

Writing an Email to Remind Someone Why it's Important to Vote

FACE/IEL/CE Program 2016-2017
COAAP 39.5 Task 2 IL-ADV

Reasons Why it's Important to Vote:

- **To make a change**
- **Can't complain if you don't vote**
- **To exercise my right**

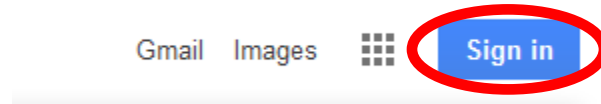
- **Set an example for the family**
- **For my children's future**
- **My vote gives me a choice**

- **To make sure my community has a voice in the political process**
- **Not voting *is* voting- you let others make the decision for you**
- **I'll be living in conditions affected by the elections**
- **The issue affects me personally**

- **Can change what government looks like**
- **Doesn't take much time**
- **Lots of choices (e.g. vote at home by mail, vote early)**
- **To support the cause I believe in**

How to log in to your Gmail account

1. Open the Internet.
2. Left click one time on **Sign in**.

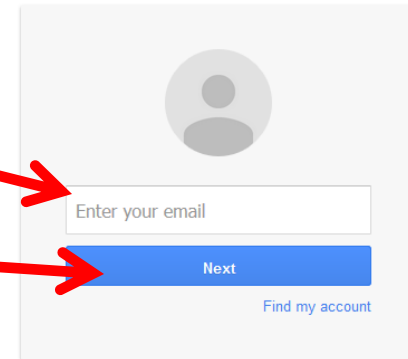


Google

One account. All of Google.

Sign in with your Google Account

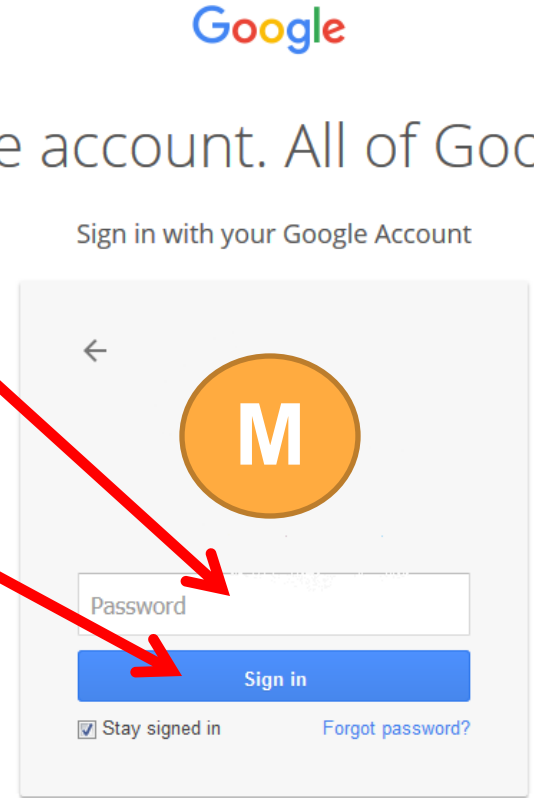
3. Enter your Gmail email in the **white box**.
4. Left click one time on Next in the **blue box**.

A screenshot of the Gmail sign-in form. It features a grey profile icon placeholder at the top. Below it is a white text input field with the placeholder text 'Enter your email'. Underneath the input field is a blue button with the text 'Next' in white. At the bottom right of the form is a blue link that says 'Find my account'. Two red arrows originate from the text in the previous block: one points to the 'Enter your email' input field, and the other points to the 'Next' button.

5. Enter your Password in the **white box**.

6. Left click one time on Sign In in the **blue box**.

7. Left click one time on Gmail.

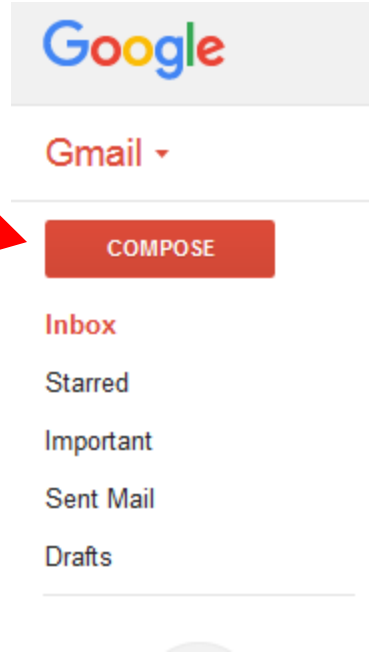
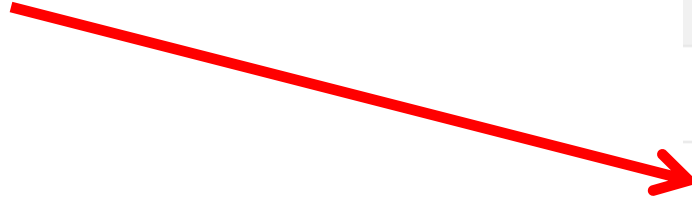


Gmail

Images



8. Left click one time on **COMPOSE**.



9. Type your teacher's Gmail in the **To** box.

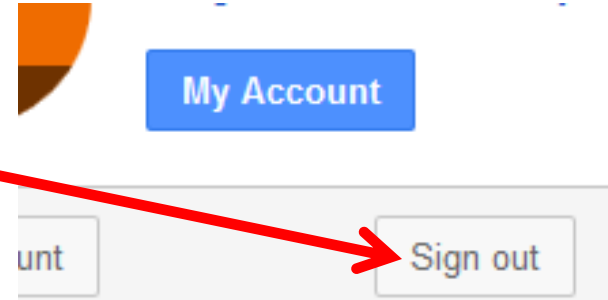
10. Type your **First Name and Last Name** in the **Subject** box.

11. Left click one time here to type your letter to your teacher about why it is important to vote.

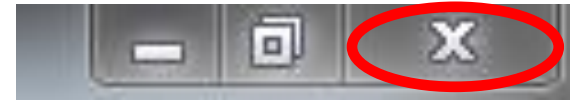
12. When you are finished, left click one time on **Send** in the **blue box**.

The screenshot shows a Gmail compose window titled "Mary Lee". The "To" field contains "teacher@gmail.com". The "Subject" field contains "Mary Lee". The body of the email contains the following text: "Dear Teacher, I think it is important to vote for many reasons. Voting is easy. I can vote by mail. When I vote, I can tell the government how I feel about things. When I vote, I can make our country better for our children. When I vote, I can choose the next president. Thank you, Mary Lee". The bottom of the window features a "Send" button in a blue box, along with icons for text formatting, attachments, links, and emojis. A "Saved" status is visible in the bottom right corner.

13. Left click one time on **Sign Out** to log out of Gmail.



14. Left click on time on the **X** to close the Internet.



15. Log off your computer and shut down.