LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 4 – Reply and forward e-mails	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to reply and forward an email.
Target Group	Adults (seniors)
Facility/ Equipment	• Classroom • Internet access • Projector • White board
Tools/ Materials	• Handout 1 • Handout 2 • Handout 3 • Handout 4 • Handout 5 • Handout 6
Main Tasks	**1. Task 1: Reply to an e-mail** 1.1 Adult trainers need to send to all students' email account the following email **(see Handout 1) (10 mins)** 1.2 Adult trainers need to explain to students how to reply to e-mails **(15 mins)** 1.3 Adult learners should reply to this e-mail and introduce themselves **(see Handout 2) (15 mins)**

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	2. Task 2: Reply to all 2.1 Adult trainers need to send to all students' email account the following email **(see Handout 3) (10 mins)** 2.2 Adult trainers need to explain to students how to reply to all recipients **(15 mins)** 2.3 Adult learners should reply to all recipients to this email **(see Handout 4) (15 mins)** **3. Task 3: Forward an email** 3.1 Adult trainers need to send to all students' email account the following email **(see Handout 5) (10 mins)** 3.2 Adult trainers need to explain to students how to forward e-mail **(15 mins)** 3.3 Adult learners should forward the email to the following address: chrystalla@emphasyscentre.com **(see Handout 6) (15 mins)** **4. Task 4: Wrap-up (10 mins)**

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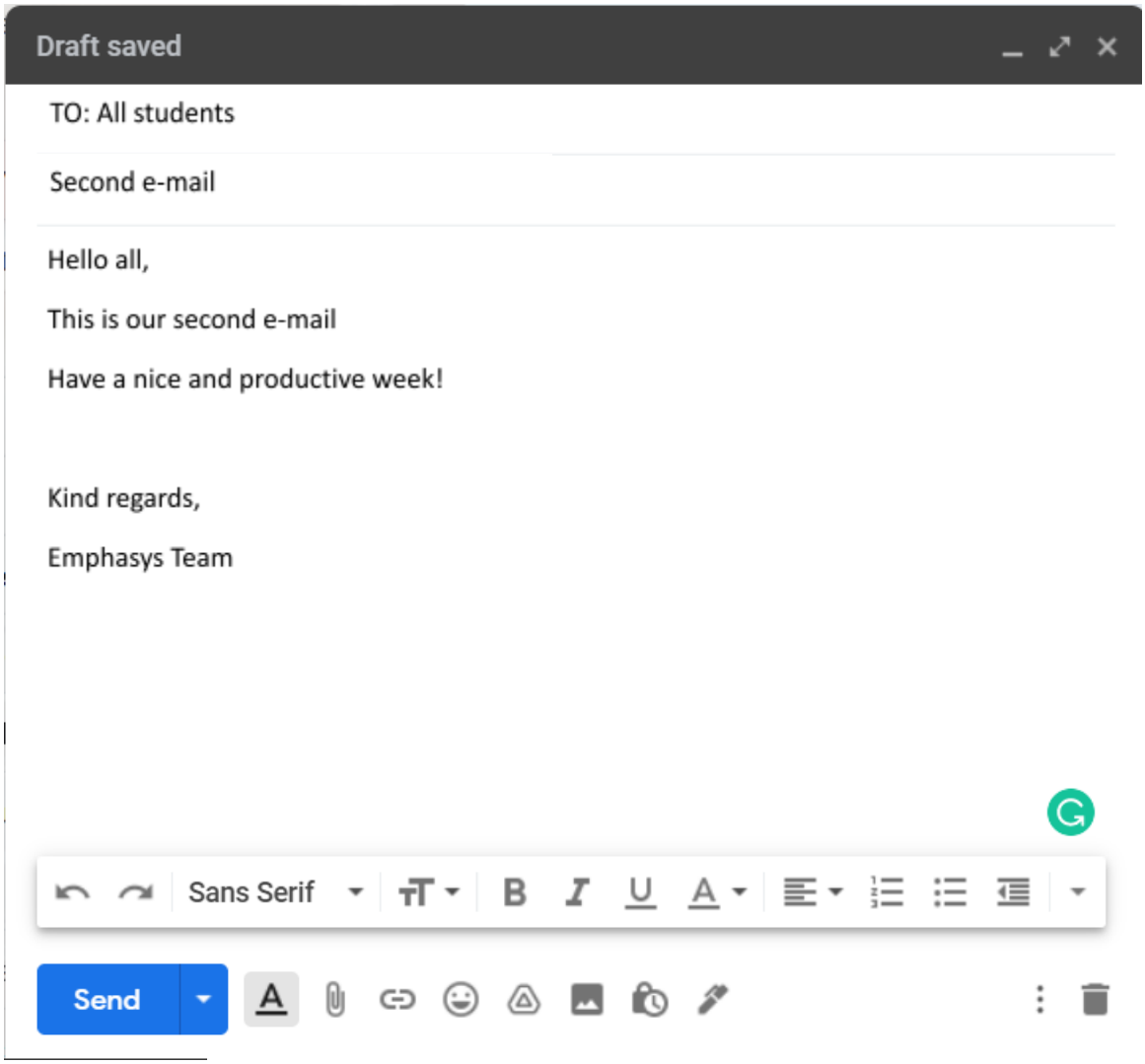
HANDOUT 1: Reply to an e-mail



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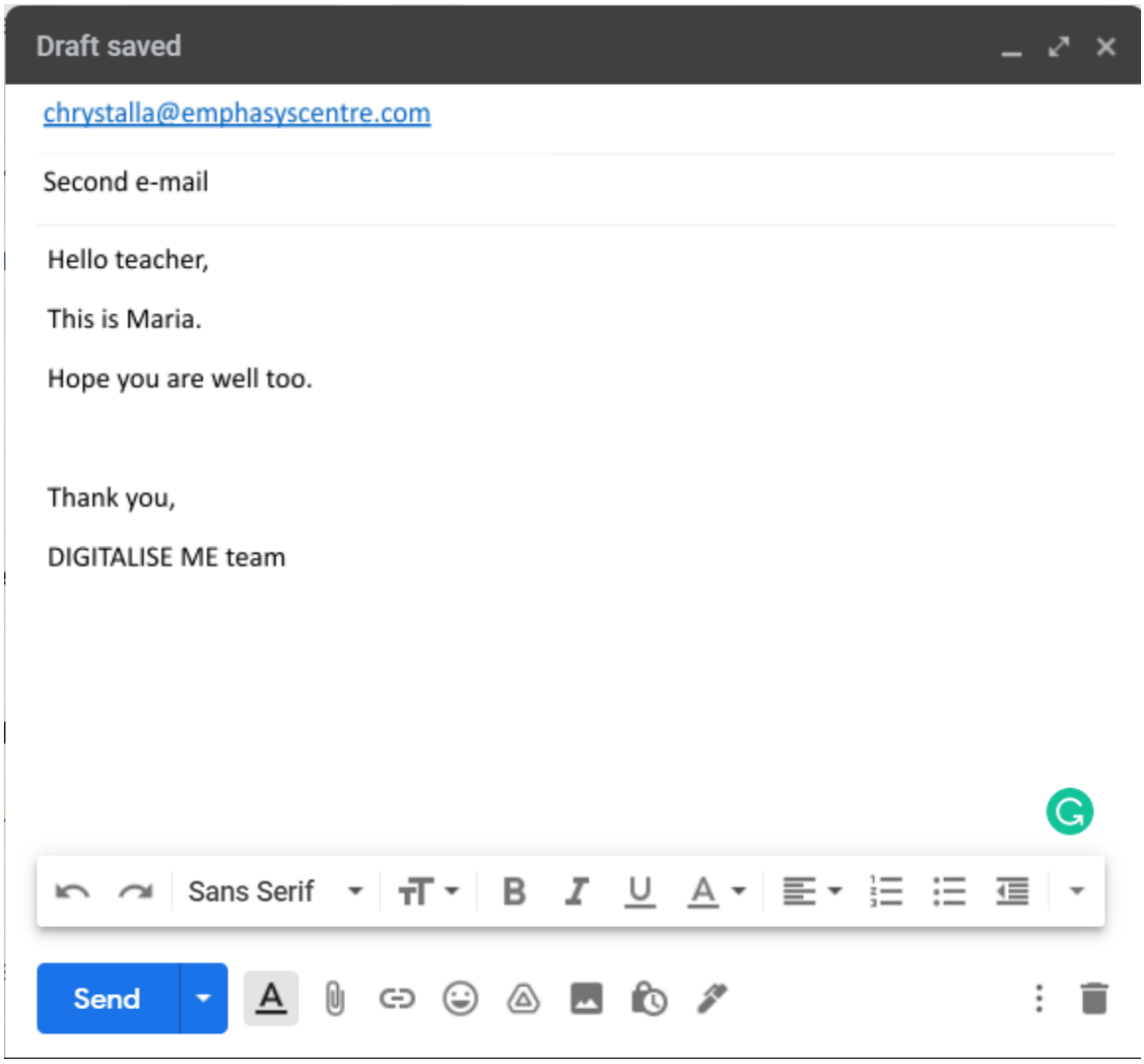
HANDOUT 2: Reply to an e-mail



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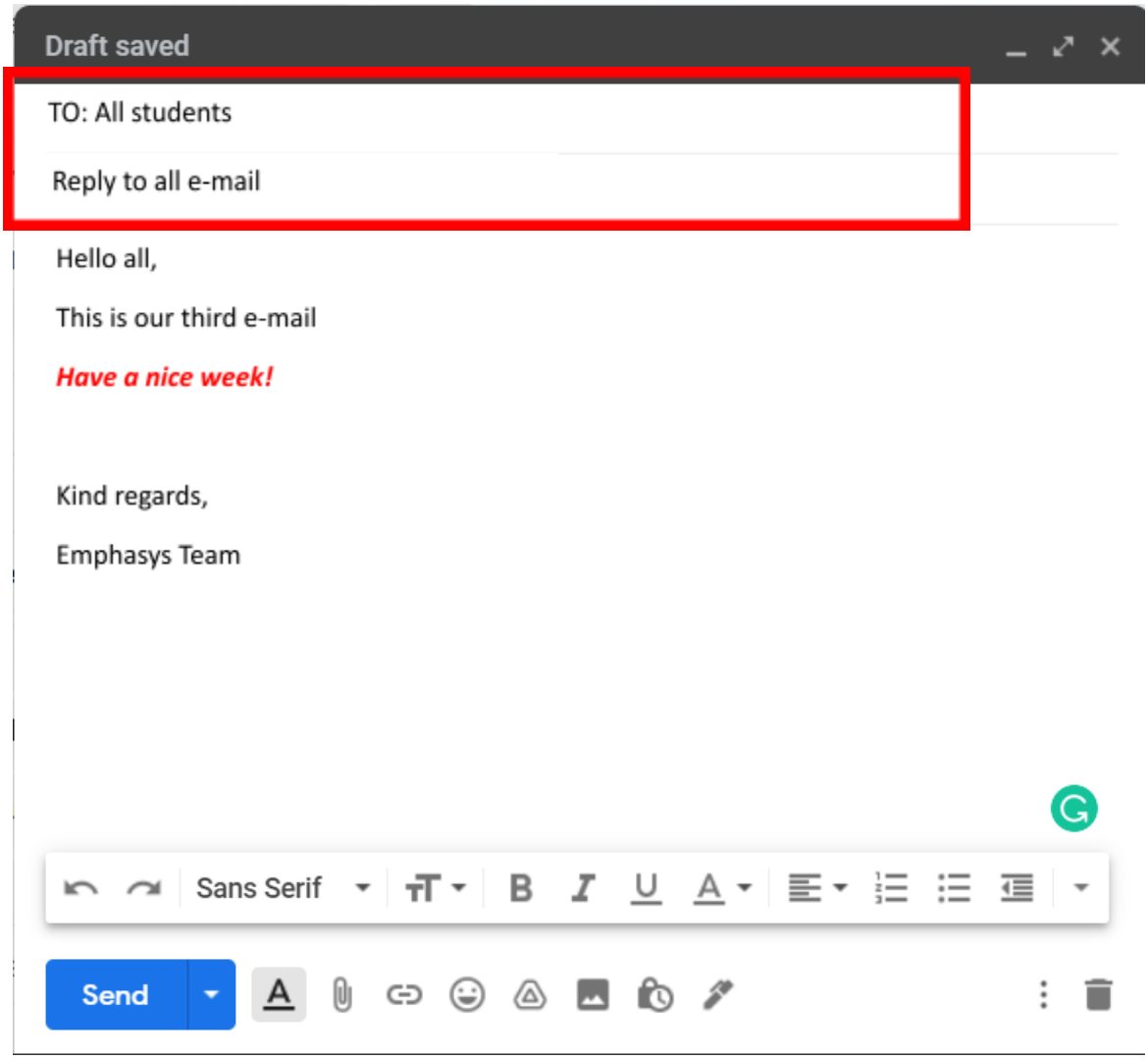
HANDOUT 3: Reply to all



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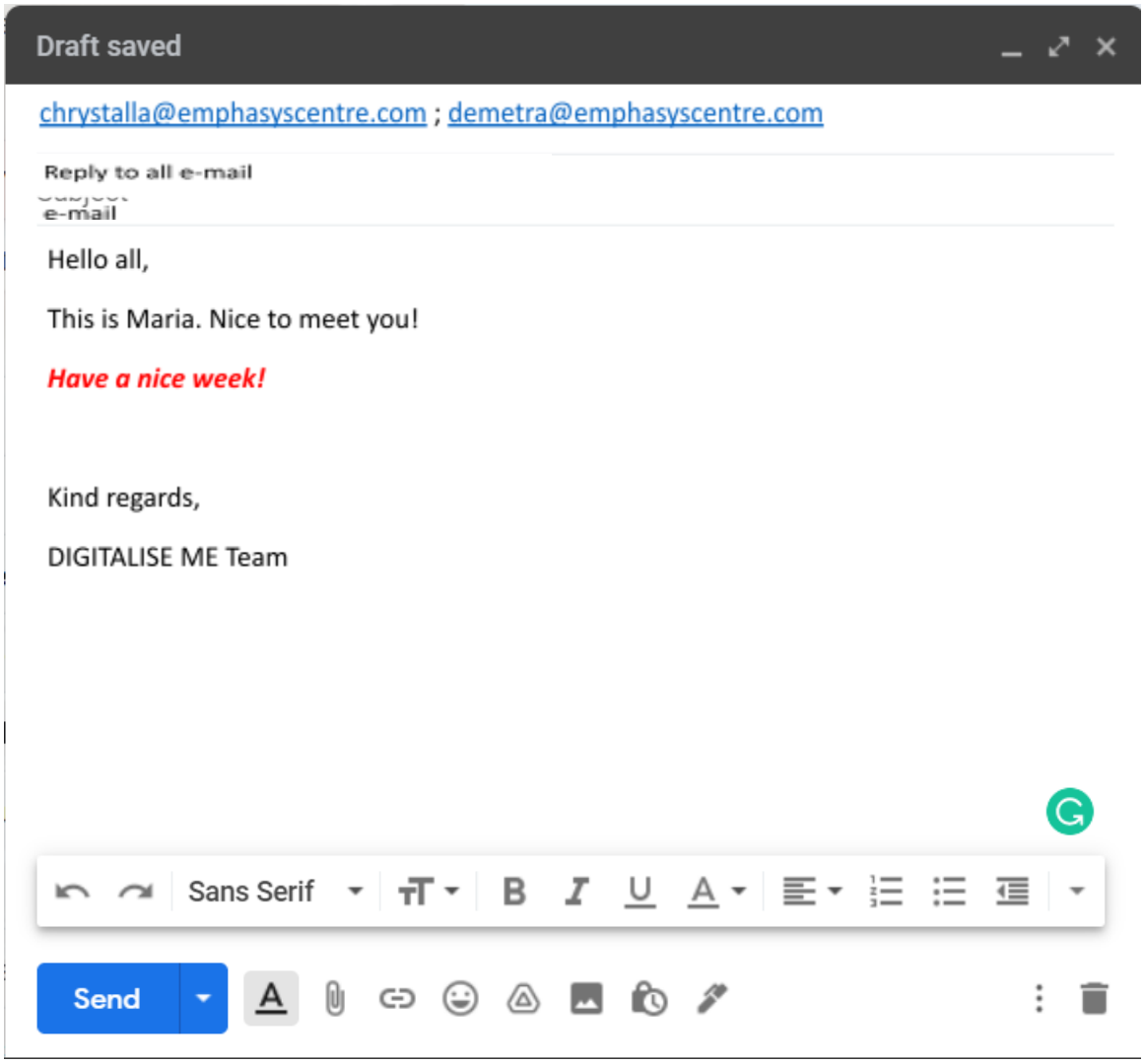
HANDOUT 4: Reply to all



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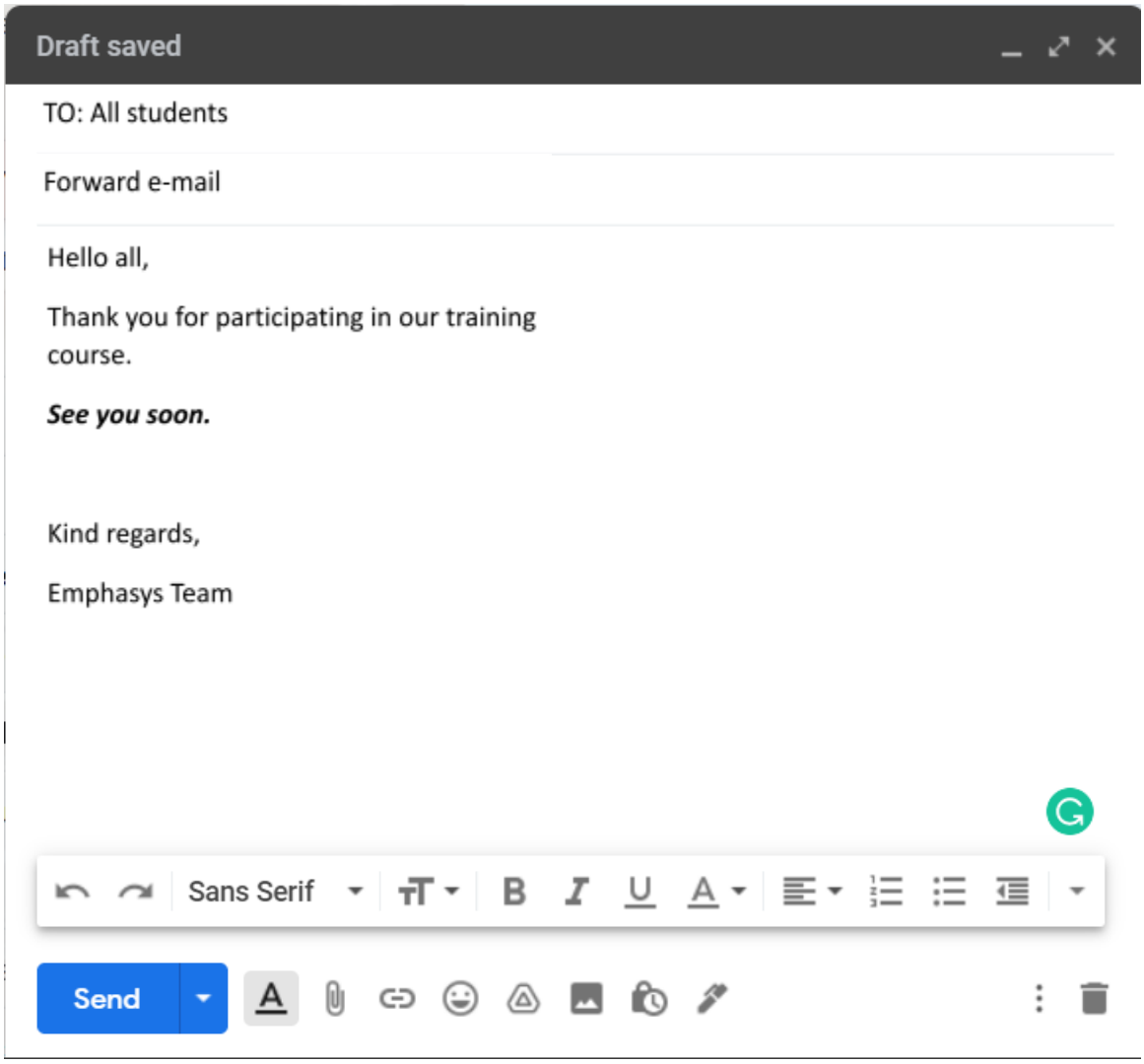
HANDOUT 5: Forward an e-mail



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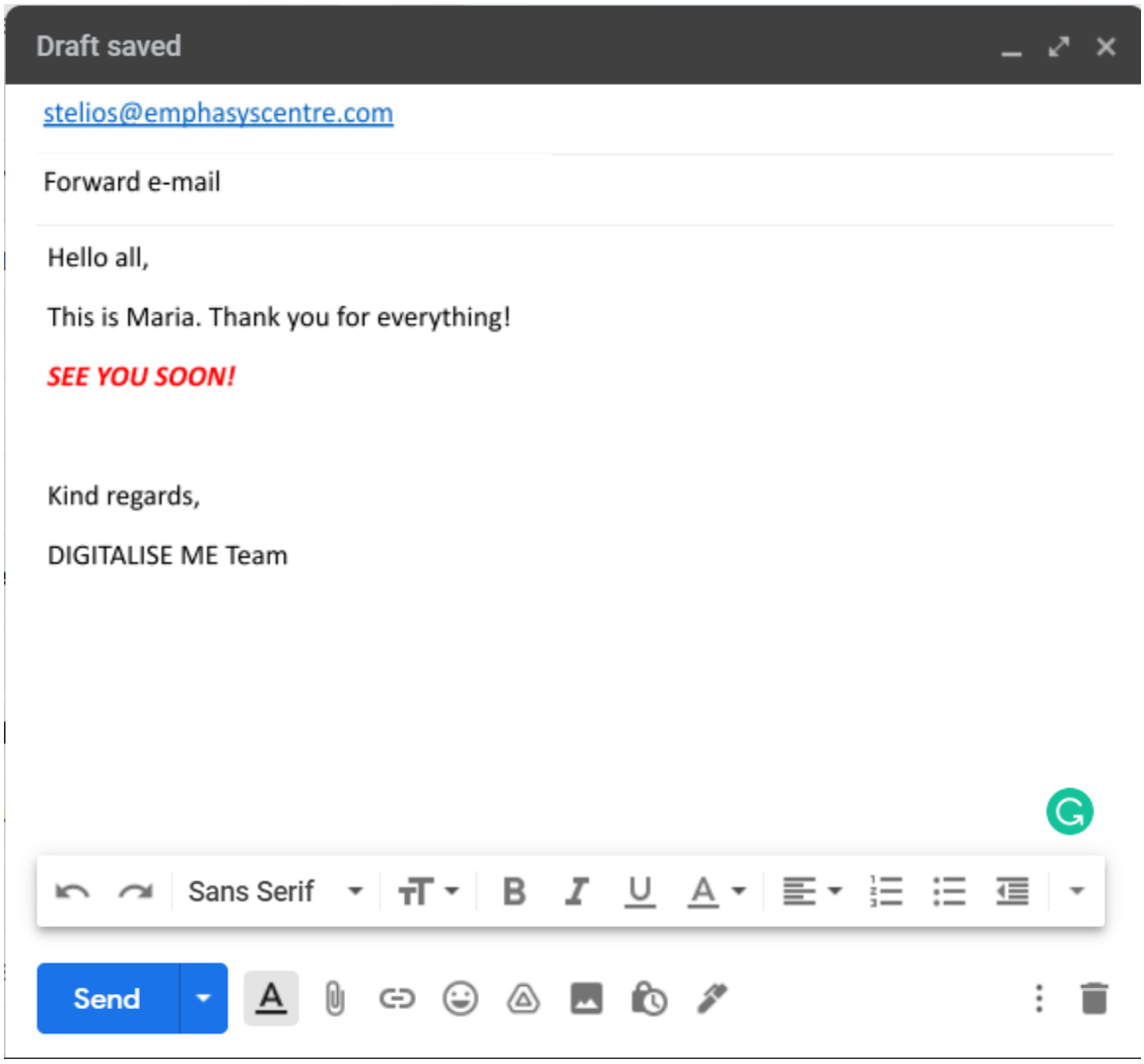
HANDOUT 6: Forward an e-mail



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