



Course Name	Communications
Grade Level	6th
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Unit Title	Professional Communication
Lesson Title	How to Write An Email
Suggested Lesson Time	<i>One 30-minute class period</i>
Lesson Objectives	<ul style="list-style-type: none"> ● Performance: Students will be able to write a courteous and coherent email to a teacher or other professional. ● Condition: The students will be able to write this email when provided examples and a topic to write about. ● Criteria: Students will be able to write an email that includes a subject line, salutation, 1-2 descriptive sentences, a closing greeting and a signature.

Instructor Preparation

References

- This video could also be shown to the students or be used as a refresher later.
<https://youtu.be/fSHQ-oi3pDc>
- Minute Tools Content Team, 7 Cs of Communication, Minute Tools, Apr, 2018
<https://expertprogrammanagement.com/2018/04/7-cs-communication>

Instructional Media

- “How to Write an Email” slideshow with examples:
<https://docs.google.com/presentation/d/15aaxc08JnQx-zS5zxt3N3wIXel9tm6TRqKpQawSZsM/copy>

Equipment and Tools

- iPad, Chromebook, or other internet-connected device with email capabilities

Materials

- Device with email capability



Student Preparation

Assignments

- Discuss the 7 Cs of Communication: **clear, concise, concrete, correct, coherent, complete and courteous.**
 - Have students create their own definitions of these words in groups.
 - Discuss the definitions as a large group, crafting an acceptable and meaningful definition for your class.
 - Discuss how the 7 Cs improve communication and would be beneficial in the workplace.
- Review and discuss the “How to Write An Email” slideshow.
- Instruct each student to write the teacher an email using the discussed format and incorporating the 7 Cs. The teacher may choose the topic of the email. Possible topics: What is your goal for this semester? What did you do this summer? How will you achieve your goals this semester?

Introduction

Ask the students if they have ever gotten a message that didn't make sense? (Allow them to share responses as time allows.)

Share a story about a time when someone did not communicate clearly with you.



Information Presentation	
<i>Information</i>	<i>Key Points</i>
<ul style="list-style-type: none"> ● Share the “How to write an Email” slideshow ● If time or if desired, show the video. ● Introduce the 7 Cs of Communication 	<ul style="list-style-type: none"> ● It is important to communicate clearly at school and at work. ● Professional communication follows an expected format — it is not like texting.
Summary	
<p>Summarize the lesson by reviewing the importance and purpose of professional communication. Tell the students that they will be writing an email to show that they have mastered the lesson.</p>	
Student Activities	
<p>The students will work in groups to discuss the 7 Cs of communication. The students will write emails on the assigned topic and send them to the teacher. They will receive feedback from the teacher when a reply is sent to the original email.</p>	

Student Assessment
<p>The culminating activity in this lesson is the sending of an email by the student to the teacher. This allows the teacher to give feedback right away, pointing out strengths in the email as well as areas of growth for future communication.</p>

