

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

<b>Module Name: Digital Competences</b>	
<b>Topic 3 Title: Online file storage – Google Drive</b>	
<b>Lesson Plan 40 – Introduction to Google Forms</b>	
<b>Duration: 60 minutes</b>	
<b>Aim</b>	The main goal of this lesson plan is an introduction session to Google Forms.
<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>	
<b>Main Tasks</b>	<p><b>1. Task 1: Introduction to Google Forms</b></p> <p>1.1 Start this task with a video for the learners to understand what Google Forms is <a href="https://www.youtube.com/watch?v=sP3ITgz2Hkl&amp;ab_channel=TechisEasy">https://www.youtube.com/watch?v=sP3ITgz2Hkl&amp;ab_channel=TechisEasy</a> <b>(5 mins)</b></p> <p>1.2 Discussion questions for the video <b>(25 mins)</b></p> <ul style="list-style-type: none"> <li>• What Google Forms is</li> <li>• How Google Forms works</li> <li>• The main advantages of Google Forms</li> </ul> <p><b>2. Task 2: How to log in to Google Forms (10 mins)</b></p> <p><b>3. Task 3: Wrap-up (10 mins)</b></p>