

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 3 Title: Instant Messaging Services	
Lesson Plan 29 – Send a message and create a group in Skype (2)	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how send messages and photos to a Skype group.
Target Group	Adults (seniors)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Projector ● White board
Tools/ Materials	<ul style="list-style-type: none"> ● Handout 1
Main Tasks	<ol style="list-style-type: none"> 1. Task 1: Log in to your Skype account 2. Task 2: Send messages and photos <ol style="list-style-type: none"> 2.1 Adult trainers should explain to students how to send messages, photos and videos into a group (30 mins) 2.2 Adult learners should send a new message and a video to their group (see Handout 1) (30 mins) 2.3 Adult trainers should explain to students how to send stickers into a group (20 mins) 2.4 Adult learners should send a sticker to their group (15 mins)



	<p>3. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: Send messages and videos

