# EL Civics

**COAAP #48.1 – Online Communication**

***Effectively use online tools to communicate and collaborate with others.***

**Student Activity Packet**

**Level: Beginning Low**

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**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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We would also like to thank [Pixabay](https://pixabay.com/) and [Pixy.org](https://pixy.org/) for many of the images here.

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| --- |
| To the Student:  EL Civics is a program that helps people who are new to the United States. You are going to study some EL Civics lessons. These lessons will help you connect learning English with your life, and the lessons will reflect your experiences as a community member, parent, and participant in the workforce. This student activity packet contains two tasks that you will learn about and practice:   * Task 1: Understand common uses of internet and conventions specific to online communication. * Task 2: Identify parts of an email, and answer questions about it.   After you complete these lessons, you will take a test that will assess your understanding and application of the material.  The test date is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

## Task 1: Understanding common uses of internet and online communication.

Assessment Task: (10 points possible) You will identify common ways the Internet is used for communication and learn abbreviations and features used in online communication.

## Task 1 Handouts Provided

Handout 1: Vocabulary

Handout 2: Activity/Practice 1

Handout 3: Vocabulary

Handout 4: Discussion/Conversation Questions

Handout 5: Activity/Practice 2

Handout 6: Practice Evaluation

### Task 1 – Handout 1

#### VOCABULARY: Internet Uses & Communication

Directions: Look at the pictures. Say the words out loud. Copy the words.

| Image | Meaning | Copy |
| --- | --- | --- |
| person texting | text message |  |
| Zoom logo | Zoom |  |
| sample of email | email |  |
| facebook page | social network |  |

### Task 1 – Handout 2

#### ACTIVITY/PRACTICE 1: Internet Uses & Communication

Directions: Write the letter of the definition next to the picture.

| Vocabulary | Definition |
| --- | --- |
| 1. text message   person texting | * 1. a website where people share information and photos |
| 1. Zoom   Zoom logo | * 1. message sent from one computer to another |
| 1. email   sample of email | * 1. a typed message from your phone to another phone |
| 1. social network   facebook page | * 1. video conference |

### Task 1 – Handout 3

#### VOCABULARY: Internet Uses & Communication

**Abbreviation:** a short way to say something (Thx = thanks)

**Acronym:** use the first letters only (BRB = Be Right Back)

**Feature**: a specific part of something (a casino is a feature of Las Vegas)

Directions: Look at the abbreviations, acronyms and features. Match them to the meaning.

| **Abbreviation, Acronym or Feature** | **Meaning** |
| --- | --- |
| 1. zoom reactions | 1. before |
| 1. @ | 1. you |
| 1. LOL | 1. Zoom reactions |
| 1. OMG | 1. are |
| 1. b4 | 1. at |
| 1. u | 1. oh my goodness |
| 1. www.wikipedia.org | 1. laugh out loud |
| 1. r | 1. link (connect to a website) |

### Task 1 – Handout 4

#### CONVERSATION QUESTIONS: Internet Uses & Communication

Directions: Ask and answer the following questions with a partner.

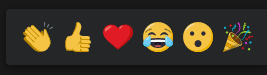
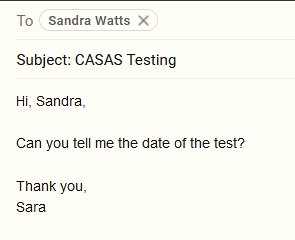
1. Do you have a smartphone?
2. Do you text? A lot?
3. Who do you send text messages to? (family, friends)
4. What is ?
5. What are some text abbreviations in YOUR language?
6. Do you video chat?
7. Do you have email?
8. Are you on Facebook? Are you on Instagram?
9. Do you use the Internet? What for? (shopping, paying bills, learning English)

### Task 1 – Handout 5

#### ACTIVITY/PRACTICE 2: Online Communication

Directions: Work with a partner. Ask “What is number **1**?”, “What is number **2**?”

After you practice all of them, then write the words.

1. LOL
2. 
3. @
4. 
5. b4
6. 
7. r
8. u

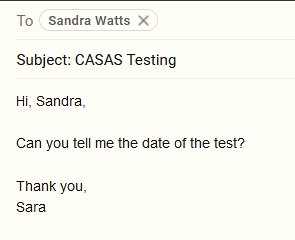
### Task 1 – Handout 5, cont.

1. OMG
2. 
3. 
4. www.wikipedia.org

### Task 1 – Handout 6

#### PRACTICE EVALUATION: Online Communication

A. Directions: write the words under the picture.

B. Directions: write the word or words next to the abbreviation, acronym, or feature.

1. b4
2. LOL
3. @
4. www.wikipedia.org
5. u
6. OMG

## Task 2: Interpret an online communication

Assessment Task: (10 points possible)

Given an email, you will answer 5 questions about content, format, style, and tone.



## Task 2 Handouts Provided

Handout 1: Vocabulary

Handout 2: Activity/Practice 1

Handout 3: Activity/Practice 2

Handout 4: Activity/Practice 3

Handout 5: Practice Evaluation



### Task 2 – Handout 1

#### VOCABULARY: Internet Uses & Communication

Directions: Look at the pictures. Say the words out loud. Copy the words.

| **Word** | **Meaning** | **Image** | **Copy** |
| --- | --- | --- | --- |
| 1. recipient | the person who  receives an email, letter or gift | man received a letter |  |
| 1. sender | the person who sends an email,  letter or gift | person sending a letter |  |
| 1. subject | what the  email or letter is about | meeting  school  work |  |
| 1. contact information | how a person  can contact you, a phone number or email address | contact us with pictures of letter and phone |  |
| 1. tone | the feeling of the email (professional or personal?) | man in a suit man in jeans and t shirt |  |

### Task 2 – Handout 2

#### ACTIVITY/PRACTICE 1: Internet Uses & Communication

Directions: Look at the email. Discuss all the parts of the email with your teacher. Then answer the questions.

| **EMAIL** |
| --- |
| **From:**  susieq@yahoo.com **sender’s email** |
| **To:** kgarcia@hotmail.com   **recipient’s email** |
| **Subject**: Birthday Party    **subject** |
| Hi Karen, **recipient’s name**    How are you? Our son’s birthday party is next week. Please let us know if you can come by Friday. See you soon!  Sincerely,  Susie Shaw       **sender’s name**  (310) 555- 0010    **contact information**  **tone: is the email professional or personal?** |

Adapted with permission from LBSA, 2020

1. What is the sender’s email address?
2. What is the recipient’s email address?
3. What is the subject?
4. Who is the recipient?
5. Who is the sender?
6. What is the contact information?
7. What is the tone?

### Task 2 – Handout 3

#### ACTIVITY/PRACTICE 2: Internet Uses & Communication

Directions: Work with a partner. Student A, look at Email A and answer your partner’s questions. Student B, look at email B and answer your partner’s questions.

| **EMAIL A** | **EMAIL B** |
| --- | --- |
| From: bertha@yahoo.com | From: bjames@aol.com |
| To: marco@gmail.com | To: lilysmith@att.com |
| Subject: Homework | Subject: Work hours |
| Dear Marco,  Can you tell me the homework for class tomorrow?    Sincerely,  Bertha  (714) 555-3008 | Dear Mr. James,  We need to talk about your work hours.  Can you come to my office tomorrow?  Sincerely,  Lily Smith  (714) 555-7623 |

Questions:

1. What is the sender’s email address?
2. What is the recipient’s email address?
3. What is the subject?
4. Who is the recipient?
5. Who is the sender?
6. What is the contact information?
7. What is the tone?

### Task 2 – Handout 4

#### ACTIVITY/PRACTICE 3: Internet Uses & Communication

Directions: Look at the email and label the parts. Then answer the questions.

| **EMAIL** |
| --- |
| **From:**  marksmall@gmail.com |
| **To:** mayor@orange.gov |
| **Subject**: Trash on My Street |
| Dear Mr. Mayor,    We have a big problem in my neighborhood. My street has a lot of trash. Trash is ugly and makes my neighborhood look bad. Can you send someone to clean it up?  Thank you for your help.  Best Regards,  Mark Small  (949) 555- 7070  Tone: |

Adapted with permission from LBSA, 2020

1. What is the sender’s email address?
2. What is the recipient’s email address?
3. What is the subject?
4. Who is the recipient?
5. Who is the sender?
6. What is the contact information?
7. What is the tone?

### Task 2 – Handout 5

#### PRACTICE EVALUATION: Internet Uses & Communication

Directions: Look at the email and answer the questions.

| **EMAIL** |
| --- |
| **From:**  tomhanks@gmail.com |
| **To:** ritaworth@aol.com |
| **Subject**: Movie Night |
| Dear Rita,    We are having a movie night at my house on Saturday. It starts at 7 p.m. Can you come?  Please call and let me know.  Sincerely,  Tom  (714) 555-8443 |

1. What is the sender’s email address?
2. What is the recipient’s email address?
3. What is the subject?
4. Who is the recipient?
5. Who is the sender?
6. What is the contact information?
7. What is the tone?