

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 3 Title: Instant Messaging Services	
Lesson Plan 28 – Send a message and create a group in Skype	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how send messages and create a group in Skype application.
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 Skype application</p> <p>1.1 Start the task with the video https://www.youtube.com/watch?v=TgcEfK6wCTo&ab_channel=kover (4 mins)</p> <p>2. Task 2: Log in to your Skype account</p> <p>3. Task 3: Add contacts</p> <p>3.1 Adult trainers should explain to students how to add contacts in order to send them a message or start a call (15 mins)</p>

	<p>3.2 Adult learners should exchange their Skype IDs with their colleagues (10 mins)</p> <p>3.3 Adult learners should add as friends all their colleagues and their trainer (30 mins)</p> <p style="text-align: center;">4. Task 4: Create a new message</p> <p>3.1 Adult trainers should explain to students how to create new message in Skype (15 mins)</p> <p>3.2 Adult learners should send a new message to their trainer (15 mins)</p> <p style="text-align: center;">5. Task 5: Create a new group and send a message</p> <p>5.1 Start this task with a video https://www.youtube.com/watch?v=3cauRK9hcYw&ab_channel=Skype (2 mins)</p> <p>5.2 Adult trainers should explain to students how to create new a group and send a message in Skype (25 mins)</p> <p>5.3 Adult trainers should create a new group with all the classroom as members and named it 'DIGITALISE ME Team' (10 mins)</p> <p>5.4 Adult trainers should send a new message to the group (10 mins)</p> <p>5.5 Adult learners should reply into the group (25 mins)</p> <p style="text-align: center;">6. Task 6: Wrap-up (10 mins)</p>
--	--

