



An Email Is Forever

THINK-BEFORE-YOU-SEND WORKSHEET

A printable companion to Wally the Web Wizard by Michael D. Young

Sir Brows' Rule

Once a message is sent, you may not be able to take it back. Pause before you send - especially when you are angry, embarrassed, excited, or sharing something private.

Directions: Read each message. Circle or check the BEST next step: Pause, Rewrite, Send, or Don't Send.

1

ANGER SPELL

King Ferdinand is the WORST! His rules are stupid and so is his crown!

Choose the best next step.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

2

EMBARRASSING POST

LOOK! Grimhold fell into purple slime! Share this with everyone!

Choose the best next step.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

3

ACCUSATION

You cheated at Wizard Duel! I am telling the whole castle what you did.

Choose the best next step.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

4

PRIVATE INFO

My tower is at 7 Moonstone Lane. Come by tonight. No one else will be there.

Choose the best next step.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

5

KIND MESSAGE

Thanks for helping me with the potion today. I really appreciated it.

Choose the best next step.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

6

GAME RAGE

YOU ARE TERRIBLE AT THIS GAME. QUIT BEFORE YOU RUIN IT FOR EVERYONE!

Choose the best next step.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND



Message Repair Workshop

SLOW DOWN - THINK - REWRITE

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Before You Press Send...

- ☐ Am I calm enough to make a good choice?
- ☐ Is it kind and respectful?
- ☐ Does it reveal private information?
- ☐ Would I say it face-to-face?
- ☐ Could it embarrass or hurt someone?
- ☐ Would I be okay if an adult or teacher read it?

What Does Each Choice Mean?

PAUSE

You are emotional. Stop and cool down before deciding.

REWRITE

The idea may be okay, but the words need to be kinder or safer.

SEND

The message is respectful, useful, and safe.

DON'T SEND

The message could harm, embarrass, or reveal private information.

7

APOLOGY

I was angry earlier and sent something unkind. I am sorry. I should have paused first.

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

8

PASSWORD

Here is my crystal-ball password so you can log in for me: Dragon123!

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

9

HOT-HEADED POST

I am so mad at you right now! I want everyone online to know what you did!

☐ PAUSE ☐ REWRITE ☐ SEND ☐ DON'T SEND

Cast the Rewrite Charm

Choose one message you marked REWRITE. Make it kinder, calmer, and safer below:



Grown-Up & Teacher Guide

SUGGESTED ANSWERS AND CONVERSATION PROMPTS

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Wally's Mistake in the Book

Wally sends an insulting email to King Ferdinand while under the influence of an emotion potion. When the effect wears off, he immediately regrets it. Sir Brows explains that once a message has been sent, Wally cannot simply pull it back; the responsible next step is to apologize and learn to pause before sending.

1

PAUSE

Wally is angry. Cool down before deciding whether anything needs to be said.

2

DON'T SEND

Posting someone else's embarrassing moment can hurt them and spread beyond your control.

3

REWRITE

Address the problem calmly and privately instead of broadcasting an accusation.

4

DON'T SEND

Home/location details and unsupervised plans are private safety information.

5

SEND

It is kind, specific, and safe.

6

REWRITE

Frustration is real, but insults are not a useful way to solve a game conflict.

7

SEND

A sincere apology takes responsibility and helps repair harm.

8

DON'T SEND

Passwords should stay private.

9

PAUSE

Strong emotion is a signal to wait before posting anything public.

Talk About It

- Which messages were hardest to classify - and why?
- How can a message change when you read it while angry?
- What can you do if you already sent something you regret?