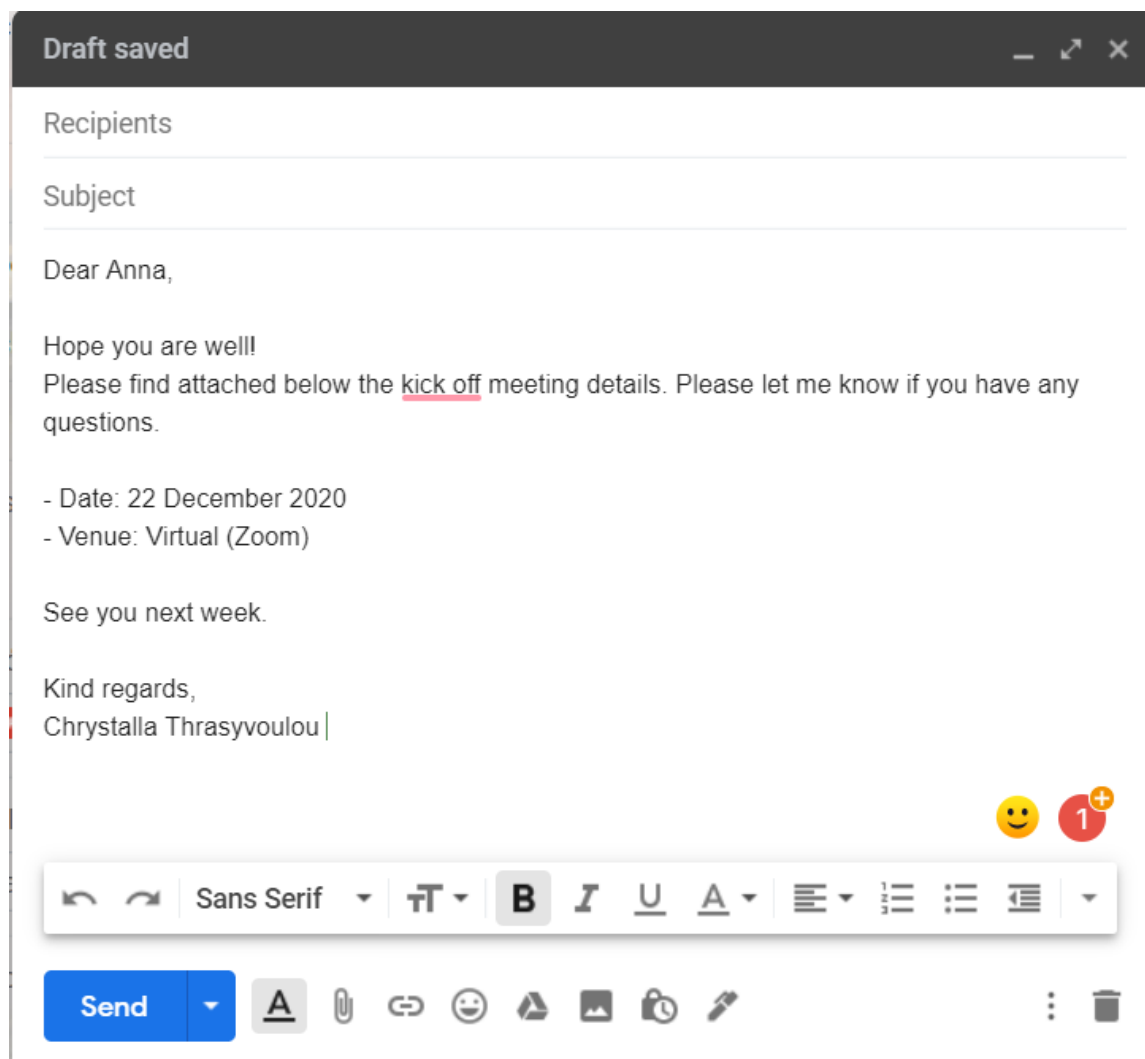


## Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

<b>Module Name: Digital Competences</b>	
<b>Topic 2 Title: Google E-mail - Gmail</b>	
<b>Lesson Plan 11 – Compose and send emails</b>	
<b>Duration: 60 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information how to compose and send an e-mail.
<b>Target Group</b>	Adults (especially women)
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>• Classroom</li> <li>• Internet access</li> <li>• Projector</li> <li>• White board</li> </ul>
<b>Tools/ Materials</b>	<ul style="list-style-type: none"> <li>• Handout 1</li> <li>• Handout 2</li> <li>• Handout 3</li> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Introduction how to compose an e-mail</b></p> <p>1.1 All students should copy and paste this e-mail template to their e-mail <b><u>(see Handout 1)</u></b> (15 mins)</p> <p style="text-align: center;"><b>2. Task 2: Compose an e-mail</b></p> <p>2.1 All students should add the recipients and subject <b><u>(see Handout 2)</u></b>(10 mins)</p> <p>2.2 All students should make the font changes to the e-mail content <b><u>(see Handout 3)</u></b> (10 mins)</p> <p style="text-align: center;"><b>3. Task 3: Send an e-mail (10 mins)</b></p>

	<b>4. Task 4: Wrap-up (10 mins)</b>
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## HANDOUT 1: Introduction how to compose an e-mail



## HANDOUT 2: Compose an e-mail

Draft saved

To

Cc  | Bcc

Kick off meeting Details

Dear Anna,


Hope you are well!

Please find attached below the kick off meeting details. Please let me know if you have any questions.

- Date: 22 December 2020
- Venue: Virtual (Zoom)

See you next week.

Kind regards,  
Chrystalla Thrasyvoulou



## HANDOUT 3: Compose an e-mail

Kick off meeting details
— ↗ ✕

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Chrystalla Thrasyvoulou (emphasyscentre.com) 1 more

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Kick off meeting details

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Dear Anna,



Hope you are well!

Please find attached below the kick-off meeting details. Please let me know if you have any questions.

**- Date: 22 December 2020**  
**- Venue: Virtual (Zoom)**

See you next week.

Kind regards,  
Chrystalla Thrasyvoulou |

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