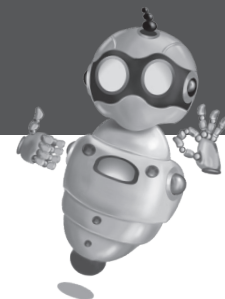


EMAIL COMMUNICATION



Matching and Sorting

1. Label the parts of the email below:

To Subject Body Send Button

Important Meeting

To Javeria Munaf (hotmail.com) X

Cc Maham X

Bcc Hammad Shahzad X

Important Meeting

Please be advised that our meeting on 12th October at 1:30 p.m. has been rescheduled to 23rd October at 1:30 p.m.

The updated meeting location remains the same: **Moven Pick**

We are very sorry for any inconvenience this may cause. Please confirm your attendance at your earliest convenience.

Thank you,

Maham

Send

2. Match the term to its meaning:

Global Reach

Helps save paper and trees

File Sharing

Let's you send messages to anyone, anywhere

Eco-friendly

Allows you to send pictures, videos, and documents



3. Read each situation and write which method you would use:

Email, Phone Call, In-Person, or Chat App

- a. You want to send a drawing to your cousin in another country.

- b. You need to ask your classmate a quick question during lunch.

- c. You want to write a long message to your grandma who lives far away.

4. Compose a Message

Fill in the email template below for this scenario:

You are inviting your friend to your birthday party this weekend.

To: (email address)

Subject:

Body:

5. List the steps to compose and send an email:

EMAIL COMMUNICATION



Email Organiser and Sharer

1. Create three custom labels (such as School, Friends, Clubs) for each email.

Email Subjects	Label
Homework Reminder	
Party Invite	
Science Club News	
Math Test Schedule	
Birthday Wishes	
Robotics Meeting	

2. You want to send a drawing to your teacher. List the steps to attach the file in an email:

3. Read each situation and choose: Reply, Reply All, or Forward. Explain your choice.

- a. Your teacher emailed your group. You want to answer only the teacher.

Answer:

Because:

- b. A classmate sent a group email. You want everyone to see your answer.

Answer:

Because:

- c. You got an email with a cool science video. You want to share it with your parents.

Answer:

Because:

4. Read this email:

“Congratulations! You won a free phone! Click here to claim your prize now!”

What are two red flags that tell us this email might be spam?



Protecting Your Digital Self

5. Look at this email:

“Your account is locked! Send us your password to fix it now!”

What are two red flags that show this might be a phishing email?

**Matching**

6. Match the threat to the correct protection.

Malware

Backups

Ransomware

Antivirus

Losing files

Don't click on unknown links

7. Circle the safe file for download and explain why.

- a. A game from a random pop-up ad
- b. A file from your teacher's Google Drive

Answer:

Because:

8. Imagine you are designing a spam filter. What patterns or rules would your program look for?