

LESSON PLANS FOR ADULT EDUCATORS/TEACHERS/TRAINERS

Module Name: Communication & Collaboration	
Topic 1 Title: E-mail	
Lesson Plan 6 – Create and manage Gmail labels	
Duration: 90 minutes	
Aim	The main goal of this lesson plan is to provide all the necessary information how to create and manage Gmail labels.
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	<p>1. Task 1: Introduction to labels</p> <p>1.1 Start the lesson with the video https://www.youtube.com/watch?v=viwIsCiTzDE&ab_channel=WhenTheBleepAreWeGoingtoUseThat%21 (2 mins)</p> <p>1.2 Discussion questions for the video (15 mins)</p> <ul style="list-style-type: none"> ● What Gmail label is ● How Gmail label works ● Advantages of Gmail label <p>2. Task 2: Create labels</p>

	<p>2.1 All students need to create 3 labels named 'Work', 'Family', 'Personal' (see Handout 1) (25 mins)</p> <p>3. Task 3: Move e-mails into labels</p> <p>3.1 Adult trainers need to show to the students how to move emails into labels (20 mins)</p> <p>3.2 All students should move emails into the three labels (20 mins)</p> <p>4. Task 4: Remove a label (10 mins)</p> <p>4.1 All students should remove the label 'Personal' (15 mins)</p> <p>5. Task 5: Wrap-up (10 mins)</p>
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HANDOUT 1: Create labels

LABEL 1:
'Work'

LABEL 2:
'Family'

LABEL 3:
'Personal'

