



# **GMAIL LESSON**


**BMT-IBT/BT/BC- COMMUNICATIONS**



# LESSON PLAN-GMAIL

 Lamar County School System Lesson Plan Template		
Teacher: S. Bostic	Subject: Gmail Vocabulary, Usage and Features	Date: August 4 <sup>th</sup> thru 9 <sup>th</sup>
Standard(s): BMA-IBT-6 BMA-BT-2 BMA-BC-3		
Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.		
Sources: <a href="#">Email Activities.doc</a> Student Group Views-Computer to Computer <a href="https://blog.collegevine.com/a-comprehensive-guide-to-email-etiquette-for-high-schoolers/">https://blog.collegevine.com/a-comprehensive-guide-to-email-etiquette-for-high-schoolers/</a>		
Learning Target(s): Objectives: 1. Operating your Gmail account 2. Create Gmail contacts 3. Work with attachments 4. Sending and Composing Gmail, 5. Confidential Mode, 6. Sending receipts 7. Time Stamps 8. Nudging 9. Searching 10. Scheduling Messages 11. Signatures 12. Internet Policies-Businesses		
Activities/ Strategies: <hr/> TRANSITION TO WORK SESSION (WE DO)		
Activities/ Strategies: Guided practice Warm up and introductions Discuss various email programs and the experiences people have had using email. Present: 1. Demonstrate opening web browser		

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2. going to the Google home page and clicking on Gmail and identifying parts of an email address (yourname@yourserver.com)		
3. Password strength. Providing personal information. Storing information in case of a lost password Practice: Have learners add class Gmail accounts to email up for a Gmail account (this may take a while). Teacher will have list of emails.		
5. Use Gmail: Send an email. Open an email. Reply to an email. Forward an email Create Gmail contacts: Discuss contacts. Add contacts. Create a contact list. Same thing (e.g. new, compose, mail, create mail).		
6. Have learners click on COMPOSE and send an email you. Write an email to the class, include yourself. Present: Demonstrate opening the email you sent. Point out the parts of a received message (subject line, date, sender and message). Demonstrate how to reply to and forward a message. Practice: Have learners reply to your message, then forward it to a classmate.		
7. If you have time, have learners play with sending and replying to messages within the class		
8. Then have them close their Gmail accounts and open them again		
9. Discuss contacts. Demonstrate how to add a new contact. Reply to one of the messages from the class, showing how contacts are added each time you reply or forward a message. Demonstrate how to create a contact group by creating a group for the class. Send a message to the group.		
10. Practice: Have learners open their Gmail accounts, manually add a new contact and add a contact by replying to a message. Have learners create a class contact group with the names they have in their contacts and send a message to the group.		
11. A review of sample internet policies of businesses-look at samples online		
12. Create a sample internet policy for your business-group project		
<hr/> WORK SESSION (YOU DO)		
Activities/ Strategies: Research latest email features added to Gmail Demonstrate to students each feature prior to usage Incorporate student activities 1. Introduce yourself 2. Survey on best suited job for a person to make money- must be composed in 100 words in email 3. Disagree with Classmates Answer on best suited job		

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4. Chain Story 5. Problem Solving 6. Signatures-students will search for quotes to add to their account		
<hr/> Assessment Strategies: Monitor by walking around classroom to assist and observe students computers while working on documents. Encourage students to ask questions by raising their hands first. Show students received email on projector-wall		
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# SAMPLE EMAILS-MOLLY STROBEL

Venue location and pricing inquiry

makenzie watson

Venue location and pricing inquiry

Dear Ms. Watson,

My family and I are looking for a venue for my father's retirement party, we wondering about the Rose Room in the Grand Hotel located in Atlanta, Georgia. I was inquiring about the price and dates that it will be available. The amount of people should be 100-150. The earliest time at your convenience would be greatly appreciated.

Sincerely,  
Molly Strobel  
Lamar County Schools

*"When equal affection cannot be, let the more loving one be me" -W. H. Auden*

Sans Serif | Bold | Italic | Underline | Text Color | Paragraph | Bulleted List | Numbered List | Indent Left | Indent Right

Send | Attach | Link | Emoji | Image | Video | More

Inquiry Request

Navy Recruitment Meeting reminder

ethan raybon

Navy Recruitment Meeting reminder

Dear Ethan,

My students are eager to hear what you have to say about joining the Navy and the process of enlisting. I just wanted to to remind you of the security precautions the school has in place and to call me and I will buzz you in. Thank you for your time and I look forward to hearing you speak on Friday.

Sincerely,  
Molly Strobel  
Lamar County Schools

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Meeting Reminder

Navy Recruitment Meeting reminder

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Meeting Reminder

# SAMPLE EMAILS-MOLLY STROBEL CONT.

Inquiry about Internship Opportunities

**molly strobel** <ms3802@l...> 2:08 PM (0 minutes ago) ☆ ↶ ⋮  
to malik ▾

Dear Malik,

I am a student at the Scheller College of Business studying entrepreneurship and am very interested in your restaurant and the process that you went through to open and run your chain of successful Italian restaurants. I am actually interested in the process because of my interest in opening my own bakery and breakfast bistro in the near future. I am hoping to start in any position involving the business side of your restaurant that you have available. Thank you for your time and consideration. A timely response would be greatly appreciated.

Sincerely,  
Molly Strobel  
Lamar County Schools

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Internship Opportunities

Football Hall of Fame Tour Information Inquiry

hunter treadwell

Football Hall of Fame Tour Information Inquiry

Dear Mr. Treadwell,

I was looking into booking tour for the Football Hall of Fame located in Macon, Georgia. What times are available for a small group with about 3 or 4 people? Thank you for your time, a timely response would be greatly appreciated.

Sincerely,  
Molly Strobel  
Lamar County Schools

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Professional Request

Product Review Inquiry

clara garrett (cg6719@lamar.k12.ga.us)

Product Review Inquiry

Dear Ms. Garrett,

I noticed on my online shop that you were dissatisfied with a product you purchased, more specifically, the handmade leather purse in tan. I was emailing you to ask what was wrong with it, and if you could send it back free of charge and with your choice of replacement or refund. I am very sorry that you were dissatisfied with your product and am sorry for your inconvenience. Thank you for your time and your business.

Sincerely,  
Molly Strobel  
Lamar County Schools

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Product Review inquiry and response



# SAMPLE EMAIL-MOLLY STROBEL CONT.

Venue location and Pricing inquiry

Ariona Walker

Venue location and Pricing inquiry

Dear Ms. Walker,

I am currently looking for a venue to hold my wedding reception. I need a venue that includes, outdoor seating, close to Barnesville, Georgia, and can hold 450-500 people for any date in May, 2021. Your time and effort is greatly appreciated, and I look forward to working with you in the near future.

Sincerely,  
Molly Strobel  
Lamar County Schools

*"When equal affection cannot be, let the more loving one be me" -W. H. Auden*

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Send

Inquiry Request

Confirming our meeting for tomorrow at noon

joshua wright

Confirming our meeting for tomorrow at noon

Dear Mr. Wright,

I look forward to discussing your possible investment in my bakery. Your money would be put to good use and I also plan to pay you back within five years including interest starting after the first year. My team and I look forward to working with you and being able to call you a business partner. I will see you tomorrow at the bakery, lunch will be provided. Thank you for your time and consideration.

Sincerely,  
Molly Strobel  
Lamar County Schools

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Font (36 0 5, 36 0 6)

Send

Professional Meeting Reminder

# RUBRIC-GRADE-COMMENTS

Email Assignments Rubric for 7 Emails

20 points	15 point	10 points
Content of email is clear and tone is appropriate.	Content of email is generally clear, and tone is mostly appropriate.	Email is unclear, too brief, overly general, and/or tone is inappropriate.
Writing is free from grammatical and mechanical errors.	Writing has some grammatical and mechanical errors.	Writing includes many distracting grammatical and mechanical errors.
Email includes an appropriate subject line.	Subject line is slightly unclear.	Email is missing a subject line.
Email includes an appropriate greeting.	Greeting is slightly inappropriate.	Email is missing a greeting or greeting is not appropriate.
Email includes an appropriate closing.	Closing is slightly inappropriate.	Email is missing a closing or closing is not appropriate.

**Grade: 100** Molly, your emails were well written and clearly defined for each type of email. Beautiful job reading directions and following each type prompt.