

Scenario 1: You found an awesome Web App called **Canva** for your ICT project! Write an email to your **ICT Teacher** (teacher@school.com), send a visible copy to your **Lab Partner** (partner@school.com), and send a hidden copy to the **Principal** (principal@school.com).

- **To:** teacher@school.com
- **Cc:** partner@school.com
- **Bcc:** principal@school.com
- **Subject:** Check out this cool Web App!
- **Message:** Dear Teacher, I found Canva today. It is great for designing posters!

Scenario 2: Computer #5 in the ICT lab cannot open the web browser! Send an email to **IT Support** (support@school.com), keep your **Teacher** (teacher@school.com) updated with a visible copy, and send a hidden copy to your **own email** (myself@school.com).

- **To:** support@school.com
- **Cc:** teacher@school.com
- **Bcc:** myself@school.com
- **Subject:** Internet Browser Issue on PC #5
- **Message:** Hello IT Team, PC #5 cannot open Google Chrome. Please help us fix it.

✦ **Scenario 3:** You finished your group presentation! Send the file to your **Teacher** (teacher@school.com), send a copy to your **Group Members** (group@school.com), and send a secret copy to the **School Supervisor** (supervisor@school.com).

- **To:** teacher@school.com
- **Cc:** group@school.com
- **Bcc:** supervisor@school.com
- **Subject:** Group 3 Presentation - Web Apps

- **Message:** Dear Teacher, Here is our presentation about Web Apps. Best regards, Group 3.
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✦ **Scenario 4:** You were sick today and missed the ICT class. Ask your **Teacher** (teacher@school.com) about the homework, send a visible copy to your **Classmate** (friend@school.com), and a hidden copy to your **Parent** (parent@email.com).

- **To:** teacher@school.com
 - **Cc:** friend@school.com
 - **Bcc:** parent@email.com
 - **Subject:** ICT Homework Question - Grade 6
 - **Message:** Dear Teacher, What is the homework for today's lesson on Email? Thank you!
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✦ **Scenario 5:** Invite people to the Grade 6 ICT Exhibition! Send the main invite to the **School Principal** (principal@school.com), a visible copy to all **Teachers** (teachers@school.com), and a hidden copy to the **Media Club** (media@school.com).

- **To:** principal@school.com
- **Cc:** teachers@school.com
- **Bcc:** media@school.com
- **Subject:** Invitation: Grade 6 ICT Exhibition
- **Message:** Dear Principal, You are warmly invited to visit our ICT exhibition this Thursday!