

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

Module Name: Digital Competences	
Topic 2 Title: Google E-mail - Gmail	
Lesson Plan 12 – Reply and forward e-mails	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to reply and forward an email.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	<ul style="list-style-type: none"> • Handout 1 • Handout 2 • Handout 3 • Handout 4 • Handout 5 • Handout 6
Main Tasks	<p>1. Task 1: Introduction</p> <p>1.1 Adult trainers need to send to all students’ email account the following email <u>(see Handout 1)</u> (10 mins)</p> <p>1.2 Adult trainers need to explain to students how to reply to e-mails (15 mins)</p>

	<p>1.3 All students need to reply to this e-mail and introduce themselves (see Handout 2) (15 mins)</p> <p>2. Task 2: Reply to an email</p> <p>2.1 Adult trainers need to send to all students' email account the following email (see Handout 3) (10 mins)</p> <p>2.2 All students should reply to all recipients to this email (see Handout 4) (15 mins)</p> <p>3. Task 3: Forward an email</p> <p>3.1 Adult trainers need to send to all students' email account the following email (see Handout 5) (10 mins)</p> <p>3.2 All students should forward the email to the following address: chrystalla@emphasyscentre.com (see Handout 6) (15 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: Introduction

First email Inbox x

Chrystalla Thrasylvoulou <chrystallaa.th@gmail.com>

to me ▾

Hello FINE2WORK,

Hope you are well!
This is our first email.

Kind regards,
Chrystalla T.

Got it, thanks!

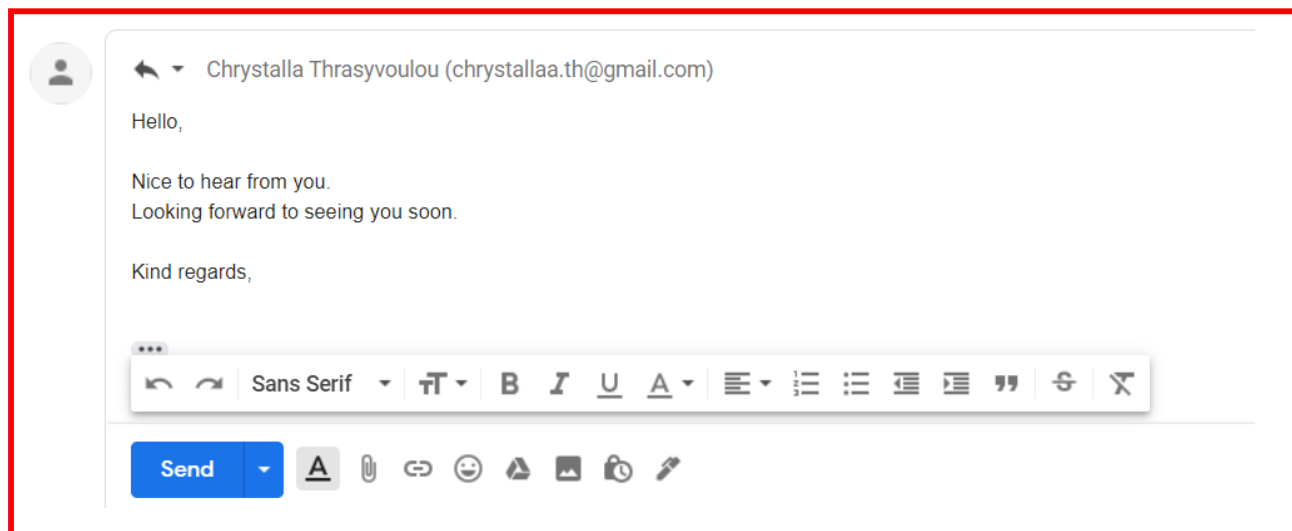
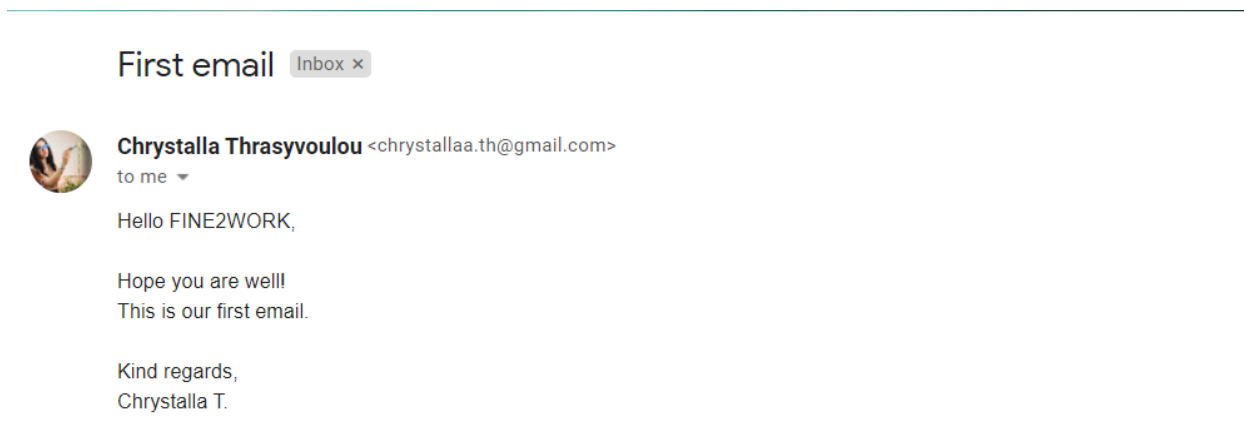
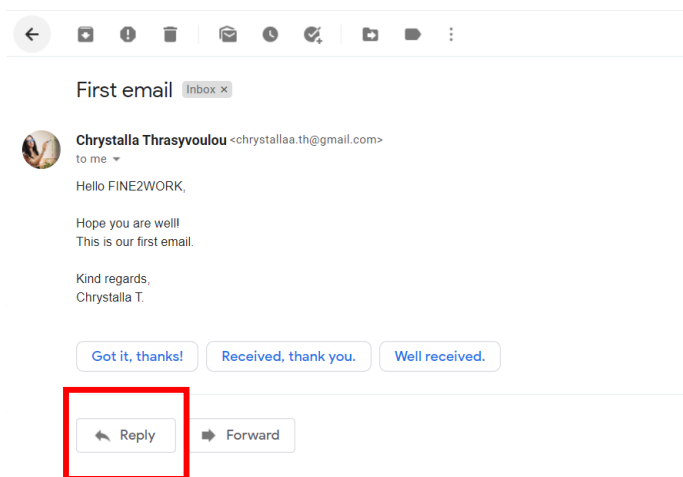
Received, thank you.

Well received.

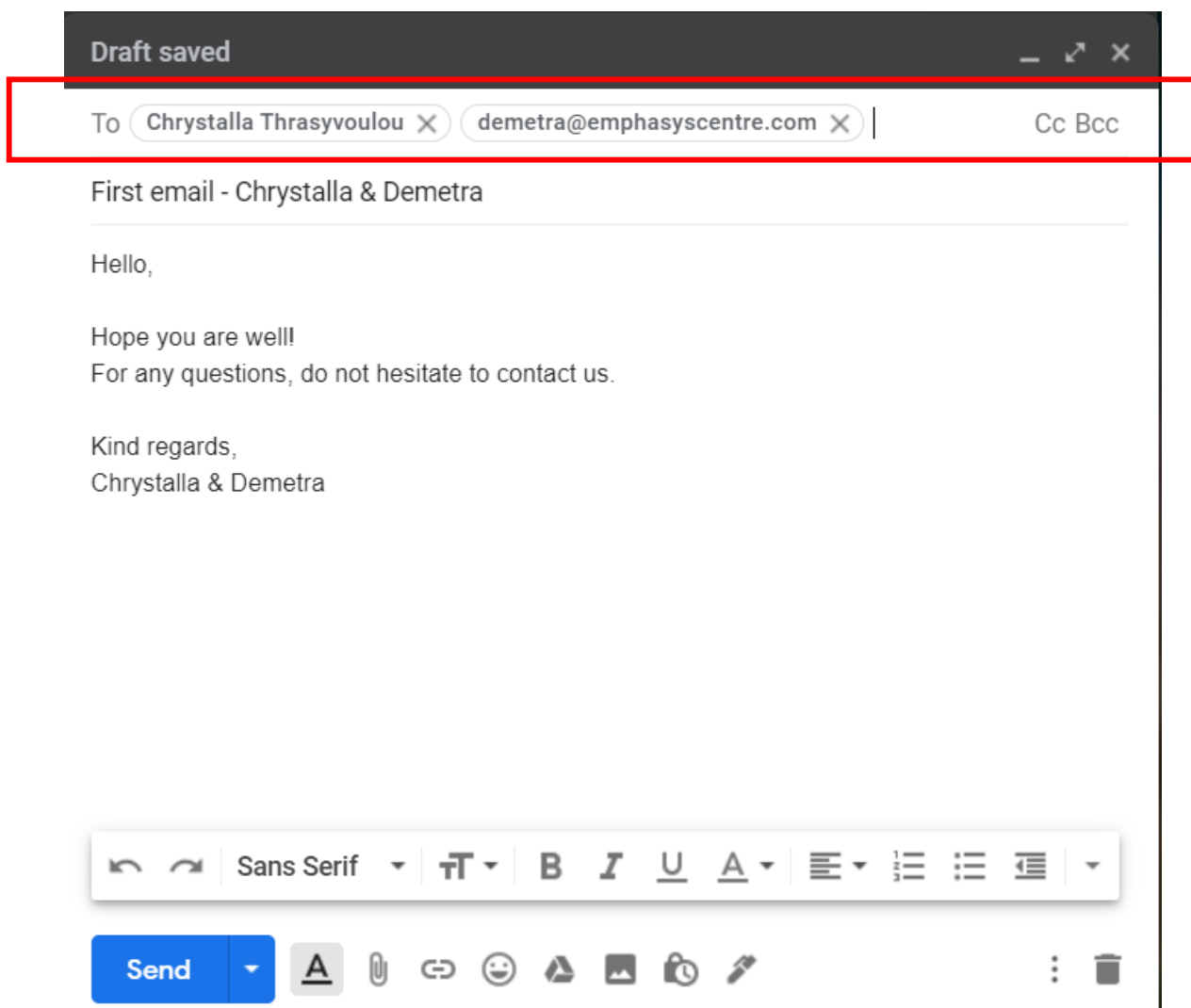
↩ Reply

➡ Forward

HANDOUT 2: Reply to an e-mail



HANDOUT 3: Reply all into an email



The screenshot shows an email draft window with a dark header bar that says "Draft saved" and window control icons. Below the header, the "To" field is highlighted with a red rectangular box. It contains two email addresses: "Chrystalla Thrasyvoulou" and "demetra@emphasyscentre.com", each with a close button (X). To the right of the "To" field are "Cc" and "Bcc" labels. The main body of the email contains the following text:

First email - Chrystalla & Demetra



Hello,


Hope you are well!
For any questions, do not hesitate to contact us.

Kind regards,
Chrystalla & Demetra

At the bottom, there is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, and a trash icon. Below the toolbar is a blue "Send" button and a row of icons for text color, attachments, links, emojis, images, videos, and a trash icon.

HANDOUT 3: Reply all into an email




First email Inbox x  



 **FINE2WORK Project**
to Chrystalla ▾ 14:26 (0 minutes ago) ☆ ↶ ⋮


Hello,

Hope you are well!
For any questions, do not hesitate to contact us.

Kind regards,
Chrystalla & Demetra

 Reply  **Reply to all**  Forward




First email Inbox x  

 **FINE2WORK Project**
to Chrystalla ▾ 14:26 (0 minutes ago) ☆ ↶ ⋮

Hello,

Hope you are well!
For any questions, do not hesitate to contact us.

Kind regards,
Chrystalla & Demetra


























  FINE2WORK Project (fine2workproject@gmail.com), Chrystalla Thrasyvoulou (emphasyscentre.com) 





















Hello,



Okay, thank you!

Best regards!

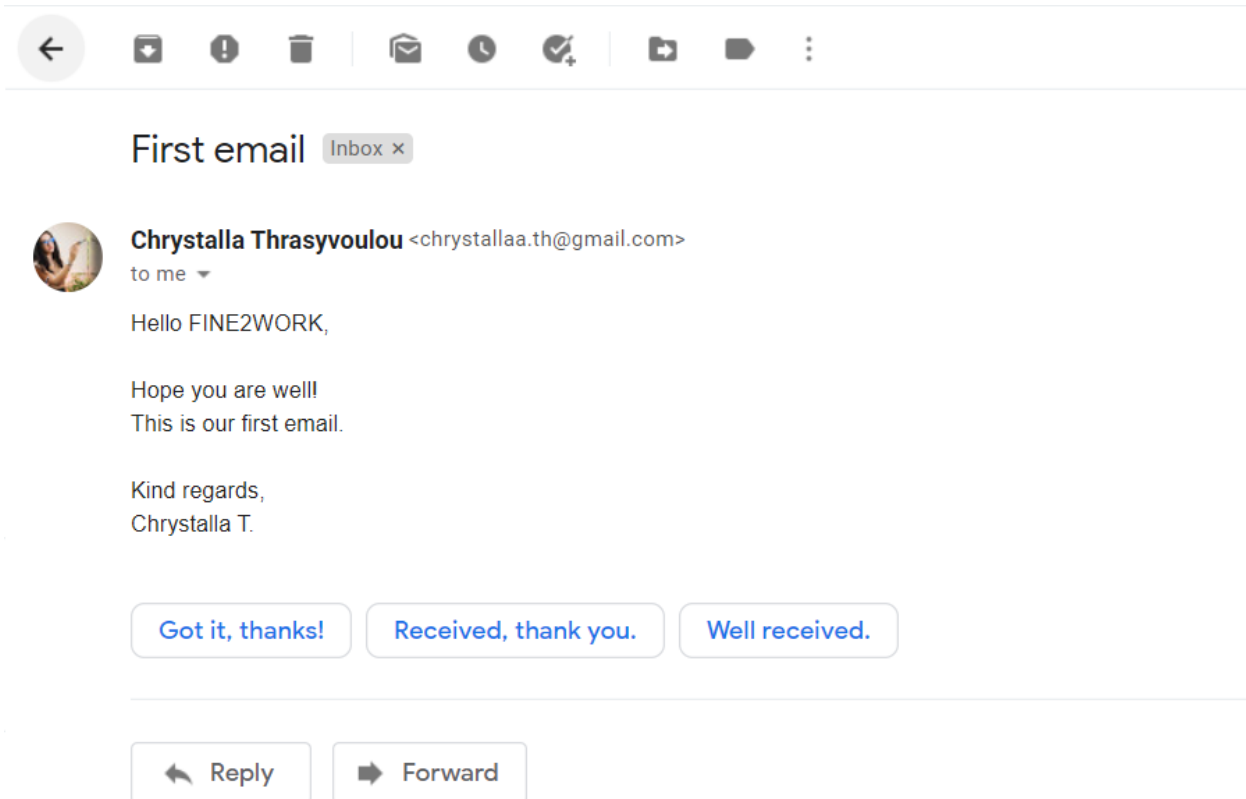
...

  Sans Serif ▾                       

 Send ▾                   

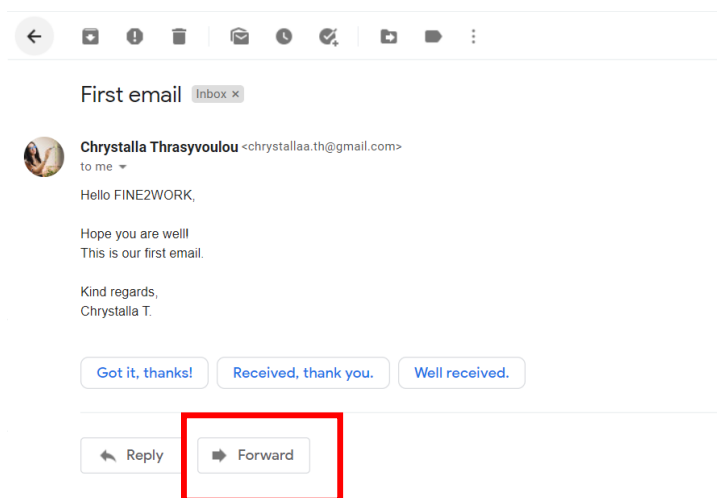
 

HANDOUT 5: Forward an e-mail




The screenshot shows an email client interface. At the top, there is a toolbar with icons for back, download, warning, delete, mail, clock, checkmark, share, and a menu. Below the toolbar, the email is titled "First email" with a tab labeled "Inbox x". The sender is "Chrystalla Thrasylvoulou <chrystallaa.th@gmail.com>" with a profile picture and "to me" with a dropdown arrow. The email body contains the text: "Hello FINE2WORK, Hope you are well! This is our first email. Kind regards, Chrystalla T." Below the email body, there are three buttons: "Got it, thanks!", "Received, thank you.", and "Well received.". At the bottom, there are two buttons: "Reply" and "Forward".

HANDOUT 6: Forward an e-mail



First email Inbox x

 **Chrystalla Thrasylvoulou** <chrystallaa.th@gmail.com>
to me ▾

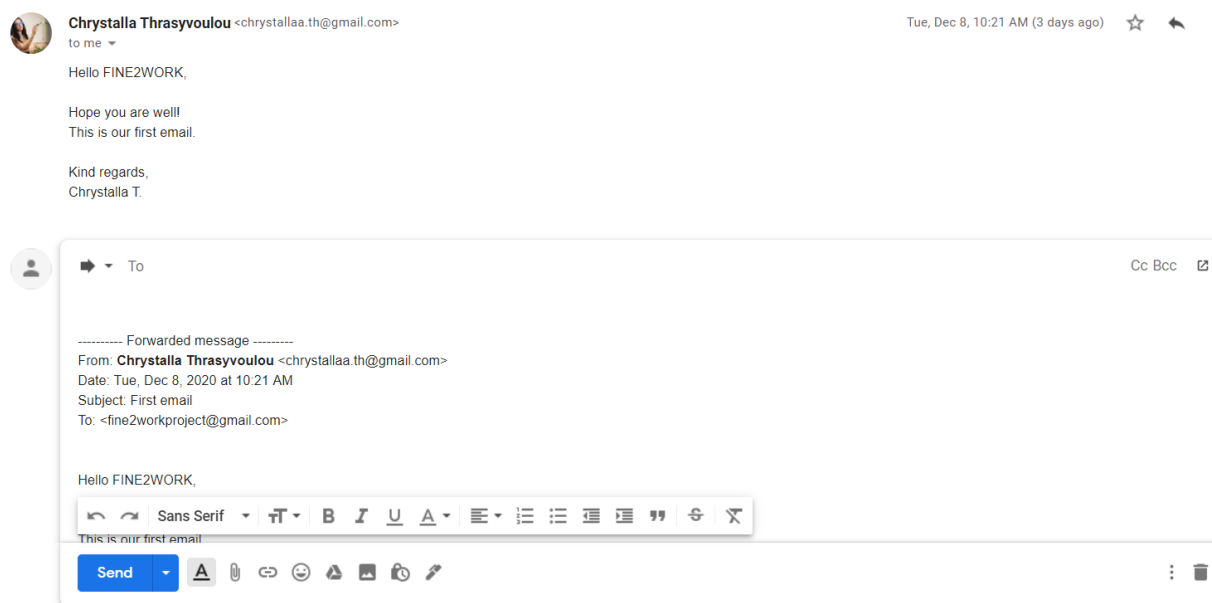
Hello FINE2WORK,


Hope you are well!
This is our first email.

Kind regards,
Chrystalla T.

[Got it, thanks!](#) [Received, thank you.](#) [Well received.](#)

[Reply](#) [Forward](#)



 **Chrystalla Thrasylvoulou** <chrystallaa.th@gmail.com>
to me ▾ Tue, Dec 8, 10:21 AM (3 days ago) ☆ ↶ ⋮

Hello FINE2WORK,

Hope you are well!
This is our first email.

Kind regards,
Chrystalla T.

To Cc Bcc

----- Forwarded message -----
From: **Chrystalla Thrasylvoulou** <chrystallaa.th@gmail.com>
Date: Tue, Dec 8, 2020 at 10:21 AM
Subject: First email
To: <fine2workproject@gmail.com>

Hello FINE2WORK,

This is our first email

[Send](#)