

## Chapter 10 E-mails and Letters

### Chapter Objectives

Discuss the Chapter 10 objectives with students:

- Learn editing and formatting features of *Microsoft Word*.
- Create e-mail messages.
- Create personal-business letters in block format.
- Create and print envelopes.
- Create personal-business letters in modified block format.

### Web Resources

Review the activities for Chapter 10 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Sort It Out, E-mail Guidelines
- *PowerPoint* Reviews
- More Activities
  - Chapter 10 Supplemental Activity, Business Letter, Modified Block Format
  - Chapter 10 Supplemental Activity, Send an E-mail Attachment from *Word*

### Slides

Preview the *PowerPoint* slides for Chapter 10 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

### Assessment

*ExamView* test for Chapter 10

### Lesson 70 E-Mail

#### Lesson Objectives

Discuss the Lesson 70 objectives with students:

- Create, send, forward, and delete e-mail.
- Research information about computer viruses and e-mail.

#### Data Files

None

#### Software Features

The following software features are introduced in Lesson 70:

- Create New Message
- Send Message
- Forward Message
- Reply to Message
- Delete Message
- Save Message.

### Document Formats

The following document format is introduced in Lesson 70:

- E-mail message

### Vocabulary Terms

The vocabulary terms from Lesson 70 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

Internet service provider (ISP)	A company that provides customer connections to the Internet
blind copy	Feature used when you do not want the person receiving an e-mail to know that you have sent the message to another person
e-mail address	A username and a domain name separated by the at [ @ ] sign; needed before you can send an e-mail
computer virus	A program that destroys or harms data on a computer

### Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 70.
2. Discuss the *E-Mail* section with students. Have them complete activity 70A *Learn: Create an E-Mail Message* and activity 70B *Practice: Send E-Mail to Two Recipients*.
3. Discuss the *Managing E-Mail* section with students. Have them complete activity 70C *Learn: Receive, Reply, Forward, and Delete E-Mail*.
4. Discuss the *Computer Viruses and E-Mail* section with students. Have them complete activity 70D *Apply: Learn More about Computer Viruses*. Students will need Internet access to complete this activity.

## Lesson 71 Personal-Business Letters

### Lesson Objectives

Discuss the Lesson 71 objectives with students:

- Create personal-business letters in block format.
- Use the Cut, Copy, and Paste features.
- Use the Find and Replace features.

### Data Files

- *DF 71C Paste*
- *DF 71C Copy*
- *DF 71D Paste*
- *DF 71E Replace*
- *DF 71F Replace*
- *DF 71G Letter*

### Software Features

The following software features are introduced in Lesson 71:

- Cut, Copy, and Paste
- Find and Replace

### Document Formats

The following document formats are introduced in Lesson 71:

- Personal-business letter in block format

### Vocabulary Terms

The vocabulary terms from Lesson 71 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

personal-business letter	Type of letter used to deal with personal matters
return address	Writer's address keyed at the beginning of a personal-business letter
letter mailing address	Address of the person to whom you are writing a letter
salutation	Greeting of a letter
body	Paragraphs or message of a letter
complimentary close	Farewell for a letter
reference initials	Initials of someone other than the writer who keys a letter
copy notation	Tells the reader that one or more persons will receive a copy of the letter
attachment notation	Tells the reader that other material is attached to a letter
enclosure notation	Tells the reader that other material is enclosed with a letter
Cut	<i>Word</i> command used to remove selected text from a

	document
Copy	<i>Word</i> command used to copy selected text so it can be pasted to another location
Paste	<i>Word</i> command that places text that has been cut or copied into a document

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 71.
2. Discuss the *Guidelines for a Personal-Business Letter in Block Format* section with students. Have them complete activity *71A Learn: Create a Personal-Business Letter* and activity *71B Practice: Create a Personal-Business Letter*. In activity 71B, students should exchange letters with a classmate to check formatting.
3. Discuss the *Cut, Copy, and Paste* section with students. Have students complete activities *71C Learn: Cut, Copy, and Paste* and activity *71D Practice: Cut, Copy, and Paste*. Make the data files needed for these activities available to students.
4. Discuss the *Find and Replace Text* section with students. Have students complete the activities in this order:  
*71E Learn: Find and Replace Text*  
*71F Practice: Find and Replace*  
*71G Apply: Format Personal-Business Letter*  
Make the data files needed for these activities available to students. In activity 71G, students should exchange letters with a classmate to verify that letter parts are in the correct order and that format and punctuation are correct.

## Lesson 72 Personal-Business Letters and Envelopes

### Lesson Objectives

Discuss the Lesson 72 objectives with students:

- Use the Print Preview and Zoom features.
- Create envelopes.
- Format personal-business letters.

### Data Files

- *DF 72A Preview*
- *DF 72C Letter*

### Software Features

The following software features are introduced in Lesson 72:

- Print Preview

- Zoom
- Create and print envelope.

### Document Formats

The following document format is introduced in Lesson 72:

- Envelope

### Vocabulary Terms

The vocabulary terms from Lesson 72 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

Zoom group	Collection of <i>Word</i> features that allow you to see close-up or reduced views of a document
Envelope	<i>Word</i> feature used to create envelopes

### Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 72.
2. Discuss the *Print Preview* section with students. Have students complete activity 72A *Learn: Print Preview*. Make the data files needed for this activity available to students.
3. Discuss the *Zoom* section with students. Have students complete activity 72B *Learn: Zoom*. Make the data files needed for this activity available to students.
4. Discuss the *Envelopes* section with students. Have students complete the activities in this order:  
*72C Learn: Create an Envelope from a Letter Address*  
*72D Practice: Create an Envelope and Key Addresses*  
*72E Apply: Format Personal-Business Letter with Envelope*  
Make the data file needed for activity 72C available to students.

## **Lesson 73 Modified Block Personal-Business Letters**

### Lesson Objectives

Discuss the Lesson 73 objectives with students:

- Set tabs.
- Use the insert date and time feature.
- Format personal-business letters in modified block style.

## Data File

- *DF 73 Above*

## Software Features

The following software features are introduced in Lesson 73:

- Tabs
- Date & Time

## Document Formats

The following document format is introduced in Lesson 73:

- Personal-business letter in modified block format

## Vocabulary Terms

The vocabulary terms from Lesson 73 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

tabs	Set locations at which text can be placed
Date & Time	<i>Word</i> feature that allows you to insert the date and/or time in a document
modified block format	Format in which certain lines of the personal-business letter begin at or near the center of the paper
business letter	Letter sent from a person in a business to another person
letterhead paper	Special paper on which a business name and address are printed

## Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 73.
2. Discuss the *Tabs* section with students. Have students complete activity 73A  
*Learn: Set Tabs.*
3. Discuss the *Insert Date & Time* section with students. Have students complete activity 73B  
*Learn: Insert Date & Time.* Then have students complete activity 73C  
*Practice: Set Tabs and Insert Date and Time.*
4. Discuss the *Modified Block Personal-Business Letter* section with students. Have students complete the activities in this order:  
*73D Learn: Modified Block Personal-Business Letter*  
*73E Practice: Modified Block Personal-Business Letter*  
*73 F Apply: Modified Block Personal-Business Letter*

In activity 73F, students should exchange letters with a classmate to verify that letter parts are in the correct order and that format and punctuation are correct.

## Chapter Review

### Data Files

- *DF C10 Letter3*
- *DF C10 Letter4*
- *DF C10 Business*
- *DF C10 Strengths and Values*

### Vocabulary Terms

The vocabulary terms from the *Across the Curriculum* activities and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections.

mailable copy	A document that is formatted and keyed correctly; it should contain no errors and be ready to be “mailed”
opportunity cost	The best option that is given up when a choice is made between options

### Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher’s Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *E-Mail*.
3. Have students complete the activity *Personal-Business Letter in Block Format*.
4. Have students complete the activity *Personal-Business Letter in Modified Block Format*.
5. Have students complete the second *Personal-Business Letter in Block Format* activity. Make the data file needed for this activity available to students.
6. Have students complete the activities in *Keyboarding Skillbuilding*.
7. Discuss the *Academic Connections, Student Organizations: Keyboarding Competition* sections with students. Have students follow the steps provided to complete the activities. Make the data file needed for this activities available to students.
8. Discuss the *About Business, Analyzing Costs and Benefits* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students.

9. Discuss the *Life Success Builder, Your Personal Strengths vs. Employability Skills* section with students. Have them follow the steps provided to complete the activity. Make the data file needed for this activity available to students.
10. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. Students will work with a classmate to complete this activity.