

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