

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

<b>Module Name: Digital Competences</b>	
<b>Topic 3 Title: Online file storage – Google Drive</b>	
<b>Lesson Plan 39 – Share and present a Google Presentation</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information for adult learners how to share and present a Google Presentation.
<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>	
<b>Main Tasks</b>	<p><b>1. Task 1: Open a Google Presentation</b></p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Presentation exercise 1' <b>(10 mins)</b></p> <p><b>2. Task 2: Understand how to share the Google Document</b></p> <p>2.1 Adult trainers should show the students how to share Google documents <b>(15 mins)</b></p> <p>2.2 All students should share the document with their trainer: <a href="mailto:chrystalla@emphasyscentre.com">chrystalla@emphasyscentre.com</a> <b>(25 mins)</b></p> <p>2.3 All students should send a sharable link via e-mail to their colleagues in the classroom <b>(25 mins)</b></p>

	<p><b>3. Task 3: Understand how to present the Google Document</b></p> <p>3.1 Adult trainers should show the students how to present the Google documents <b>(15 mins)</b></p> <p>3.2 All students should start the presentation <b>(15 mins)</b></p> <p><b>4. Task 4: Wrap-up (10 mins)</b></p>
--	--

