**Internet, Email, and Social Media Practical Worksheet**

**Part 1: Basic Internet Use – Scavenger Hunt**

**Instructions:** Use a search engine to find the answers. Bookmark each page.

1. Capital city of Japan (paste link here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Official website of your local municipality (paste link here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Copyright-free image of the Eiffel Tower (paste link here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: Email Etiquette – Spot the Errors**

Here’s an example of a *bad* email.  
**Task:** Underline all the mistakes and rewrite it to follow netiquette rules.

**Bad Email Example:**

SUBJECT: READ THIS NOW

HEY,

I NEED YOU TO SEND ME THE PROJECT ASAP!!!

BTW THE LECTURER IS SO ANNOYING LOL.

SEE ATTACHED (file size: 25 MB)

CHEERS

ME

**Hints:**

* The subject is aggressive.
* All caps = shouting.
* No greeting or proper closing.
* Contains gossip.
* Huge attachment.
* Poor grammar and slang.

**Your corrected version:**

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kind regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3: Social Media – Good vs Bad Post**

**Scenario:** Your school is holding a charity concert.

**Bad Example Post:**

YO GUYS THIS CONCERT IS GONNA BE LIT!!!

WE'RE ALL GONNA PARTY SO HARD 😂😂😂

BRING ANYTHING YOU WANT – NOBODY CARES!!

**Good Example Post:**

Join us for the Charity Music Concert this Saturday at 6 PM in the School Hall!

Enjoy great music while supporting a good cause.

More details here: [Insert hyperlink]

**Task:**

* Identify **3 mistakes** in the bad post:
* Write your own polite and informative post here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part 4: Hyperlinks**

**Task:**

* In a Word/Google Doc, write: “Visit the United Nations website here.”
* Turn the word “here” into a hyperlink pointing to: [https://www.un.org](https://www.un.org/)
* Screenshot your result and paste it below.

**Part 5: Netiquette Checklist**

Before sending an email, make sure you:  
✅ Used a clear subject line.  
✅ Greeted the recipient politely.  
✅ Checked spelling and grammar.  
✅ Avoided gossip or offensive content.  
✅ Reduced attachment sizes (< 2 MB).  
✅ Did not type the entire email in CAPITAL letters.

I can turn this into a **fillable PDF** so students can type directly into it and even check correct answers at the end.  
Do you want me to make that interactive PDF version?