currently using. **CC** and **BCC** your email to some other friends. Remember – always spellcheck and proofread your emails, and make sure it sounds very polite.
6. Check with your friends; can the **To** and the **CC** friends see the **BCC** friend's email address in the email they received? Can they see the signature you set up? Hopefully, the answer to the first question is, 'No' and the answer to the second question is, 'Yes'.
7. Send an email to a friend with an attachment. It might be a photo of a band, or a picture you took on holiday. **CC** and **BCC** it to some friends.
8. Send another email, this time with three different types of files attached e.g. a document, a photo and a music file.

Extension task:

9. Compare the email application you used for the above tasks with a different email application. For example, if you used the school email system for the above tasks, compare it to a Hotmail account. What features are the same? What features appear in one application but not the other? What similar features are present but have different names? Email your findings to yourself and **CC** a friend. (You can email yourself by simply putting your address in the **To** field of the email.