

## 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 7 – Introduction to Google E-mail - Gmail</b>	
<b>Duration: 70 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is an introduction session to Google E-mail (Gmail). At the end of this session students will understand what Gmail is, how Gmail works, how to recognize a Gmail account and the benefits of Gmail.
<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 Google E-mail – Gmail</b></p> <p>1.1 Start this task with a video for the learners to understand what Gmail is <a href="https://www.youtube.com/watch?v=4EeY4WEbgYs&amp;ab_channel=Mashable">https://www.youtube.com/watch?v=4EeY4WEbgYs&amp;ab_channel=Mashable</a> <b>(2 mins)</b></p> <p>1.2 Discussion questions for the video <b>(15 mins)</b></p> <ul style="list-style-type: none"> <li>• What Gmail is</li> <li>• How Gmail works</li> <li>• Recognize a Gmail account</li> </ul> <p>1.3 Provide a A4 paper <b>(see handout 1)</b> to all students with different email accounts <b>(5 mins)</b></p>

	<p>1.4 Students need to recognize which of them are Gmail accounts <b>(15 mins)</b></p> <p>1.5 Discuss the results with the whole class <b>(10 mins)</b></p> <p><b>2. Task 2: Advantages of Google Email (Gmail)</b></p> <p>2.1 Discuss with the whole class the benefits of Google Email (Gmail) <b>(15 mins)</b></p> <ul style="list-style-type: none"><li>• Storage space: Google Email offers a huge storage space</li><li>• Online access anywhere</li><li>• Synchronisation with Android</li><li>• Easy search through emails</li><li>• Organisation of emails: Users can create folders to keep their emails organised</li></ul> <p><b>3. Task 3: Wrap-up (10 mins)</b></p>
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## HANDOUT 1: Introduction to Google E-mail - Gmail

