# Composing, Replying and Sending Emails

# Practical Activity

**Aim:**

To provide an opportunity for the learners to practise their skills in navigating emails, specifically in composing and typing, sending and replying to an email.

**How to:**

* Share your professional email address with the learners.
* Ask the learners to compose an email to you using your email address.
* Learners to send you the email.
* Facilitator to reply to the email with the following statement,

***“Well done. Thank you for your email. I can see you can compose and send emails. Can you open the attachment and reply to this email and tell me what is in the attachment?”***

* Facilitator to attach the following picture to their email reply to the learners: Photo by [Cookie the Pom](https://unsplash.com/%40cookiethepom?utm_source=unsplash&utm_medium=referral&utm_content=creditCopyText) on [Unsplash](https://unsplash.com/s/photos/computer-cats?utm_source=unsplash&utm_medium=referral&utm_content=creditCopyText)



**Outcome:**

Learners will be able to demonstrate their ability to follow instructions along with their knowledge and skills in composing, typing, replying to emails and opening attachments.