



EM

EM-E-MAIL**I. Evaluation Description**

Jobs in the EM Unit are designed to evaluate the Employee's ability to use e-mail. The use of six Jobs sequenced from simple to complex enables the evaluator to identify the Employee's email skills and instructional level.

EM1 Open and delete Inbox messages

EM2 Compose and send messages

EM3 Open and reply to Inbox messages

EM4 Open and forward Inbox messages

EM5 Open messages, print attachments and forward

EM6 Compose and send messages with attachments

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of e-mail and the PAES Simulated Email Program to be able to provide needed instruction to the Employee.

All Job Cards instruct the Employee to go to www.paesjobs.com/EM to locate the EM Email program that contains all 6 jobs.

A. Prerequisites

It is recommended but not necessary that Employees demonstrate basic skills in the **WD - Word Processing** before attempting EM - E-MAIL.

B. Employee Responsibilities

The Employee is responsible for locating Job Cards, needed materials and equipment, and returning all materials and equipment to the proper places.

III. Equipment, Materials and Consumables**A. Equipment:**

Computer with Internet Access

Printer

PAES Email Software located on www.paesjobs.com/EM

B. Laminate Materials:

EM Spell Check Instruction Card

EM2 Message Card

EM3 Message Card

EM4 Message Card

EM5 Message Card

EM6 Message Card

C. Consumables:

Paper for the printer

D. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

JOB: **EM1**

UNIT: **E-MAIL**

MATERIALS: Computer
PAES E-mail Program located at www.paesjobs.com/EM

PROCEDURE: You are going to open and delete 5 Inbox messages.

1. **Open** the Internet browser on your computer. (Explorer, Chrome, Firefox)
2. **Click** in the **Address Bar** at the top of the screen and type the following address: www.paesjobs.com/EM
3. Press **Enter or Return** on your keyboard.
4. **Locate** and **double click** on Ella Marshall to Open the message.
5. **Delete** this message by clicking on the **Red X** located at the top of the message.
6. Click on **Yes** when a box appears that says: Delete this email message?
7. **Repeat steps 4 through 6** to open and delete the following messages:

From:	Subject:
Sam Marshall	Job Interview
Penny Hall	First Days on the Job
Luan Reed	Co-Workers
James Houston	Fringe Benefits

EM1 - SET UP * Confirm Job was disassembled per instructions.

Employee goes to www.paesjobs.com/EM to access the EM Email program.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Opens PAES Email at www.paesjobs.com/EM.
2. Clicks on **Inbox**.
3. **Opens** a message.
4. **Deletes** a message from Inbox.

EM1 - SCORING CRITERIA

1. **Deleted Box** contains the following 5 messages:

From:	Subject:
Ella Marshall	Job Opening
Sam Marshall	Job Interview
Penny Hall	First Days on the Job
Luan Reed	Co-Workers
James Houston	Fringe Benefits

EM1 - NO DISASSEMBLY

JOB: **EM2**

UNIT: **E-MAIL**

MATERIALS: Computer
PAES E-mail Program located at www.paesjobs.com/EM
EM2 Message Card
EM Spell Check Instruction Card

PROCEDURE: You are going to compose and send 5 e-mail messages.

1. **Open** the Internet browser on your computer. (Explorer, Chrome, Firefox)
2. **Click** in the **Address Bar** at the top of the screen and type the following address: www.paesjobs.com/EM
3. Press **Enter or Return** on your keyboard.
4. Click on **Create Mail**.
5. Click in **the box** beside the word **To**.
6. **Locate** the **first Address** on the EM2 Message Card.
7. **Type** the first Address in the box beside the word **To**.
8. **Click** in the box beside the word **Subject**.
9. **Locate** the **first Subject** on the **EM2 Message Card**.
10. **Type** the first Subject in the box beside the word **Subject**.
11. **Click** in the message box and **type** the message on the **EM2 Message Card**.
12. **Click** on the word **Spell Check** located at the top of the message.
13. **Correct any spelling errors** you might have by following the instructions on the EM Spell Check Instruction Card.
14. **Click** on the word **Send** located at the top left corner of the screen.
15. **Repeat steps 4 through 14** to compose and send the other 4 e-mail messages on the EM2 Message Card.

EM2 - SET UP * Confirm Job Was disassembled per instructions.

Employee goes to www.paesjobs.com/EM to access the EM Email program.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Opens PAES Email at www.paesjobs.com/EM.
2. Clicks on **Inbox**.
3. **Composes** new message.
4. Knows where to type **e-mail address**.
5. Knows where to type **subject**.
6. Knows where to type **message**.
7. **Sends** message.
8. Uses **Spell Check**.

EM2 - SCORING CRITERIA

1. Check **“Sent Items”** for 5 messages on **EM2 Message Card**.
2. Check 5 messages against **EM2 Message Card** for correct spelling for addresses, subjects and message content.

EM2 - NO DISASSEMBLY

JOB: **EM3**

UNIT: **E-MAIL**

MATERIALS: Computer
PAES E-mail Program located www.paesjobs.com/EM
EM3 Message Card
EM Spell Check Instruction Card

PROCEDURE: You are going to open and reply to 4 Inbox messages.

1. **Open** the Internet browser on your computer. (Explorer, Chrome, Firefox)
2. **Click** in the **Address Bar** at the top of the screen and type the following address: www.paesjobs.com/EM
3. Press **Enter or Return** on your keyboard.
4. **Open** the first message listed on the **EM3 Message Card**. The first message is from Ella Marshall with the subject Job Opening.
5. **Click** on the word **Reply** in the top tool bar.
6. **Click** in the **Message box** below the Subject box.
7. **Locate** the **Reply Message** for Ella Marshall on the EM3 Message Card.
8. **Type** the **Reply Message** in the message box.
9. **Correct any spelling errors** you might have by following the instructions on the EM Spell Check Instruction Card.
10. **Click** on the word **Send** in the top tool bar and then **Close**.
11. **Repeat steps 4 through 10** to reply to the other 3 messages listed on the EM3 Message Card.

EM3 - SET UP * Confirm Job was disassembled per instructions.

Employee goes to www.paesjobs.com/EM to access the EM Email program.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open PAES Email at www.paesjobs.com
2. Open a message in **Inbox**.
3. **Reply** to Inbox message.
4. Where to type message.
5. Use **Spell Check**.
6. **Send** a message.

EM3 - SCORING CRITERIA

1. **Check “Sent Items”** for 4 messages on **EM3 Message Card**.
2. Each message has **RE:** at beginning of **Subject**.
3. Check messages against **EM3 Message Card** for correct spelling for addresses, subjects and message content.

EM3 - NO DISASSEMBLY

JOB: **EM4**

UNIT: **E-MAIL**

MATERIALS: Computer
PAES E-mail Program located at www.paesjobs.com/EM
EM4 Message Card
EM Spell Check Instruction Card

PROCEDURE: You are going to open and forward 4 messages.

1. **Open** the Internet browser on your computer. (Explorer, Chrome, Firefox)
2. **Click** in the **Address Bar** at the top of the screen and type the following address: www.paesjobs.com/EM
3. Press **Enter or Return** on your keyboard.
4. **Open** the first message printed on the **EM4 Message Card** from Penny Hall with subject "First Days on the Job".
5. Click on the word **Forward** in the top tool bar.
6. Click in the box beside the word **To**.
7. Locate the **Forwarding Address** on the **EM4 Message Card**.
8. Type the **Forwarding Address** in the box beside the word **To**.
9. Locate the **Forwarding Message** on the **EM4 Message Card**.
10. Type the **Forwarding Message** in the message box.
11. Correct any spelling errors you might have by following the instructions on the **EM Spell Check Instruction Card**.
12. Click on the word **Send** in the top tool bar and then the word **Close**.
13. **Repeat steps 4 through 12** to forward the other 3 messages listed on the **EM4 Message Card**.

EM4 - SET UP * Confirm Job was disassembled per instructions.

Employee goes to www.paesjobs.com/EM to access the EM Email program.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open PAES Email at www.paesjobs.com/EM.
2. Open message in **Inbox**.
3. **Forward** Inbox message.
4. Where to type **e-mail address**.
5. Use **Spell Check**.
6. **Send** message.

EM4 - SCORING CRITERIA

1. Check **“Sent Items”** for 4 messages on **EM4 Message Card**.
2. Each message has **FW:** at beginning of **Subject**.
3. Check messages against the **EM4 Message Card** for correct spelling for addresses, subjects and message content.

EM4 - NO DISASSEMBLY

JOB: **EM5**

UNIT: **E-MAIL**

MATERIALS: Computer
Printer
PAES E-mail Program located at www.paesjobs.com/EM
EM5 Message Card
EM Spell Check Instruction Card

PROCEDURE: You are going to open Inbox messages with attachments, print the attachments and forward the messages.

1. **Open** the Internet browser on your computer. (Explorer, Chrome, Firefox)
2. **Click** in the **Address Bar** at the top of the screen and type the following address: www.paesjobs.com/EM
3. Press **Enter or Return** on your keyboard.
4. Open the first message printed on the **EM5 Message Card** from Carol Thompson with subject Job Interests.
5. Click on the word **Print** located at the top of the Attachment.
6. Click on the blue **Print** button to print the attachment.
7. Click on the word **Forward** in the top tool bar.
8. Locate the **Forwarding Address** for this message on the **EM5 Message Card**.
9. Type the **Forwarding Address** in the box beside the word **To**.
10. Locate the **Forwarding Message** for this reply on the **EM5 Message Card**.
11. Type the **Forwarding Message** in the message box.
12. Correct any spelling errors you might have by following the instructions on the **EM Spell Check Instruction Card**.
13. Click on the word **Send** in the top tool bar and then **Close**.
14. **Repeat steps 4 through 13** to forward the other 4 messages on the **EM5 Message Card**.

EM5 - SET UP * Confirm Job was disassembled per instructions.

REMOVE all printed copies and place in **MT Recycle Letters Box**.

Employee goes to www.paesjobs.com/EM to access the EM Email program

Optional checks for understanding - Assist **ONLY** if needed and record!

1. **Locates information** on EM5 Message Card.
2. **Opens** and **prints** attachments.
3. **Forwards** message.
4. Uses **Spell Check**.
5. **Prints** attachment.

EM5 - SCORING CRITERIA

1. Check **“Sent Items”** for 5 messages on **EM5 Message Card**.
2. Each message has **FW:** in **Subject**.
3. Check the messages against the **EM5 Message Card** for **correct spelling** for addresses, subjects and message content.
4. **All 5 messages** in **Sent Items** should show **an attachment**.
5. There is a printed copy for each of the 5 attachments:
 - Job Interests
 - Job Skills
 - Job Leads
 - Job Application
 - Safety Rules

EM5 - NO DISASSEMBLY

JOB: **EM6**

UNIT: **E-MAIL**

MATERIALS: Computer
PAES E-mail Program located at www.paesjobs.com/EM
EM6 Message Card

PROCEDURE: You are going to compose and send messages with attachments.

1. **Open** the Internet browser on your computer. (Explorer, Chrome, Firefox)
2. **Click** in the **Address Bar** at the top of the screen and type the following address: www.paesjobs.com/EM
3. Press **Enter or Return** on your keyboard.
4. Click on **Create Mail**.
5. Locate the first address on the **EM6 Message Card**.
6. Click in the box labeled **To**.
7. Type the first address in the box beside the word **To**.
8. Locate the first subject on the **EM6 Message Card**.
9. Click in the box labeled **Subject**.
10. Type the first subject in the **Subject** box.
11. Click on the **paperclip** located in the top tool bar.
12. Locate the first attachment on the **EM6 Message Card**.
13. **Select** the file to attach from the files printed on the screen.
14. Click on the word **Attach**.
15. The **Job Interest** attachment should appear in the attachment box of your e-mail.
16. Click in the large message box and **type** the words **See Attached**.
17. Correct any spelling errors you might have by following the instructions on the **EM Spell Check Instruction Card**.
18. Click on the word **Send** located at the top left corner of the screen.
19. **Repeat steps 4 through 18** to compose and send the other 4 messages with the attachments listed on the **EM6 Message Card**.

EM6 - SET UP * Confirm Job was disassembled per instructions.

Employee goes to www.paesjobs.com/EM to access the EM Email program

Optional checks for understanding - Assist **ONLY** if needed and record!

1. **Composes** New Message.
2. Knows where to type **e-mail address** and **subject**.
3. **Attaches** document.
4. **Types** message.
5. **Sends** message.

EM6 - SCORING CRITERIA

1. Check **“Sent Items”** for 5 messages on **EM6 Message Card**.
2. Check messages against **EM6 Message Card** for correct spelling for addresses, subjects and message content.
3. All 5 messages in **Sent Items** should show an Attachment.

EM6 - NO DISASSEMBLY



LAMINATED ITEMS

EM Spell Check Instruction Card

Follow these instructions when you want to check the spelling of words on your email message:

1. Click on the words "Spell Check" located in the top menu bar of the email message.
2. When the word "PAES" appears in the "Not Found" box, click on the words "Ignore All".
3. If other words appear in the "Not Found" box, look at the list of suggestions to find the correct spelling of the word.
4. Click on the correct word.
5. Click on the word "Change".

EM2 Message Card

Address	Subject	Message
principal1@myschool.com	PAES Lab	Working in the PAES Lab is helping me find out what I can do on my own with as little help as possible.
principal2@myschool.com	Work Procedure	When I work in the PAES Lab, I follow the steps on the PAES Work Procedure Chart.
principal3@myschool.com	Job Cards	The PAES Job Card tells me what I am going to do, what materials I need, and what steps to follow to complete the task.
principal4@myschool.com	Work Record	My Work Record shows how many tasks I completed during the time I spend in the PAES Lab.
principal5@myschool.com	Time Card	My Time Card shows how much time I spend doing PAES tasks.

EM3 Message Card

From	Subject	Reply Message
Ella Marshall	Job Opening	Dear Ms. Marshall, Thank you for the opportunity to interview for the position at Little Caesar's Pizza. I am available any time that is convenient for you. Sincerely, (Type your first and last name)
Marie Smith	Job Application	Dear Ms. Smith, Thank you for sending the job application to me. I have completed the application and have put it in the mail to Ms. Marshall. Sincerely, (Your First and Last Name)
Penny Hall	First Days on the Job	Dear Ms. Hall, I am excited about my new job and look forward to orientation. Sincerely, (Your First and Last Name)
Peggy Ellis	Taking Days Off	Dear Ms. Ellis, I will need to take one day off two weeks from this coming Wednesday to go to the dentist. Please let me know if this change in work schedule is approved. Thank you, (Your First and Last Name)

EM4 Message Card

From:	Forwarding ADDRESS:	Forwarding MESSAGE:
Penny Hall	teacher1@myschool.com	I got the job! (Your First and Last name)
Luan Reed	teacher2@myschool.com	My pre-employment screening showed that I meet all criteria for working well with co-workers! (Your First and Last Name)
Susan Schmidt	teacher3@myschool.com	My evaluations at my job have been excellent! (Your First and Last Name)
Patty Augustine	teacher4@myschool.com	I got a promotion! (Your First and Last Name)

EM5 Message Card

From:	Forwarding ADDRESS:	Forwarding MESSAGE:
Carol Thompson	Employee1@myschool.com	Casey, Attached is a job interest survey. It helped give me some ideas about the kind of job I would like to find. (Your First and Last Name)
Emily Davis	Employee2@myschool.com	Mark, My PAES teacher sent me the attached list of job skills that employers like to see in their workers. (Your First and Last Name)
Franklin Adams	Employee3@myschool.com	Diane, Attached are some ideas about where we can find out about part-time jobs. (Your First and Last Name)
Marie Smith	Employee4@myschool.com	Franklin, Attached is the application for Little Caesar's Pizza. (Your First and Last Name)
Ben Berry	Employee5@myschool.com	Jeremy, Attached is the list of safety rules that I will need to know for my job. (Your First and Last Name)

EM6 Message Card

To	Subject	Attachment
myself1@myschool.com	Job Interests	Job Interests
myself2@myschool.com	Job Skills	Job Skills
myself3@myschool.com	Job Search	Job Leads
myself4@myschool.com	Job Application	Job Application
myself5@myschool.com	Safety Rules	Safety Rules