

# Digital Inclusion

## QUICK ACTIVITY: COMPOSING AN EMAIL AND ONLINE RESEARCH



FRANCE



GERMANY



SPAIN



Co-funded by  
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.





**Activity  
Objective**

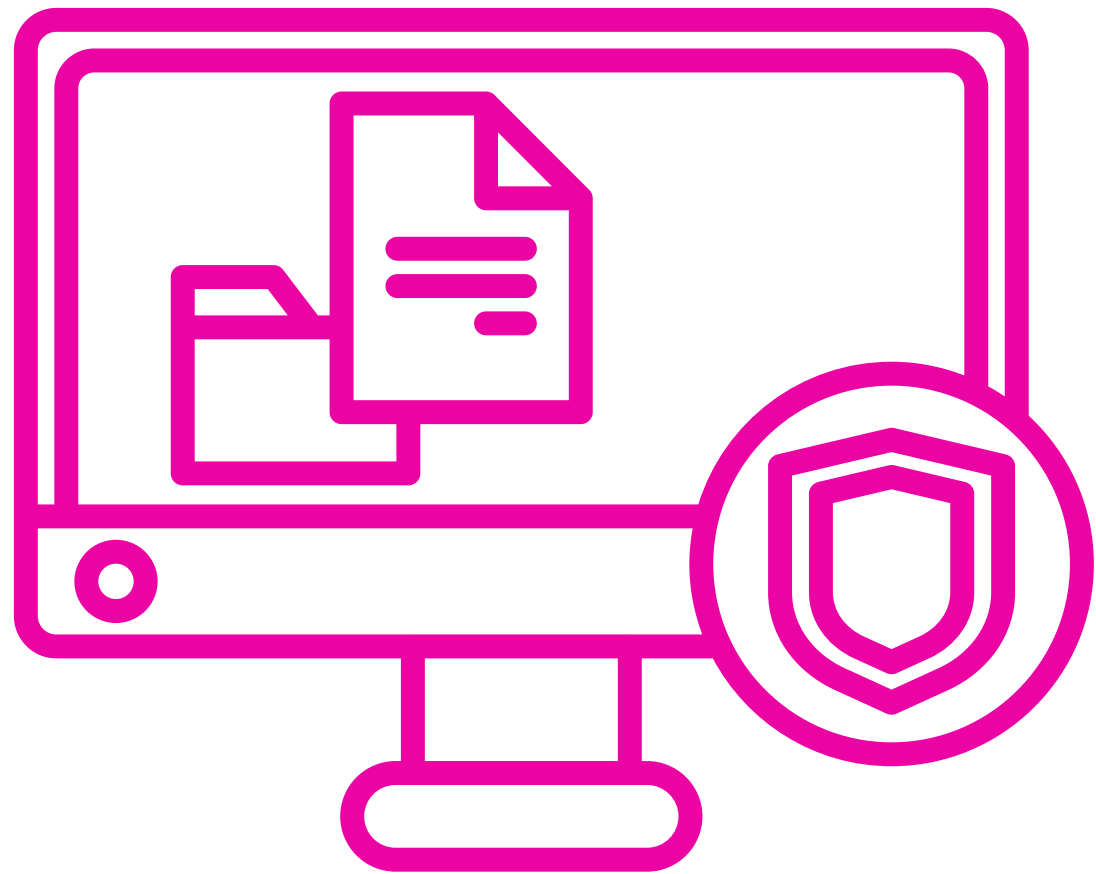
# Activity Objective

**PROVIDE  
PRACTICAL TIPS ON  
EFFECTIVE EMAIL  
WRITING AND THE  
USE OF ONLINE  
SEARCH ENGINES.**

**DURÉE : ENVIRON 1 HEURE**



# I. Email Writing



## 1. INTRODUCTION (5 MINUTES)

- **SIGNIFICANCE OF EMAIL COMMUNICATION IN PERSONAL AND PROFESSIONAL LIFE.**
- **OBJECTIVE: DRAFT CLEAR, CONCISE, AND PROFESSIONAL EMAILS.**

# **I. Email Writing**



## **2. EMAIL STRUCTURE (10 MINUTES)**

### **HEADER:**

**EXPLAIN THE IMPORTANCE OF AN INFORMATIVE AND CONCISE SUBJECT.**

### **BODY OF THE EMAIL:**

**PRESENT IDEAS IN A CLEAR AND STRUCTURED MANNER.**

**AVOID OVERLY LONG PARAGRAPHS.**

### **SIGNATURE:**

**INCLUDE PROFESSIONAL CONTACT INFORMATION.**

# I. Email Writing



## 3. TIPS FOR EFFECTIVE WRITING (10 MINUTES)

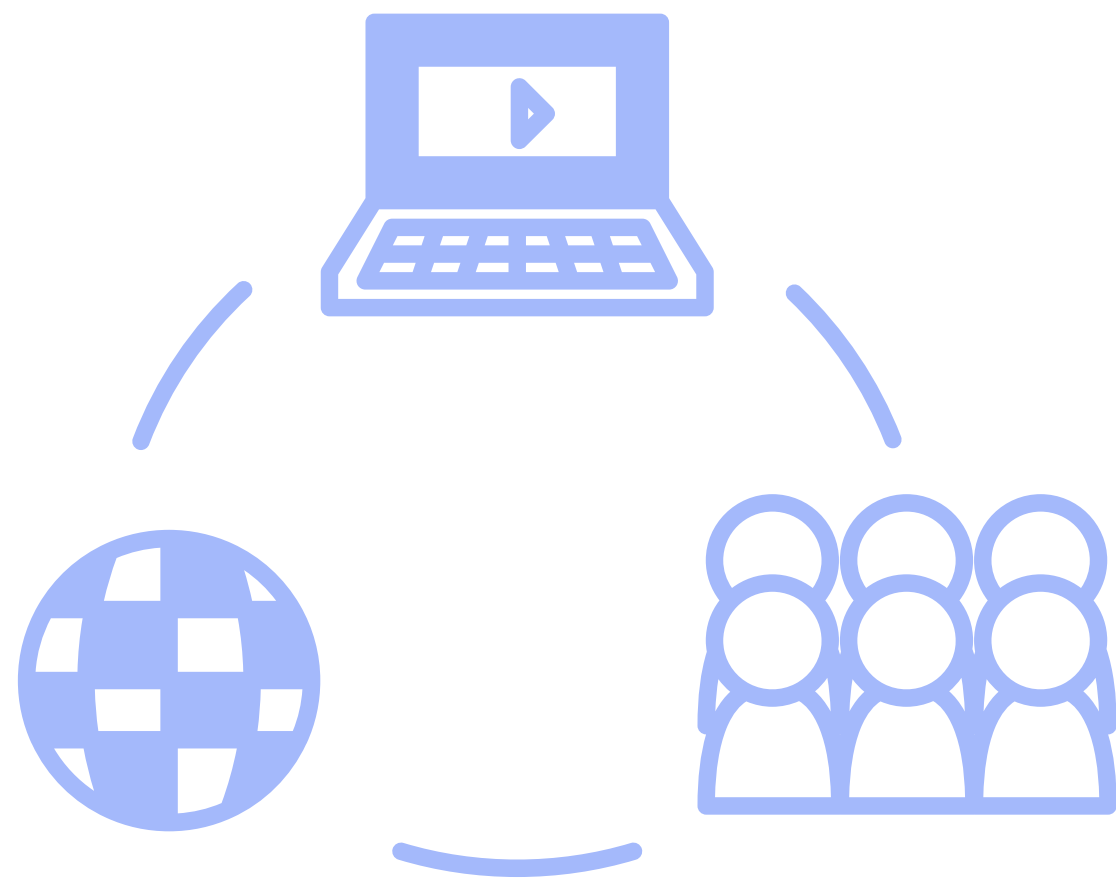
**USE OF SHORT AND SIMPLE SENTENCES.**

**AVOID EXCESSIVE JARGON.**

**REVISION TO CORRECT SPELLING AND  
GRAMMAR ERRORS.**

**APPROPRIATE USE OF TONE BASED ON  
THE RECIPIENT.**

# I. Email Writing



## 4. PRACTICAL EXERCISE (5 MINUTES)

**DRAFTING A FICTIONAL EMAIL WITH A SPECIFIED SUBJECT.**



## II. Online Research



## **II. Online Research**

**DURATION: (30 MINUTES)**



### **1. INTRODUCTION (5 MINUTES)**

**SIGNIFICANCE OF ONLINE RESEARCH FOR  
OBTAINING INFORMATION QUICKLY.**

**OBJECTIVE: EFFECTIVELY USE SEARCH ENGINES.**

## II. Online Research



### 2. USING A SEARCH ENGINE (10 MINUTES)

#### KEYWORD SELECTION:

- CHOOSING RELEVANT TERMS FOR THE SEARCH.

#### SEARCH SYNTAX:

- USING QUOTATION MARKS FOR SPECIFIC TERMS.
- EXCLUSION OF WORDS WITH THE MINUS SIGN (-).

## **II. Online Research**



### **3. EVALUATING RESULTS (10 MINUTES)**

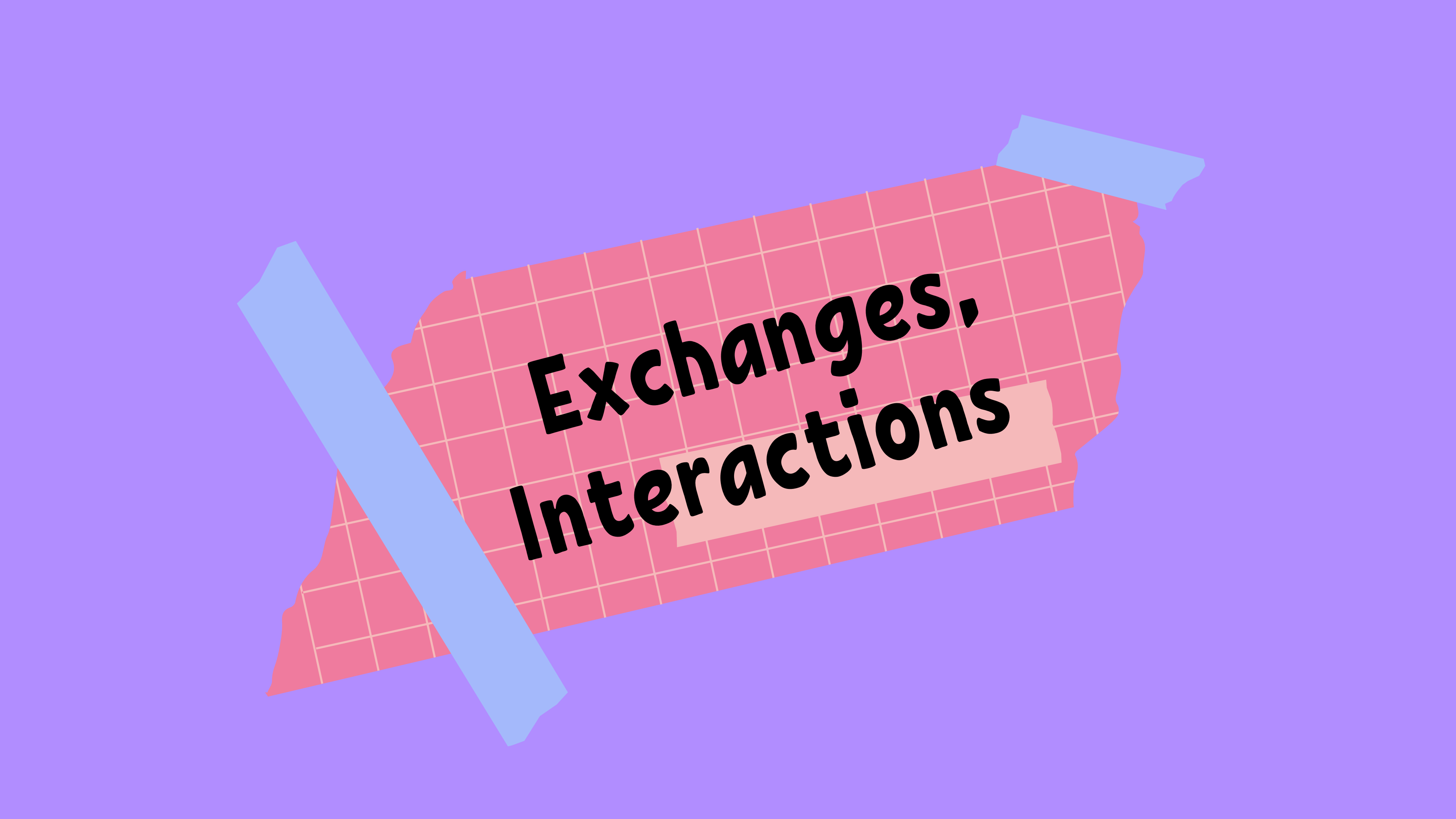
- **CHECKING THE RELIABILITY OF SOURCES.**
- **USING SEARCH FILTERS FOR SPECIFIC RESULTS.**
- **IDENTIFYING AUTHORITATIVE SITES.**

## **II. Online Research**



### **4. PRACTICAL EXERCISE (5 MINUTES)**

**ONLINE RESEARCH FOR  
INFORMATION ON A GIVEN  
TOPIC.**



**Exchanges,  
Interactions**

# III. Questions and Answers



## ANSWER PARTICIPANTS' QUESTIONS

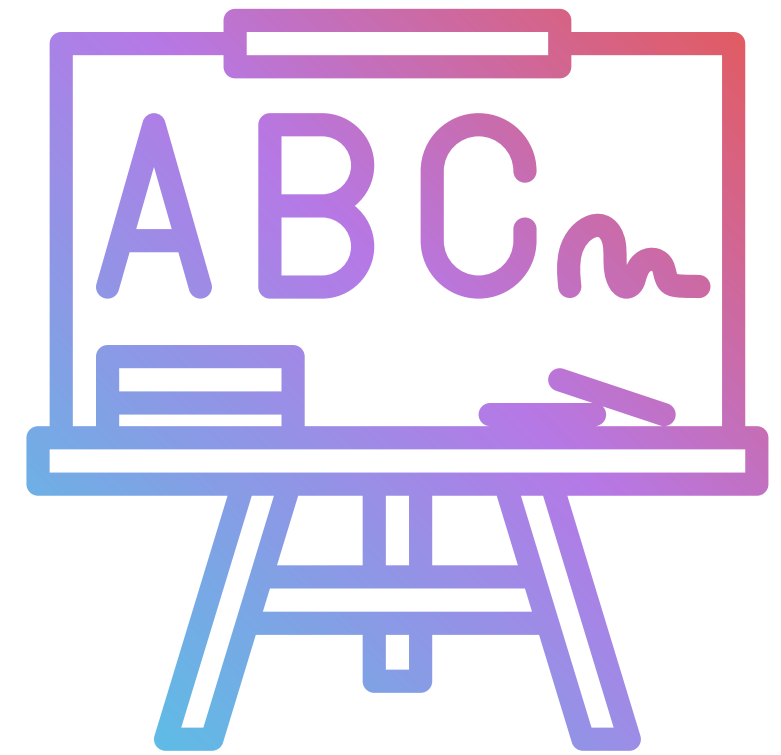
- ON EMAIL WRITING
- AND ONLINE RESEARCH.

## IV. Conclusion

**DURATION: (5 MINUTES)**



- **RECAP OF KEY POINTS.**
- **ENCOURAGEMENT TO PRACTICE REGULARLY FOR SKILL IMPROVEMENT.**



## Note



- ENCOURAGE INTERACTION,
- ASK QUESTIONS TO CHECK UNDERSTANDING,
- AND PROVIDE CONCRETE EXAMPLES TO ILLUSTRATE CONCEPTS.

