EduTyping

Tech Readiness
Cyber Citizenship

Lesson 8
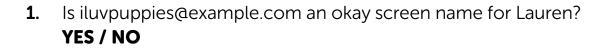# Email Rules and Manners

Review Activity Packet

Name _____

Date   _____

Yes or No?

Instructions:

Lauren has to write her teacher, Mrs. Wilson, an email asking about a due date for a social studies project. Help Lauren by answering the questions below. Circle **YES** or **NO** to answer each question.

1. Is iluvpuppies@example.com an okay screen name for Lauren? **YES / NO**

2. Should Lauren proofread her email? **YES / NO**

3. Should Lauren use all capital letters in her email? **YES / NO**

4. Should Lauren say LOL in her email? **YES / NO**

5. Should Lauren start her email with "Dear Mrs. Wilson"? **YES / NO**

6. Should Lauren make the background of her email green? **YES / NO**

7. Is the subject line "Hey what's up" an appropriate subject line for this email? **YES / NO**

8. Should Lauren end her email with her nickname? **YES / NO**

9. Is lauren@example.com an okay screen name for Lauren? **YES / NO**

10. If Lauren is unsure how to spell a word, should she guess and hope she has it right? **YES / NO**

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Word Search

Instructions: Search for the words provided below in the word search puzzle. When you find a word, circle it, then cross it off the list. Search words can be found forwards, backwards, up, down, and diagonally.

```
P   S   A   D   D   R   E   S   S   M

A   R   F   C   R   L   I   A   M   E

S   N   O   B   P   I   O   G   L   S

U   I   N   O   S   S   N   E   A   S

B   L   T   S   F   I   B   C   T   A

J   D   S   R   T   R   M   J   I   G

E   G   S   E   G   F   E   U   G   E

C   F   E   L   I   S   D   A   I   S

T   R   D   M   L   G   O   U   D   I

G   I   G   N   I   L   L   E   P   S
```

ADDRESS	FONTS	PROOFREAD
DIGITAL	GREETING	SPELLING
EMAIL	MESSAGES	SUBJECT

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Fill in the Blank

Instructions:

Using the list below, fill in the blanks.

| email   spelling and grammar   reply   subject line   colors |
| screen name   capital letters   respectful   proofread   full name |

1. An _____ is a message sent from one person to another using the Internet.

2. For things like school, you should have a more serious _____ _____.

3. _____ your email before you hit "Send."

4. When you write emails, make sure you use proper _____ _____ _____.

5. Using all _____ _____ means you are shouting in an email.

6. Using crazy _____ in your email makes it harder to read.

7. When you get an email, you should _____ to it as quickly as possible.

8. Your emails should always be polite and _____.

9. You should always sign off an email with your _____ _____.

10. The _____ _____ should fit what you are talking about in the email.

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Word Scramble

Instructions:

Unscramble the words and write the words correctly in the blank space below.

1. bsutcje nlei   _____

2. ceresn mena   _____

3. mlaie   _____

4. porfadroe   _____

5. gdiialt   _____

6. emsseag   _____

7. agrmrma   _____

8. gslpelin   _____

9. tfnos   _____

10. yrpel   _____

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