

LESSON PLAN

Trainer: _____ Course: Basic Digital Skills

Modules: 10 – Introduction to Skype

Location: _____ Date: _____

Number of Learners: _____ Week Number: 7

Previous Knowledge of the Topic: Basic

Aims of the Lesson:

To introduce the Learner to using basic Skype features.

Objectives and Learning Outcomes:

At the end of the session the Learners will have a good understanding relating to the basic features of Skype and shown how to communicate using the 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>
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 Skype 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 10 Introduction to Skype	<ul style="list-style-type: none"> • How to create a Skype Account • How to make a Skype Call 	<ul style="list-style-type: none"> • Answering Questions • Practical Activities 	<ul style="list-style-type: none"> • Slide 243 – Learner Questions • Slide – 244 Learner Questions • Slide 245 – Learner Activity • Slides 246 to 252 – Creating a Skype account • Slide 253 - Testing sound • Slide 254 – Find a friend • Slide 255 – Call a friend
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 is Skype used for