

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 2 – Gmail navigation	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how sign in/sign out of Gmail and how to navigate into Gmail.
Target Group	Adults (seniors)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Projector ● White board
Tools/ Materials	
Main Tasks	<p>1. Task 1: Introduction to Gmail</p> <p>1.1 Start the lesson with a video https://www.youtube.com/watch?v=dyPC6U_qHTs&ab_channel=TixeSchooling (3 mins)</p> <p>2. Task 2: Sign in to Gmail account</p> <p>2.1 Adult trainers should explain to students how to log in their Gmail account (20 mins)</p> <p>2.2 All students should sign in their Gmail account (15 mins)</p> <p>3. Task 2: Gmail navigation</p>

	<p>3.1 Adult trainers should explain to students the main Gmail functionalities (20 mins)</p> <p>4. Task 3: Sign out of Gmail</p> <p>4.1 Adult trainers should explain to students how to sign out of Gmail (20 mins)</p> <p>4.2 All students should sign out of Gmail (15 mins)</p> <p>5. Task 4: Wrap-up (10 mins)</p>
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