



UNITA' DI APPRENDIMENTO CLIL

Disciplina: Informatica

Argomento	Netiquette
Docenti coinvolti	Prof. Cristofaro Salvatore (Informatica)
Obiettivi	<ul style="list-style-type: none">• Comunicare in lingua inglese, in forma scritta e orale, in modo chiaro, semplice, corretto e appropriato al contesto• Assumere un comportamento corretto e rispettoso anche nel mondo digitale• Comunicare in forma scritta nel mondo digitale rispettando la netiquette• Usare adeguatamente i sussidi e i materiali a propria disposizione• Utilizzare in modo sufficientemente autonomo e consapevole gli strumenti digitali• Mostrare consapevolezza e autonomia nello svolgimento delle attività assegnate• Collaborare e contribuire alla realizzazione di lavori a coppie e piccoli gruppi• Interpretare in modo sufficientemente critico quanto viene letto o ascoltato
Abilità	<ul style="list-style-type: none">• Leggere un testo e rispondere a domande a risposta aperta• Guardare un video e ricavare informazioni dettagliate• Identificare le regole principali della netiquette• Interagire con i pari ponendo domande su argomenti noti• Scrivere una breve mail utilizzando il PC e rispettando la netiquette
Conoscenze	<ul style="list-style-type: none">• La netiquette• Terminologia specifica riguardante il mondo digitale• L'email (struttura, registro lessicale e invio)
Destinatari	Studenti della classe 1 ITIS
Prerequisiti	<ul style="list-style-type: none">• Conoscenza della Lingua Inglese al livello A2 del QCER• Competenze informatiche di base
Tempi	4 ore
Strumenti	<ul style="list-style-type: none">• Materiale autentico fornito dal docente• LIM• YouTube• Piattaforma Office 365 (TEAMS)• PC / dispositivo a disposizione degli studenti

Students are asked to do the following activities.

Warm-up

1. **What does this image show? Share your ideas with your classmates.**



2. **Work in pairs. Answer these questions about social networks giving as much information as you can.**

- Do you use social media?
- How often do you check your social networks?
- Do you share any pictures or information on social media like TikTok, Instagram, Facebook?
- What do people usually post on social networks?
- Do people write nasty comments on social networks?
- Do you follow any rules when you use social networks?
- Who are “haters”?
- Can you tell an example from your own experience?

Presentation

3. **In pairs read the text and answer the questions in your notebook using your own words.**

What is a social network?

The term social network identifies an Internet service for the creation of “virtual” social networks. There are websites that allow¹ users to share textual content, images, videos and audio and to interact with each other. Each user to be able to² log in must create a password protect the personal profile registration. The information shared may include various contents like personal and confidential data, religious beliefs, political opinions, moments of daily life and professional data too. The users are not only users, but also content creators. The social networks become a virtual interactive environment where you can spread thoughts, ideas, links and multimedia contents.

- Why are social networks virtual?
- What do you need to enter your profile?
- Why is the password like the key to a house?

Glossary

- ¹ permit
- ² can, have the ability to

- Why are users defined as creators?
- Why are social networks an interactive environment?

Practice

4. Watch the video at this link ["Netiquette: A Student's Guide to Digital Etiquette" - YouTube](#), then answer the multiple-choice questions.

1. What does netiquette mean?

- Having proper online behaviour and communication
- Having a profile to communicate on the Net
- Following rules when you surf the Net

2. Are there any differences between communicating with friends and teachers online?

- No, there aren't
- Yes, there are
- It depends on the relationship with the teachers

3. Which of the following alternatives is appropriate to greet a teacher online?

- Hello teacher!
- Good morning Mr. Smith!
- Good morning Smith!

4. In a formal email...

- you write in capital letters to be clearer
- you write a generic and long introduction before asking questions (usually written in capital letters)
- you usually ask specific questions and check the spelling and punctuation

5. What is the correct way to end an email to the principal Mr Smith?

- Bye Mr. Smith
- Sincerely and your signature below
- See you soon Smith

6. What are the main rules to be a good digital citizen?

- Be safe, be respectful, think before you post
- Be free, be nice, post whatever you want
- Be yourself, be respectful, think after you post

5. Check your answers with your classmates.

Production

6. In pairs complete the “10 NETIQUETTE RULES” with the verbs provided. Use the online dictionary on your smartphone to check the meaning of the words you don't know.

keep - don't use – be - check – use – don't leave out - avoid - greet – proofread – include

10 NETIQUETTE RULES

1. _____ you've got the right name in the 'To' box
2. _____ subject line (what your email discusses)
3. _____ properly at the beginning of your email
4. _____ simple and classic fonts
5. _____ proper spelling and grammar
6. _____ your email short but _____ polite and respectful
7. _____ capitals – this is shouting
8. _____ excessive exclamation points and questions marks
9. _____ the mail before sending it
10. _____ your signature

7. These are some e-mails the secretary of a high school received yesterday. Which rules of the mail Netiquette did the students forget? In small groups (three or four students) read the e-mails carefully and correct the mistakes in your notebook.

Email no.1

From: Cory Bohol (cory.bohol@aecel.biz)
To: Ivan (ivan.dunski@aecel.biz)
Subject: School trip report

Dear Mrs O'Connor,
Our school trip in York was amazing. We visited a lot of museums and art galleries and then we have some free time to go shopping and buying souvenirs. The weather was nice but a little bit windy. Could you send the school trip report I attached to the principal?????
Thanks

Email no.2

From: Mark (mark.spencer@aecel.biz)
To: Ivan (ivan.dunski@aecel.biz)
Subject:

Hello Ivan,
I'm attending the 4A class and I'm very interested in the English course the school is organising. Could you tell me when the course starts, please?
Thanks in advance.
Sincerely, Mark

Email no.3

From: Susan (susan.johnson@aecel.biz)
To: Ivan (ivan.dunski@aecel.biz)
Subject: Study tour in Dublin

Dear Mr Dunski,

my name's Susan Johnson and I'm attending the first year of Tourism. I'd like to enrol in the study tour in Dublin but I'm can't find the form to fill in. *Could you send me the form, AS SOON AS POSSIBLE???*

Thank you.

Bye, Susan Johnson

Email no.4

From: James (james.cox@aecel.biz)
To: Ivan (ivan.dunski@aecel.biz)
Subject: School report

Good morning Mr dunski,

I phoned three times yesterday but you NEVER answered!!! I can't see my school report in the register, but my clasmates see it! You always work BADLY! Solve the problem!

Email no.5

From: Jessica (jessica.barton@aecel.biz)
To: Ivan (ivan.dunski@aecel.biz)
Subject: Bike competition

Good morning Mr Dunski,

I'm Jessica Barton and I'm attending the 5A class. I enrolled in the bike competition as u told me last week but I don't know how to pay for the insurance. Could u help me, PLZ?

THX

Sincerely, Jessica Barton

Evaluation

8. Use your own device and play the quiz at this link

<https://wordwall.net/it/resource/4199923/netiquette> to check what you have learnt about netiquette. Then share the score with your classmates to identify the winner.

9. Your PE teacher is organising a paddle course in your school and you want to take part. Log in to your email account and write Mr Scott an email to ask him some information. Follow the instructions in the box keeping in mind the netiquette rules.

- Mr Scott email address: steve.scott@gmail.com
- Explain why you want to participate
- Ask about:
 - Period - Time - Cost of the course - If you need an insurance
 - If you have to buy the equipment (rackets, balls, shorts and T-shirt)