

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 14 – Send a file as an attachment in an e-mail and download an attachment from an e-mail	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to send a file as attachment in an e-mail and how to download an attachment from an e-mail.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/ Materials	
Main Tasks	<p>1. Task 1: Compose an e-mail</p> <p>1.1 All students should compose a new e-mail (10 mins)</p> <p>2. Task 2: Send a file as an attachment</p> <p>2.1 Adult trainers should show the students how to send a files as attachments (15 mins)</p> <p>2.2 Adult trainers should create three attachments in a ‘Word Document’ as samples for the students and named them ‘Attachment 1’, ‘Attachment 2’ and ‘Attachment 3’ (10 mins)</p>

	<p>2.3 All students should add a file that is located into 'My Documents' folder as an attachment to the e-mail (named 'Attachment 1') (15 mins)</p> <p>3. Task 3: Send files as attachments</p> <p>2.3 All students should add two file that are located into 'My Documents' folder as an attachment to the e-mail (named 'Attachment 2' & 'Attachment 3') (20 mins)</p> <p>4. Task 4: Download an attachment from an e-mail</p> <p>4.1 Adult trainers should send an e-mail to all students with an attachment (15 mins)</p> <p>4.2 Adult trainers need to show to the students how to download an attachment from an e-mail (20 mins)</p> <p>4.3 All students should download the attachment from the e-mail (15 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
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