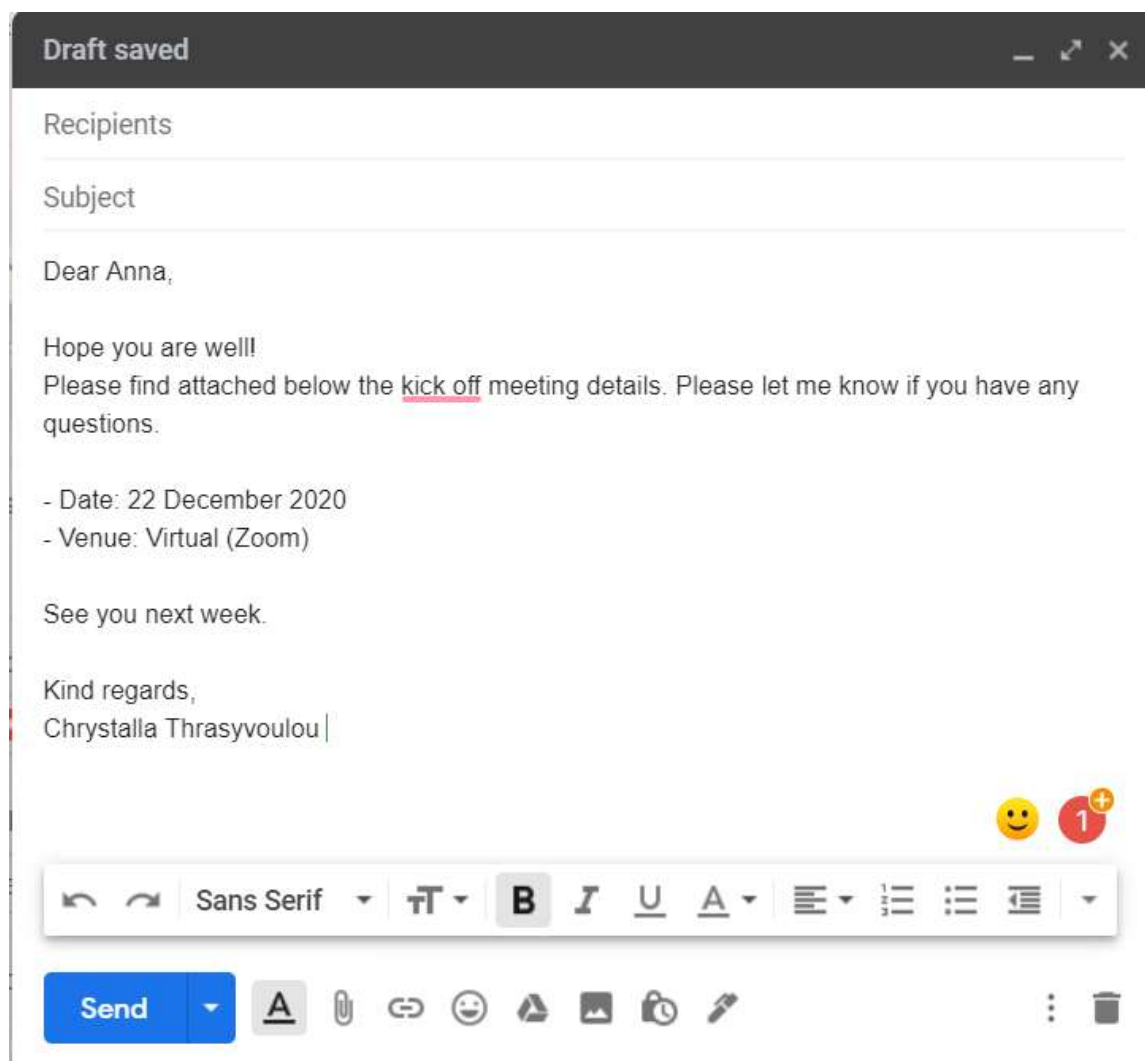


Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Digital Competences	
Topic 2 Title: Google E-mail - Gmail	
Lesson Plan 11 – Compose and send emails	
Duration: 60 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to compose and send an e-mail.
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
Main Tasks	<p>1. Task 1: Introduction how to compose an e-mail</p> <p>1.1 All students should copy and paste this e-mail template to their e-mail (see Handout 1) (15 mins)</p> <p style="text-align: center;">2. Task 2: Compose an e-mail</p> <p>2.1 All students should add the recipients and subject (see Handout 2) (10 mins)</p> <p>2.2 All students should make the font changes to the e-mail content (see Handout 3) (10 mins)</p> <p style="text-align: center;">3. Task 3: Send an e-mail (10 mins)</p>

	4. Task 4: Wrap-up (10 mins)
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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



Chrystalla Thrasyvoulou (emphasyscentre.com) 1 more

Kick off meeting details

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