

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

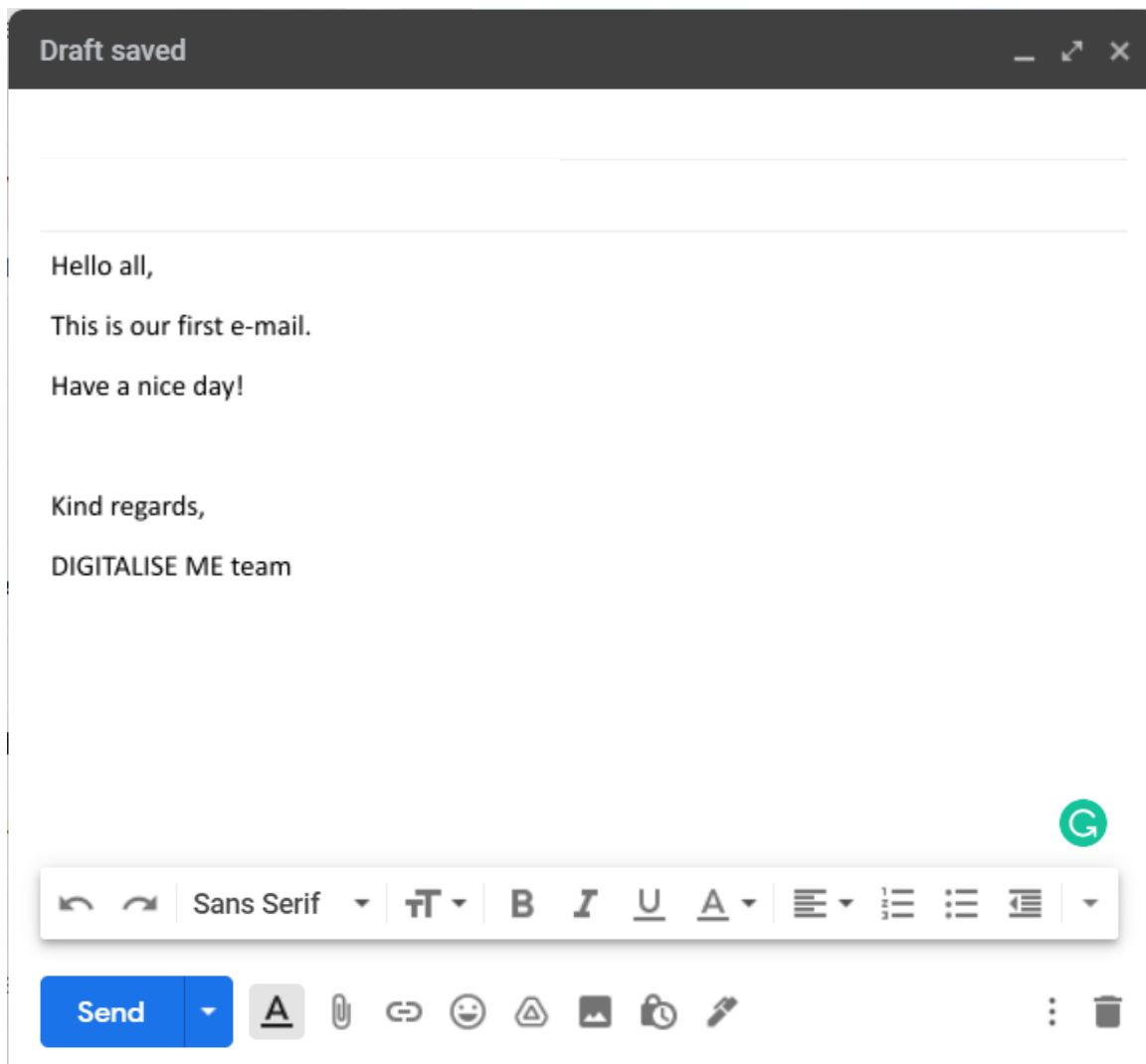
Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 3 – Compose and send emails	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to compose and send an e-mail.
Target Group	Adults (seniors)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Projector ● White board
Tools/ Materials	<ul style="list-style-type: none"> ● Handout 1 ● Handout 2 ● Handout 3
Main Tasks	<p>1. Task 1: Introduction how to compose an e-mail</p> <p>1.1. Adult trainers should explain to all students how to compose an e-mail (25 mins)</p> <p>1.2 Adult learners should write the following e-mail (see Handout 1) (15 mins)</p> <p>2. Task 2: Compose an e-mail</p> <p>2.1 Adult learners should add the recipients and subject (see Handout 2) (10 mins)</p>



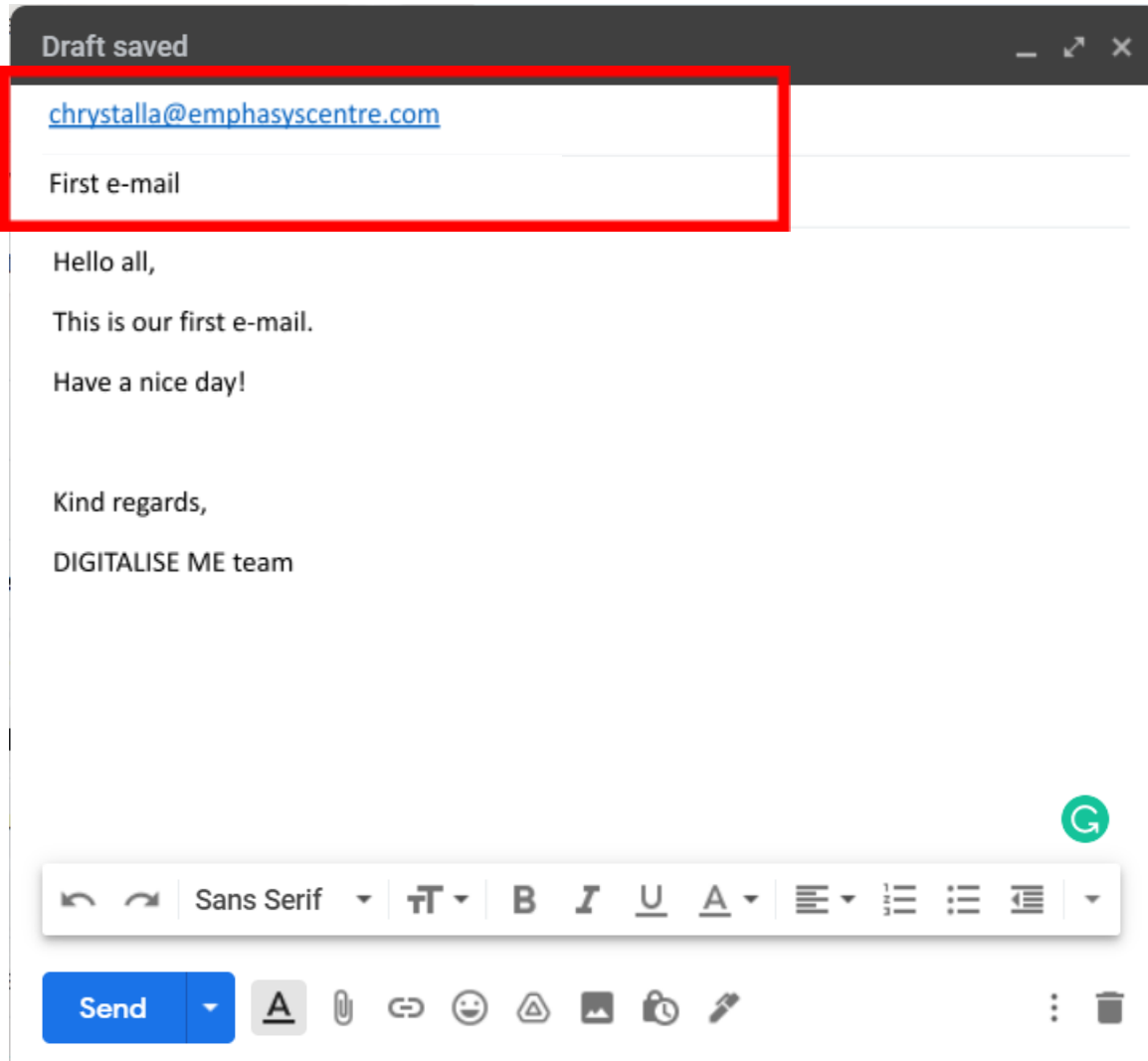
	<p>2.2 Adult learners should make the font changes to the e-mail content (see Handout 3) (10 mins)</p> <p>3. Task 3: Send an e-mail (10 mins)</p> <p>4.1. Adult trainers should explain to all students how to send an e-mail (15 mins)</p> <p>4. Task 4: Wrap-up (10 mins)</p>
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HANDOUT 1: Introduction how to compose an e-mail



HANDOUT 2: Compose an e-mail



HANDOUT 3: Compose an e-mail

