

Schools ITQ - Unit 13 (Gold Unit 13)

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- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [4] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [5]

Level 2, Unit 13 - Using Email (3 credits)

1. Use e-mail software tools and techniques to compose and send messages

[1.1 I can select and use software tools to compose and format e-mail messages, including attachments](#) [6]

[1.2 I can determine the message size and how it can be reduced](#) [8]

[1.3 I can send e-mail messages to individuals and groups](#) [10]

[1.4 I can describe how to stay safe and respect others when using e-mail](#) [12]

[1.5 I can use an address book to organise contact information](#) [14]

2. Manage incoming email effectively

[2.1 I can follow guidelines and procedures for using e-mail](#) [7]

[2.2 I can read and respond to e-mail messages appropriately](#) [9]

[2.3 I can use e-mail software tools and techniques to automate responses](#) [11]

[2.4 I can describe how to archive e-mail messages, including attachments](#) [13]

[2.5 I can organise, store and archive e-mail messages effectively](#) [15]

[2.6 I can respond appropriately to e-mail problems](#) [16]

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[182] <https://theingots.org/community/siel3u4>
[183] <https://theingots.org/community/sil2u72>
[184] <https://theingots.org/community/siel3u10>
[185] <https://theingots.org/community/sil2u73>
[186] <https://theingots.org/community/siel3u14>
[187] <https://theingots.org/community/sil2u80>
[188] <https://theingots.org/community/siel3u15>
[189] <https://theingots.org/community/sil2u81>
[190] <https://theingots.org/community/siel3u16>
[191] <https://theingots.org/community/sil2u82>
[192] <https://theingots.org/community/siel3u20>
[193] <https://theingots.org/community/sil2u83>
[194] <https://theingots.org/community/siel3u23>
[195] <https://theingots.org/community/sil2u84>
[196] <https://theingots.org/community/siel3u25>
[197] <https://theingots.org/community/sil2u85>
[198] <https://theingots.org/community/siel3u26>
[199] <https://theingots.org/community/siel3u28>
[200] <https://theingots.org/community/siel3u32>