

## What to do

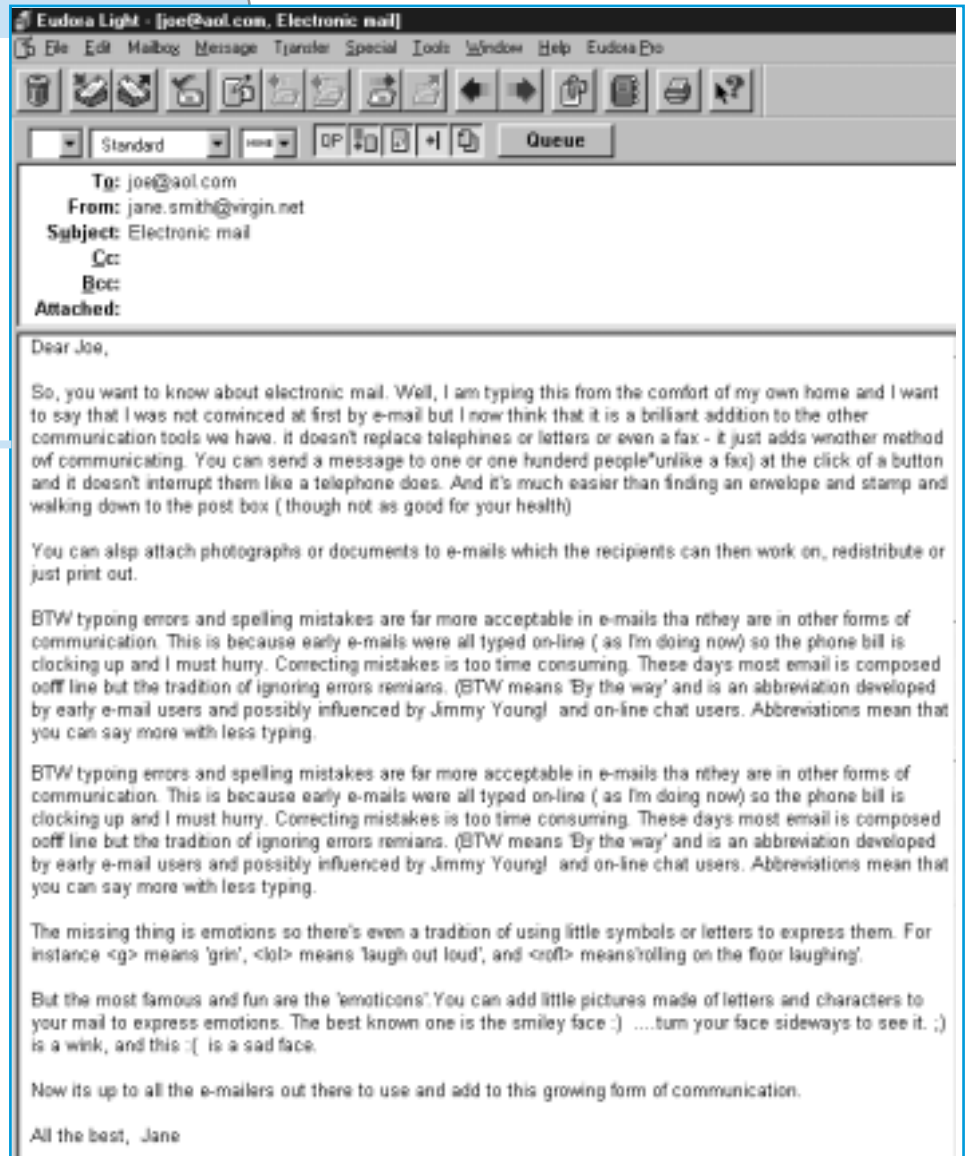
**i** Look through your plans for any subject and identify an occasion when you could make use of email if it was available in the classroom. Think of the planning that you would need to do.

**ii** Email has provided a whole new method of communicating and exchanging ideas.

Letters by email are very informal and, if written on-line, often have spelling mistakes.

Familiarise yourself with email etiquette – read the following email and use it to add email terms and conventions to your glossary.

You may also need to prepare a help sheet for your pupils.



### Activity

### Preparation

### Follow-up

Activity	Preparation	Follow-up