

# LESSON PLAN

Trainer: \_\_\_\_\_ Course: Basic Digital Skills

Modules: 9 – Using Social Media

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Learners: \_\_\_\_\_ Week Number: 6

Previous Knowledge of the Topic: Basic

## **Aims of the Lesson:**

*To introduce the Learner to and be made aware of the different types of social media that can be used.*

## **Objectives and Learning Outcomes:**

*At the end of the session the Learners will have a good understanding of how to use the online facility to apply for jobs online, and have a good awareness of how to use some of the most common features in some of the most commonly used pieces of social media software.*

## **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 social media</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 9 Using Social Media</b>	<ul style="list-style-type: none"> <li>• Understand how to create a Facebook account</li> <li>• Understand how to find a friend</li> <li>• Understand how to post a message</li> <li>• Understand how to upload a picture</li> <li>• How to set privacy options</li> <li>• Understand how to create a Twitter account</li> <li>• Understand how to follow a friend</li> <li>• Understand how to tweet</li> </ul>	<ul style="list-style-type: none"> <li>• Activate Google Chrome</li> <li>• Practical Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Slide 209 – Types of social media</li> <li>• Slide 210 to 213 – Create a Facebook account</li> <li>• Slide 214 – Add profile picture</li> <li>• Slide 215 to 217 – Add a friend</li> <li>• Slide 218 to 219 – Create a post</li> <li>• Slide 220 to 221 – Upload a picture</li> <li>• Slide 222 to 226 – Set privacy options</li> <li>• Slide 227 – Golden rules</li> <li>• Slide 228 Housing Associations social media</li> </ul>
<b>Module 9 Using Social Media</b>	<ul style="list-style-type: none"> <li>• Understand how to create a Twitter account</li> <li>• Understand how to follow a friend</li> <li>• Understand how to tweet</li> </ul>	<ul style="list-style-type: none"> <li>• Activate Google Chrome</li> <li>• Practical Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Slide 229 to 232 – Create a Twitter account</li> <li>• Slide 233 – Twitter Language</li> <li>• Slide 234 – The Home page</li> <li>• Slide 235 to 236 – Posting a tweet</li> <li>• Slide 237 – Learner activity</li> <li>• Slide 238 to 239 – Following people</li> <li>• Slide 240 – Tips and tricks</li> </ul>

<b>Session Recap</b>	<ul style="list-style-type: none"><li>• <b>Recap of what has been covered during session</b></li><li>• <b>Question Session</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Answering Questions</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Questions</b><ul style="list-style-type: none"><li>➤ <b>What is Facebook used for</b></li><li>➤ <b>What is Twitter used for</b></li></ul></li></ul>
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