

## Unit 18: Connecting ourselves to the world



# Learnanywhere

Why do people use faxes?

This is a fax machine. There will probably be a similar one in your school office.

Fax machines allow people to send copies of paper documents over the telephone lines.



Why do you think people use fax machines?

How is sending a fax different from sending something by post?

Where do faxes in school come from and go to and why?

Use a table like the one below to record details about the use of the fax machine in the school office.

Time	To	From	What about?
9.00	School	Governor	Parents' Meeting

## What is e-mail?

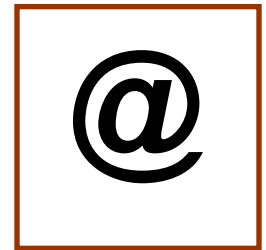
E-mail is a method of sending messages electronically over the Internet. It is very fast, and usually free. Here are some examples of e-mail addresses:

**james.green@schoolmail.com**

**info@webanywhere.co.uk**

**lucy.jones@mailserver.net**

All e-mail addresses contain the 'at' symbol →



Most e-mail addresses contain full stops.

You need to make sure you type the e-mail address correctly when you send an e-mail, or it may not reach the person you are sending it to.

**Using e-mail**

Make an address book of the email addresses of children in another school.

Plan your e-mail, thinking about what information you want to tell the readers about your school and area, and what information you want to find out from them. Some questions which you might want to include are:

**What is the weather like at the moment?**

**How many pupils are at the school?**

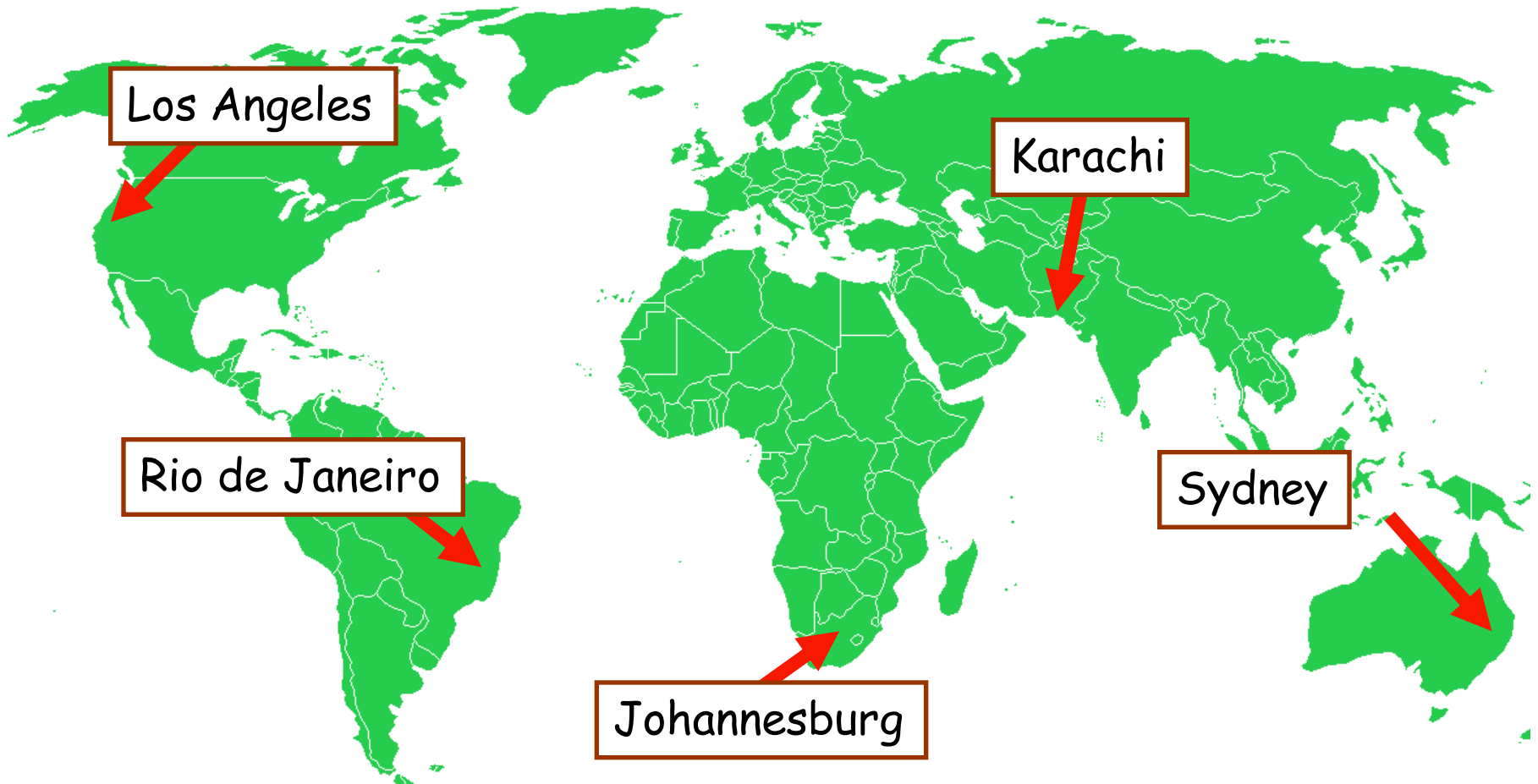
**What physical features are there in the area?**

**What sort of buildings are there in the area?**

**How do the pupils travel to school?**

How can we get there?

Imagine you are planning a trip to one of these destinations:



## Planning the trip



Use the internet to find out where to buy flights to your imaginary destination.

Work out the dates you will be going and coming back, and enter them into the website to find the best flights available.

You may want to check newspapers and travel brochures in case there are adverts for cheaper flights.

You should print off the details of the flights you find on the internet and keep them for reference.

