

LESSON PLAN

Trainer: _____ Course: Basic Digital Skills

Modules: 4 – Using Email Basics

Location: _____ Date: _____

Number of Learners: _____ Week Number: 3

Previous Knowledge of the Topic: Basic

Aims of the Lesson:

To introduce the Learner to using Email basics and how to communicate using different features in the package.

Objectives and Learning Outcomes:

At the end of the session the Learners will have a good understanding relating to the basic features of using Email to communicate. They will be able to communicate effectively with others using a range of facilities available.

Assessment Methods

Ongoing exercises, Questions and answers

Promotion of Equality, Diversity and Every Learner Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Learners' Activities</i>	<i>Trainer Notes</i>
Introduction to Session	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Using Email Basic Facilities 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of what is going to be covered during the session
Module 4 Using Email Basics	<ul style="list-style-type: none"> • Learn how to create an Email account • Understand what the different folders are used for • Learn how to use the basic features of the Email software 	<ul style="list-style-type: none"> • Start up laptops • Activate Google Chrome • Practical Activities 	<ul style="list-style-type: none"> • Slide 45 or 48 – Learner Activity or • Slide 49 or 53 – Learner Activity <p>(This depends on what Email client is set up)</p>
Session Recap	<ul style="list-style-type: none"> • Recap of what has been covered during session • Question Session 	<ul style="list-style-type: none"> • Answering Questions 	<ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ What are Emails used for ➤ How do you send an Email