

Class 2 – Email - Lesson Plan (2 hours approx.)



Welcome and Introduction

Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none"> Give your learner an idea about what they will be doing 	<ul style="list-style-type: none"> Check with your learner that they are comfortable with what they have learnt so far Address any questions they may have Outline the goals for this session <ul style="list-style-type: none"> Setting up an email address Sending and receiving an email Sending an email with an attachment <p>Refresher Exercise</p> <ul style="list-style-type: none"> Explore a website e.g. www.rte.ie 	<p>Prompt: As your learner explores remind them of the terms they covered last week e.g. Internet, World Wide Web, browser, web address, link, browser buttons (back, forward)</p>

Introduction to Email



Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none"> Set up a Gmail account 	<ul style="list-style-type: none"> Introduce your learner to email. Explain what it is and what you can do with it Explain that just like a house address everyone has a unique email address and that you have to register this address so that you can send and receive mail Explain the steps of creating a Gmail account Explain that they will need to do this <u>only once</u> and after that they will just need to log in 	<ul style="list-style-type: none"> Getting Started book page 36-38 <p>Hint: When the Gmail account has been set up, ask your learner to write their Username & Password into the back of the Getting Started book</p>

- Ask your learner to log in to Gmail
- When Gmail opens explain the Gmail window and tell them they will be creating and sending their first email
- Explain the steps of creating & sending an email
- Exercise. Send an email to gettingstarted@ageaction.ie
- Show your learner how to view their sent emails.
- Explain how to log out of Gmail
- Log out of Gmail

Sending & Receiving Emails - Attachments



Goals

- Familiarise your learner with checking their Inbox
- Help your learner to add an attachment to an email

Suggested Actions

- Re-cap on what you have covered and ensure your learner is comfortable
- Ask your learner if they have any questions
- Advise your learner that they will now be checking to see if they have new mail and learning how to open an email
- Ask your learner to open up their Gmail account
- Explain how to open the Inbox. Have they received any mail?
- Show them how to open a received email
- Explain how to get back to the Inbox
- **Exercise**
[Send an email to a classmate](#)

Resources/Notes

- Getting Started book page 39/40

Ask your classmates if they have set up their email address yes. If they have, get their address and send them an email.

- Add an attachment to an email. Explain to your learner that they may want to send a photo to someone.
- Go through the steps for adding attachments.
- **Exercise**
Attach a picture from the **My Pictures** folder to an email and send it to another learner in the room. Did they get it? Did they reply?

Wrap Up



Goals

- Check if your learner is comfortable with what they have learnt

Suggested Actions

- Go through what you and your learner have covered in this class
- Remind your learner of the day and time of next class

Resources/Notes

Remember:

Praise the hard work and identify what your learner has achieved today