

## 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 13 – Create/Edit/Remove a label</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 create and remove a label, and how to move e-mails into labels.
<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> </ul>
<b>Main Tasks</b>	<p><b>1. Task 1: Introduction to labels</b></p> <p>1.1 Start the lesson with the video <a href="https://www.youtube.com/watch?v=viwIsCiTzDE&amp;ab_channel=WhenTheBleepAreWeGoingtoUseThat%21">https://www.youtube.com/watch?v=viwIsCiTzDE&amp;ab_channel=WhenTheBleepAreWeGoingtoUseThat%21</a> (2 mins)</p> <p>1.2 Discussion questions for the video (15 mins)</p> <ul style="list-style-type: none"> <li>• What Gmail label is</li> <li>• How Gmail label works</li> <li>• Advantages of Gmail label</li> </ul> <p><b>2. Task 2: Create labels</b></p>

	<p>2.1 All students need to create 3 labels named 'Work', 'Family', 'Personal' (<b>see Handout 1</b>) (25 mins)</p> <p><b>3. Task 3: Move e-mails into labels</b></p> <p>3.1 Adult trainers need to show to the students how to move emails into labels (20 mins)</p> <p>3.2 All students should move emails into the three labels (20 mins)</p> <p><b>4. Task 4: Remove a label (10 mins)</b></p> <p>4.1 All students should remove the label 'Personal' (15 mins)</p> <p><b>5. Task 5: Wrap-up (10 mins)</b></p>
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## HANDOUT 1: Create labels

LABEL 1:

‘Work’

LABEL 2:

‘Family’

LABEL 3:

‘Personal’