

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

Module Name: Digital Competences	
Topic 3 Title: Online file storage – Google Drive	
Lesson Plan 39 – Share and present a Google Presentation	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information for adult learners how to share and present a Google Presentation.
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: Open a Google Presentation</p> <p>1.1 All students should open the Google Presentation named 'FINE2WORK Training – Presentation exercise 1' (10 mins)</p> <p>2. Task 2: Understand how to share the Google Document</p> <p>2.1 Adult trainers should show the students how to share Google documents (15 mins)</p> <p>2.2 All students should share the document with their trainer: chrystalla@emphasyscentre.com (25 mins)</p> <p>2.3 All students should send a sharable link via e-mail to their colleagues in the classroom (25 mins)</p>

	<p>3. Task 3: Understand how to present the Google Document</p> <p>3.1 Adult trainers should show the students how to present the Google documents (15 mins)</p> <p>3.2 All students should start the presentation (15 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
--	--