**Email: Day 3**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *log into email account****Computer skill:*** *send and reply to emails****Literacy skill:*** *organize contents of an email****Literacy skill:*** *begin determining appropriate subjects for emails*  | **Make Student Copies*** **Email Activity 2: How to Login?-**one per 2 students  **(Tab 7)**
* **Email Exercise 3: Email Format (Tab 9)**
* **Day 3 Extra Activity-only print if you have time to complete it (Tab 8)**

**Props, Technology or Other Resources*** Projector
* Computer for every student
*
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|  |
| **Lesson Plan** | Vocabulary |
| **Activity 1: Log in to Email** Description: learners will attempt to complete an activity which reviews important vocabulary words regarding the process to open an internet browser, go to appropriate email service provider and log in to their email Materials/Prep: copies of **Email Activity 2: How to Login? (one per 2 students), cut around each square so that each step is on its own strip of paper****Activity 2: Sending an Email** Description: using I-we-you steps the students will learn how to send a basic email to a classmate. If you feel there is extra time and the students got the first part easily, go ahead and point out replyMaterials/Prep: **Activity 3: Parts of an Email** Description: go over essential parts of an email Materials/Prep: copies of **Exercise 3: Email Format,** *if you have time, copies of Day 3 Extra Activity, cut along the dashed lines*  | * Compose
* Send
* Reply
* Subject
* Recipient Email Address
* Desktop
* Address bar
* Web address
* Gmail.com
* Username
* Body
* Greeting
* Closing
* Contact information
 |

**Teacher Directions: Activity 1: Log in Review -Email Exercise 2: How do I Login?**

Step 1: Pair Students off

If students missed Day 2, put them in a group of three with two people who were present

Step 2: Explain and Demonstrate Activity

 Hand out **Email Exercise 2: How do I Login?**

**Explain** that the pairs will receive the steps to login to email; they will need to put those steps in order

**Ask** students what the first step to get to your email is, from the desktop screen: *double click on the Internet browser*

Step 3: Individual Practice

 Learners should now do their best to complete the activity

 Circulate and assist students

Step 4: When Finished

 Instruct them to log on to their email

Step 5: Review

 Review what students came up with

 Teacher should go along with steps provided and log in to the Teacher email address

 **Username: comp.lit.opendoor**

 **Password: Volunteer12**

**Teacher Directions: Activity 2: Sending an Email**

Step 1; Context

 Review: **Ask** learners what email is: *electronic mail*

 Explain that we need to learn how to send emails

Step 2: Demonstrate getting to new email

 Learners should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

You should be in the inbox of the T’s email address

 **Ask** learners what this screen is: ***inbox***

**Ask** learners what they find in their inbox: *received emails*

**Ask** if anyone sees a place that would allow you to write (or compose) a message: ***compose***

Click on **compose**

Step 3: Demonstrate what we need

 **Ask** learners what is needed when sending a letter via the mail: *an address*

Explain that the same goes for email, we need to identify where the email is going to

 **Ask** a student to give you their email address, **write** it on the board

 **Ask** them if what you wrote is correct

**Remind** learners that just like writing an address on an envelope, if you put in the wrong email address it will not go to the correct person, so **always double check**

**Show where the recipient address goes**

Step 4: Demonstrate sending a simple email

 Write a simple “Hello” message in the email

 **Demonstrate** where to click send

Step 5: Controlled Practice

 Go through the steps to create new email with the learners

 Learners should lead you through the steps

**Instruct** them to send an email to the T’s email address, **write** it on the board if not done so already

\*Step 6: If students understand, go ahead with Reply

 Point out the reply button

 Explain that it is like a text message: you are responding to the email

 Go through steps to reply

 Is there a recipient email address? Yes, included automatically

\*Step 7: Student practice simple reply

**\*if you do not get to these, say so in the lesson report so that the volunteers for Day 4 know to go over it**

**Teacher Directions: Activity 3: Parts of an Email -Exercise 3: Email Format**

**-If extra time: Day 3 Extra Activity**

Step 1: Set-up

 **Explain** that every email should include the same parts

Step 2: 3 Parts of Every Email

 On the board write recipient email address, subject and body

**Hand out Email Exercise 3: Email Format-**

Go through the parts of email **Explain** that these are the three parts that must be included in every email

 **Ask** students where you click to create new email: *compose*

**Ask** where recipient email address goes: type a fake email (forget the @ sign), ask them if this is a real email address

**Ask** where the subject goes, explain its purpose: *informs the recipient what the email is in regard to*

 **Explain that SUBJECT MUST ALWAYS BE INCLUDED**

Step 3: Body of an email

Under the word body, write these four bullet points; *greeting, text, closing, contact information*

Explain that these parts should always be included in an email, especially in a professional setting

 **Be sure to explain:**

* That there should be a space between each paragraph
* That the content of the email depends on the **recipient**- who the email is being sent to

Step 4: Example

 Demonstrate writing an email that includes all of the parts

 Ask a student for their email address

 Ask where this email address goes

 The subject of the email should be “Class Tonight”

The text of the email should include information about what was learned in class, what skills were developed

 Include an ending, and add contact information

**Extra time?**

Step 5: Exercise

 If you have extra time, go ahead and put students in groups of 3-4

 Hand out **Day 3 Extra Activity**

This handout should have each part of the email cut apart, so that the greeting/text/closing/ and contact information are all on separate sheets

Groups should out the body of the email in order

Once finished, ask them what the subject of the email might be

**Email Exercise 2**

Double click on the

Internet Icon

Type gmail.com into the

address bar.

Enter your email address and

password.

Press sign-in.

You are now in the

inbox

Email Exercise 3: Email Format



**Greeting:** Dear Mr./Ms., Hello, Dear Sir or Madam, To whom it may concern, Hi (casual),

**Text:** Keep your letter simple and focused, so the purpose of your letter is clear. The first paragraph of your business letter should provide an introduction to why you are writing.

Then, in the following paragraphs provide more information and details about your request.

The final paragraph should reiterate the reason you are writing and thank the reader for reviewing your request.

Leave a blank line between each paragraph.

**Closing:** Thank you for your time, I look forward to hearing from you, Respectfully yours,

**Contact Information**

First Name Last Name
Email Address
Phone

This is where you write the PURPOSE of the email

username@gmail.com

**Day 3 Extra Activity**

**Dear Mr. Feathers,**

**I am emailing on behalf of the Computer and Literacy Class at Open Door Learning Center Lake Street. We were wondering if it would be possible to get a donation of 20 computers so that our students could practice what they learned in their own home.**

**We would love to have you visit our school and see the hard work our students do every week. We realize this is a big request, but believe it would benefit not only our school, but your organization.**

**Thank you for your time and consideration,**

**Teacher**

**teacher@gmail.com**

**954-999-9090**