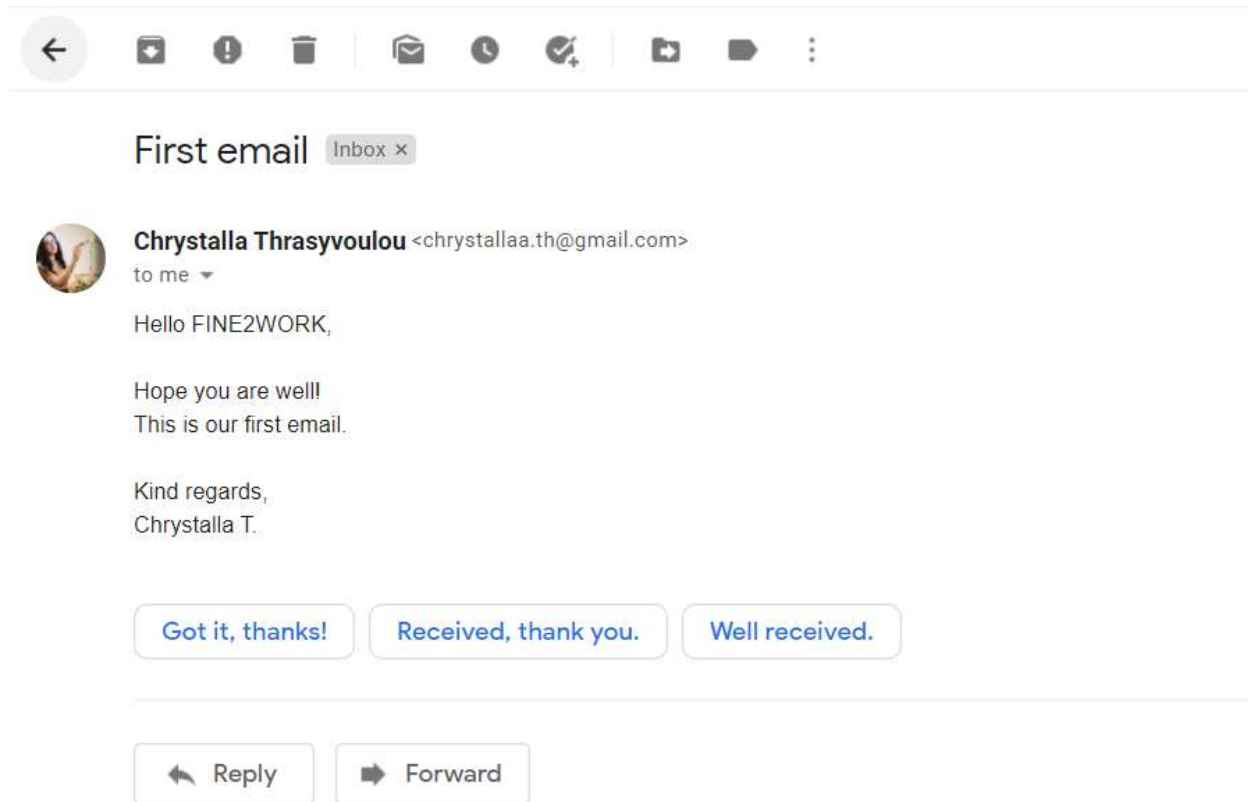


## Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

<b>Module Name: Digital Competences</b>	
<b>Topic 2 Title: Google E-mail - Gmail</b>	
<b>Lesson Plan 12 – Reply and forward e-mails</b>	
<b>Duration: 90 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is to provide all the necessary information how to reply and forward an email.
<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> <li>• Handout 4</li> <li>• Handout 5</li> <li>• Handout 6</li> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Introduction</b></p> <p>1.1 Adult trainers need to send to all students’ email account the following email <b>(see Handout 1) (10 mins)</b></p> <p>1.2 Adult trainers need to explain to students how to reply to e-mails <b>(15 mins)</b></p>

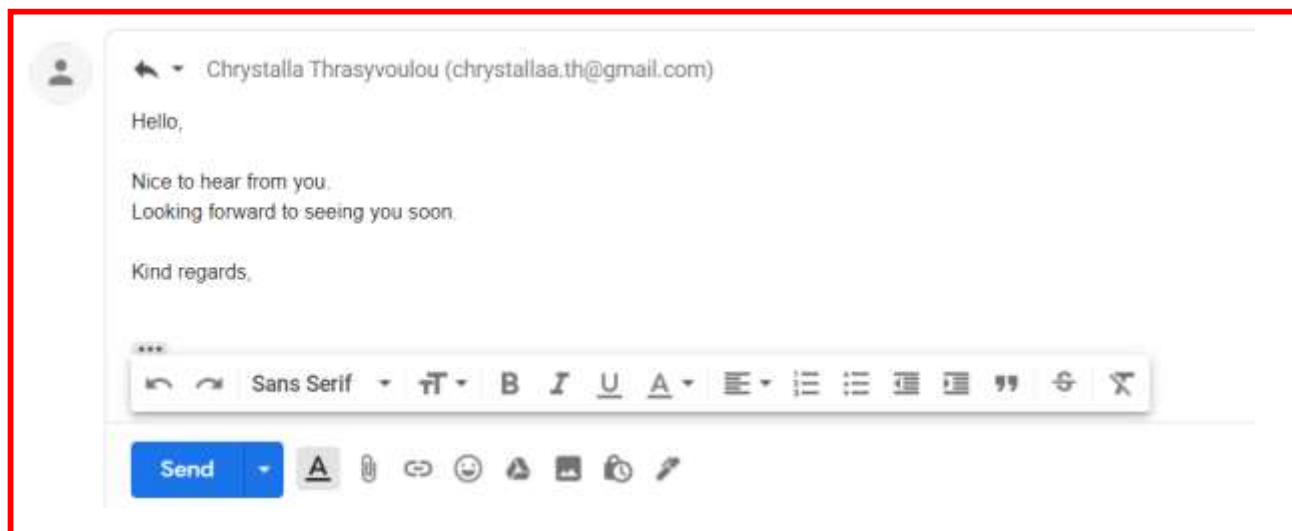
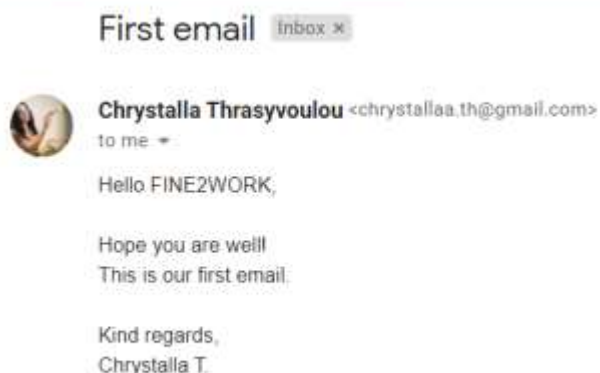
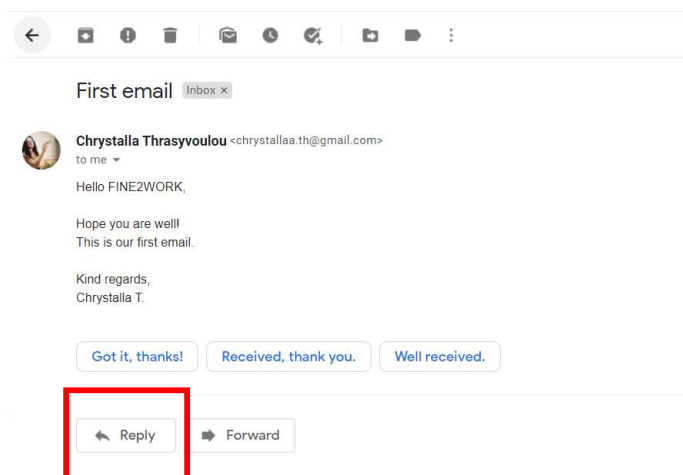
	<p>1.3 All students need to reply to this e-mail and introduce themselves <b>(see Handout 2) (15 mins)</b></p> <p><b>2. Task 2: Reply to an email</b></p> <p>2.1 Adult trainers need to send to all students' email account the following email <b>(see Handout 3) (10 mins)</b></p> <p>2.2 All students should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

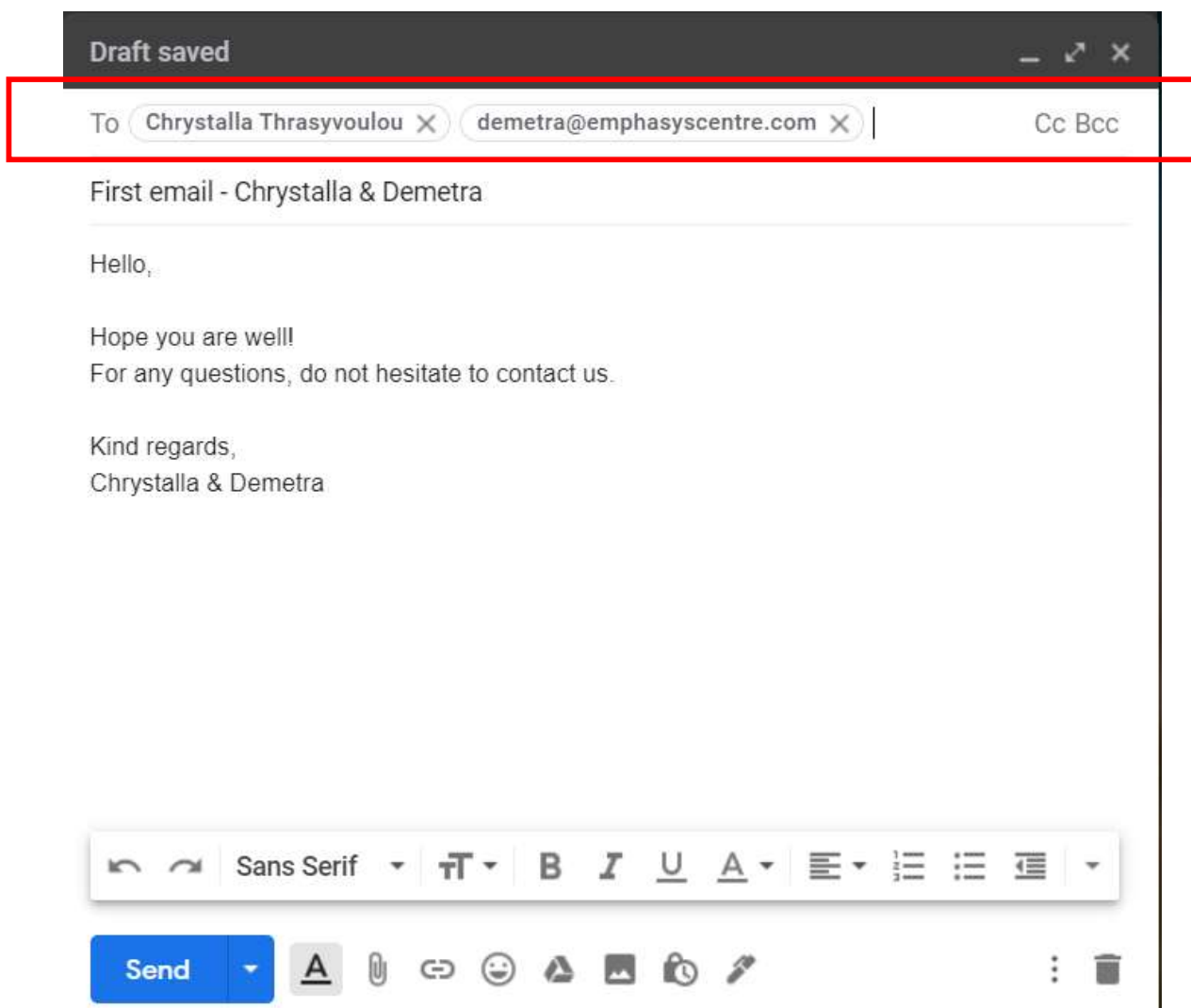


The screenshot shows an email client interface. At the top, there is a toolbar with icons for back, add, alert, delete, mail, clock, checkmark, forward, and a menu. Below the toolbar, the email is titled "First email" with a tab labeled "Inbox x". The sender is "Chrystalla Thrasylvoulou <chrystallaa.th@gmail.com>" with a profile picture and "to me" indicated. The email body contains the following text: "Hello FINE2WORK, Hope you are well! This is our first email. Kind regards, Chrystalla T." Below the email body, there are three response buttons: "Got it, thanks!", "Received, thank you.", and "Well received.". At the bottom, there are two action buttons: "Reply" and "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, a red rectangular box highlights the "To" field, which 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,

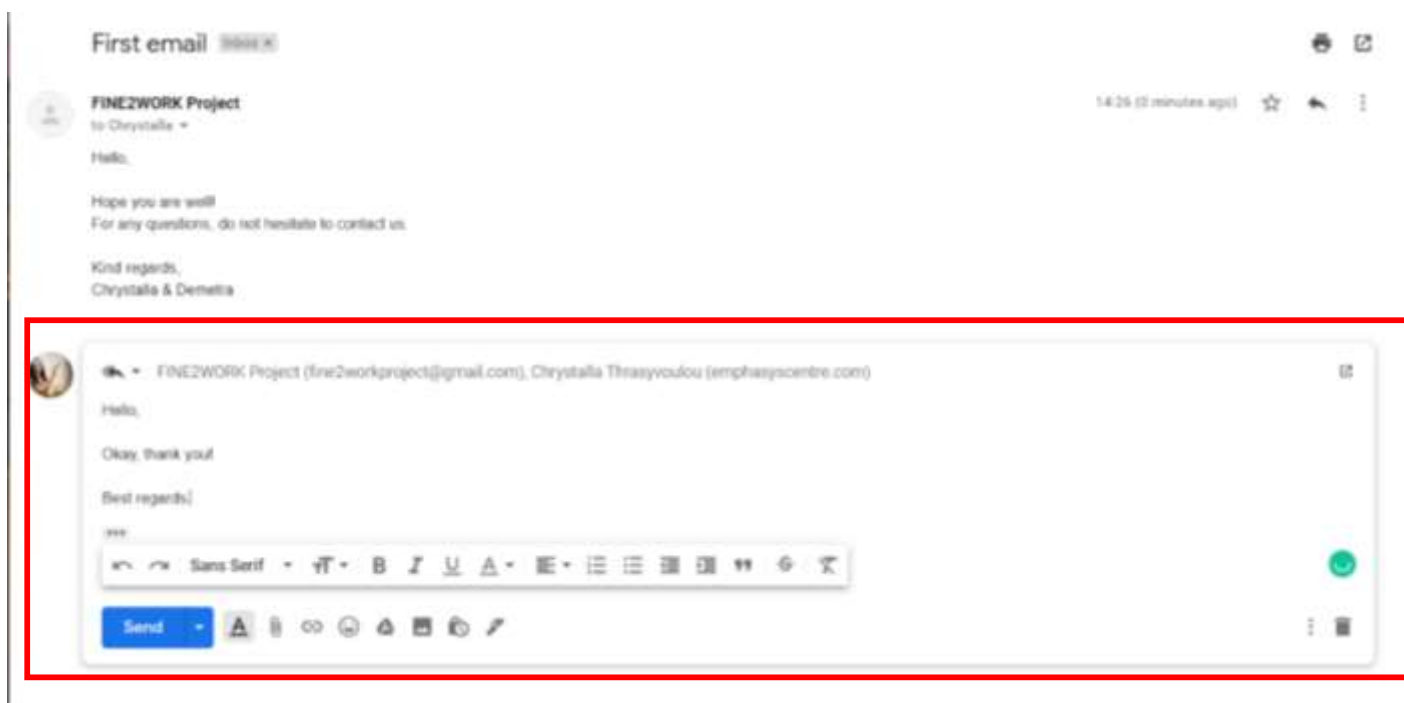
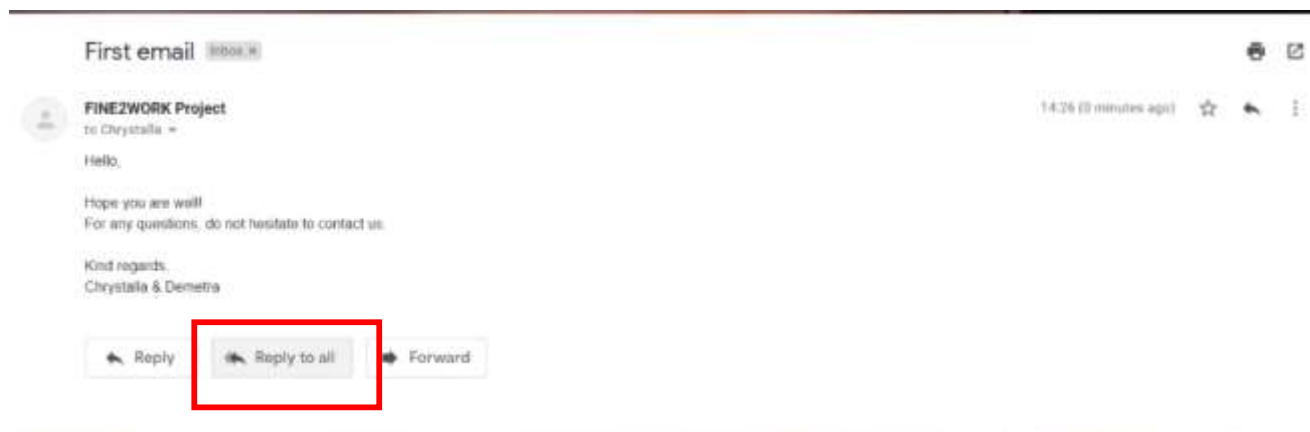
Hope you are well!

For any questions, do not hesitate to contact us.

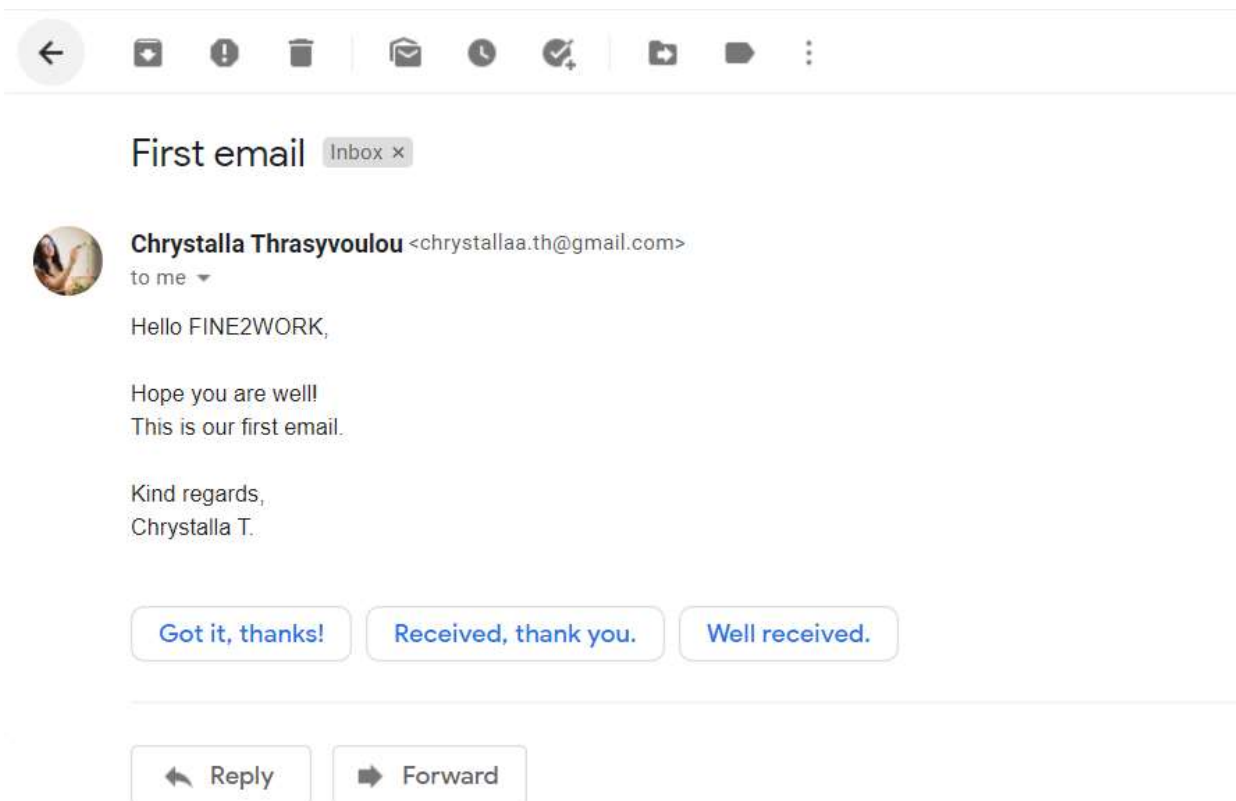
Kind regards,  
Chrystalla & Demetra

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, 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, insert image, insert video, insert audio, and a trash icon.

## HANDOUT 3: Reply all into an email



## HANDOUT 5: Forward an e-mail



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

## HANDOUT 6: Forward an e-mail

